

2007-2009 CATALOG

555 Ralph Appezato Memorial Parkway · Alameda, CA 94501

www.alameda.peralta.edu

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College of Alameda Administration

Office of the President

Cecilia Y. M. Cervantes, Ph.D.

President

Office of Business and Administrative Services

Connie Willis

Business and Administrative Services Manager

Office of Instruction

Jannett Jackson, Ph.D.

Vice President of Instruction

Peter D. Simon

Division Dean

Maurice A. Jones

Division Dean

Office of Student Services

Kerry Compton, Ed.D.

Vice President of Student Services

Peralta Community College District

District Administration

Elihu Harris

Chancellor

Board of Trustees

Bill Withrow, *President*

Cy Gulassa, *Vice President*

Marcie Hodge

Linda Handy

Nicky González Yuen

Abel Guillén

William Riley, Ed.D.

Marlene Hurd, Student Trustee

Reginald James, Student Trustee

NOTICE

The Peralta Community College District and College of Alameda have made every reasonable effort to determine that the information contained in this 2007-2009 General Catalog is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of the Peralta Community College District or College of Alameda for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and/or the College. The District and the College further reserve the right to add, amend or repeal any of their rules, regulations, policies and/or procedures.

College of Alameda and the Peralta Community College District are equal opportunity institutions, committed to nondiscrimination and to providing equal opportunities in admissions, financial aid, student facilities, student activities and employment, without regard to race, age, ancestry, sex, sexual orientation, marital status, color, national origin, creed, medical condition, disability, religious or political affiliation.

If you wish to receive this publication in alternative format, call Programs & Services for Students with Disabilities (DSPA).

President's Welcome



Thank you for choosing College of Alameda as the community college in which you will further your educational and/or career training goals!

College of Alameda faculty, staff, and students are dedicated to continually improving the learning opportunities that we offer you. Recently, we received funding for new grant programs to enhance our instructional and student services programs. One of these grants is developing Service Learning opportunities in the community that enhance student learning outcomes in vocational and academic courses. We have formed partnerships with community organizations, which welcome our students to apply what they are learning in designated courses at their sites in conjunction with the people they serve. Through Service Learning, students will be able to learn more effectively by hands-on practical activities that your instructor has planned along with our community partners.

This is just one example of faculty efforts, partnerships, and new resources coming together to provide you with the very best possible learning experience. In addition, the college is undergoing major renovations to Building A, sidewalk improvements, parking lot re-paving, and modernization of classrooms and facilities, as well as obtaining state-of-the-art equipment.

College of Alameda cares about our students and we want you to be as excited regarding the knowledge and skills that you are gaining at COA as we are to facilitate the attainment of your educational and career aspirations.

The college's faculty and staff are exceptional and enthusiastic about the positive difference that a college education makes in the lives of our students. We are committed to providing a creative, ethical, and inclusive environment in which students develop their abilities as thinkers, leaders, and citizens of the world.

We want you to experience College of Alameda and we are here to make your experience outstanding! I look forward to greeting you around our beautiful campus.

I wish you the best!

Sincerely,

A handwritten signature in cursive script that reads "Cecilia Y. M. Cervantes".

Cecilia Cervantes, Ph.D.
President

Academic Calendar

Summer Session 2007

June 18	M	Day and Evening Instruction Begins
June 23	S	Saturday Instruction Begins
June 23	S	Last Day to Add Classes
June 25	M	Census Day – Instructors Verify Enrollment in Classes
June 28	Th	Last Day to Drop Full-Term Credit Classes Without “W” appearing on Transcript
June 28	Th	Last Day to File Petitions for AA or AS Degree/Certificate
July 2	M	Last Day to Drop Full-Term Credit Classes and Receive a Refund*
July 4	W	Independence Day - Holiday Observance
July 18	W	Last Day to Withdraw and Receive a “W”
July 18	W	Attendance Verification Day – Instructors Verify Enrollment in Classes
July 27	F	Summer Session Ends
July 28	S	Saturday Instruction Ends

* Short-term and open-entry/open-exit classes must be dropped on or before the first day of class to receive a refund.

Fall Semester 2007

August 20	M	Staff Development Day
August 21	T	Staff Development Day
August 22	W	Day and Evening Instruction Begins
August 25	S	Saturday Instruction Begins
September 3	M	Labor Day – Holiday Observance
September 6	Th	Last Day To Drop Full-term Credit Classes And Receive a Refund*
September 8	S	Last Day to Add Classes
September 10	M	Census Day – Instructors Verify Enrollment in Classes
*September 15	S	Last Day to Drop Full-Term Credit Classes Without “W” appearing on Transcript
October 12	F	Last Day to File Petitions for AA or AS Degree/Certificate
October 24	W	Staff Development Day (no classes)
November 12	M	Veteran’s Day – Holiday Observance
November 20	T	Last Day to Withdraw and Receive a “W”
November 20	T	Attendance Verification Day – Instructors Verify Enrollment in Classes
November 22-23	Th-F	Thanksgiving – Holiday Observance
November 24-25	S-Su	Saturday/Sunday Classes Do Not Meet
December 15	S	Saturday Instruction Ends
December 17-21	M-F	Final Examinations
December 21	F	Fall Semester Ends
December 26	W	Winter Intersession Begins

* Short-term and open-entry/open-exit classes must be dropped on or before the first day of class to receive a refund.

Spring Semester 2008

January 15	T	Staff Development Day
January 16	W	Staff Development Day
January 17	Th	Day and Evening Instruction Begins
January 19	S	Saturday Instruction Begins
January 21	M	Martin Luther King Jr. Day - Holiday Observance
January 29	T	Last Day to Drop Full-Term Credit Classes and Receive a Refund*
February 9	S	Last Day to Add Classes
February 11	M	Census Day – Instructors Verify Enrollment in Classes
February 14	Th	Last Day to Drop Full-Term Credit Classes Without “W” appearing on Transcript
February 15	F	Lincoln’s Birthday - Holiday Observance
February 16-17	S-Su	Saturday/Sunday Classes Do Not Meet
February 18	M	Washington’s Birthday–Holiday Observance
March 6	Th	Staff Development Day (no classes)
March 14	F	Last Day to File Petitions for AA or AS Degree/Certificate
March 24-30	M-Su	Spring Recess
March 31	M	Classes resume
April 29	T	Last Day to Withdraw and Receive a “W”
April 29	T	Attendance Verification Day – Instructors Verify Enrollment in Classes
May 16	F	Malcolm X’s Birthday - Holiday Observance
May 23	F	Final Examinations (and May 27-30)
May 24	S	Saturday Instruction Ends
May 26	M	Memorial Day - Holiday Observance
May 27-30	T-F	Final Examinations (and May 23)
May 30	F	Spring Semester Ends

* Short-term and open-entry/open-exit classes must be dropped on or before the first day of class to receive a refund.

Telephone Numbers

College of Alameda Main Number	522-7221
FAX	769-6019
TTY.....	748-2330
Academic Division Offices:	
Division I.....	748-2357
Division II	748-2373
Admissions & Records	748-2228/2225, 2227
Administrative Services Office.....	748-2235
Assessment.....	748-2307
Associated Students (ASCOA).....	748-2371
Aviation Facility (North Field).....	748-2291
CalWORKs	748-2152
Cashier's Office.....	748-2224
Children's Center	748-2381
College Store	748-2247
Counseling	748-2209
Eve. & Sat. Supervisor (Academic Year).....	748-2311
Extended Opportunity Programs & Services (EOPS) and CARE	748-2258
Financial Aid.....	748-2391
TTY.....	748-2392
Health Services	748-2320
Information Center	748-2184
Instruction, Vice President.....	748-2352
Learning Resources Center	748-2315
Library	748-2250
One-Stop Career Center	748-2208
Outreach & Recruitment	748-2397
Police Services.....	465-3456
President's Office	748-2273
Programs & Services for Students with Disabilities (DSPS)	748-2328
TTY.....	748-2330
Public Affairs	748-2213
Student Activities.....	748-2280
Student Services Administrative Office	
Vice President of Student Services	745-2205
Transfer Center.....	748-2113
Tutorial Center	748-2315
Veterans Affairs.....	748-2203

General Information

History of the Peralta Community College District

“It is generally conceded that the modern school system should serve the needs of all the children of all the people.”

This was the statement of philosophy made by the Oakland Unified School District in 1915 regarding The Vocational High School, one of the several ancestors of the Peralta Community College District.

Its name steeped in Bay Area history and its roots in the early days of public education in Oakland, the Peralta District entered its 43rd year on July 1, 2007, committed to a system of education which is designed to serve all of the people of northern Alameda County.

During the period in which this system was evolving, there were many institutions that were setting the stage for its birth. Longtime East Bay residents may remember The Part Time School; Central Trade, later renamed the Joseph C. Laney Trade and Technical Institute; and Merritt School of Business.

In July 1953, the Oakland Board of Education organized Oakland Junior College, developing Laney and Merritt as separate campuses of the new institution. In September 1954, the Merritt campus, then located on Grove Street (now Martin Luther King, Jr. Way) in Oakland, installed a liberal arts division, in addition to its business division. By the following year, it was possible for Merritt students to earn an Associate in Arts degree. Shortly thereafter there was another name change to Oakland City College.

In November 1963, the residents of Alameda, Albany, Berkeley, Emeryville, Oakland and Piedmont voted to join in establishing a single community college district.

This new district, then, became Peralta on July 1, 1964, the name selected to reflect the fact that the six cities of the district are located on the 44,800 acres that were granted to Sgt. Luis Maria Peralta in August 1820.

From the outset, it was determined that the existing campuses, as well as future campuses, would become comprehensive colleges, offering vocational, occupational and liberal arts courses.

A \$47 million bond issue for new Peralta campuses was passed by the District’s voters in October 1965.

Construction began on new campuses for Laney and Merritt, as well as on a campus for the new College of Alameda, to be located at Webster Street and Atlantic Avenue in Alameda.

The College of Alameda campus was opened in June 1970. Laney College’s new campus also opened in 1970, becoming Peralta’s civic center college, located adjacent to such facilities as the Oakland Museum, the Henry J. Kaiser Auditorium, and the Bay Area Rapid Transit District’s headquarters building and Lake Merritt station.

A new Merritt College opened the following spring in the hill area of East Oakland.

Because the law establishing local community college districts permitted small or sparsely populated counties to affiliate with larger districts, much of Plumas County had been annexed to the Peralta District on July 1, 1968, and Feather River College, near Quincy, began operating in leased buildings in 1969. This college opened its permanent campus in 1971; however, since Plumas residents had not participated in the 1965 bond election, bond funds were not used for its construction. Feather River College remained a Peralta College until July 1, 1989, when it was officially deannexed to be operated by a locally elected Board of Trustees.

In 1974, the Peralta College for Non-Traditional Study opened its offices at 2020 Milvia Street in downtown Berkeley. In July 2006 the college, named Vista Community College in 1978, moved into a permanent building and was renamed Berkeley City College.

The colleges are open to any resident who has either reached age 18, graduated from high school, passed the California High School Proficiency Test or obtained the General Education Diploma (GED). Collectively, they enroll more than 25,000 students in a wide age range and with a vast diversity of interests.

College of Alameda

College of Alameda's first classes were held in 1968 in temporary facilities at Historic Alameda High School on Central Avenue in downtown Alameda.

Its present 62-acre campus, located at the intersection of Webster Street and Ralph Appezato Memorial Parkway in Alameda, opened in June 1970 and was formally dedicated on October 19, 1970. The campus is easily accessible by auto or AC Transit bus through the Webster Street Tube from downtown Oakland.

With its buildings surrounding a central courtyard, the campus is designed to encourage the interaction between students, faculty and staff, essential to an effective learning environment.

The College's Aviation Maintenance programs are located on a 2.5 acre site on Harbor Bay Parkway, adjacent to Oakland International Airport's North Field.

As a low-cost, publicly supported two-year community college, College of Alameda makes available lower division college level work at a moderate cost to students.

Personal, academic and vocational counseling services are available to all students. Other student services include financial assistance, tutoring, health services, job placement and various student activities based at the Student Center.

Relatively small classes allow students to benefit from closer contact with instructors and fellow students, and to become more individually involved in campus life and student activities.

College of Alameda offers its courses on the semester calendar, as do the other three Peralta colleges.

Basic skills courses in English and Math, as well as individualized labs and tutoring, offer students the opportunity to lay the foundation for their continued success in college level courses. English as a Second Language courses provide second language learners with proficiency in English through practice in writing, speaking, listening and reading at different levels.

Occupational and technical training is concentrated, efficient, and leads to employment opportunities in a variety of fields. The training programs are state of the art because of updated equipment, master instructors, and ongoing input and advice from workplace professionals who serve on program advisory committees.

Associate in Arts (AA) or Associate in Science (AS) degrees may be earned in many areas of liberal arts and occupational studies, with most credits earned transferable

to the University of California, California State Colleges and Universities, and to other public and private four-year colleges and universities.

Mission

College of Alameda's mission is to serve the educational needs of its diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals.

Values

In meeting its mission, College of Alameda has the following values:

- Achieving educational excellence
- Accommodating and supporting student needs
- Encouraging teamwork and active learning
- Engaging our community
- Empowering innovation
- Extending opportunities in technology
- Respecting diversity

Vision Statement

College of Alameda will be a diverse, supportive, empowering institution for seekers of knowledge. We are committed to providing a creative, ethical and inclusive environment in which students develop their abilities as thinkers, workers and citizens of the world.

Institutional Learning Outcomes

Students completing their academic and/or career preparation at College of Alameda will be able to:

- Prepare for a chosen career path or transfer successfully to advanced education or professional study programs.
- Apply abstract concepts to real world situations, demonstrating problem-solving, decision-making, and critical thinking.
- Promote and maintain physical fitness and healthy well-being in order to succeed in a career or in continuing education.
- Demonstrate the application of scientific principles to everyday phenomena.
- Demonstrate information competency for lifelong educational and professional goals in contemporary life.
- Demonstrate civic engagement and responsibility.
- Understand diversity and apply it in relationships and interactions with others.
- Communicate effectively using technology, written, verbal and nonverbal strategies.
- Appreciate and enjoy the arts and humanities.

Strategic Directions

The college has adopted these strategic directions to fulfill its mission:

1. Communicate effectively and efficiently with our internal and external constituencies in order to achieve our mission.
2. Improve student persistence, retention and completion rates to increase student success, particularly for educationally and economically at-risk students.
3. Review, improve and develop curriculum in order to meet the changing needs of our students and community.
4. Build capacity to provide professional services and civility in relations to support institutional effectiveness.
5. Promote educational innovation, encouraging robust exploration and engaged global citizenship.
6. Provide accessible and responsive educational opportunities within a supportive, caring, inviting, safe, and clean environment for all of the college's constituencies.
7. Commit to the mission of the college by ongoing assessment and allocation of our resources to meet our institutional priorities.
8. Develop a culture of inquiry to support institutional effectiveness and student success.

Accreditation

College of Alameda is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Ave., Santa Rosa, CA 94503; 707/569-9177), an institutional accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education.

The College first was accredited in 1973, with the most recent reaffirmation in 2003.

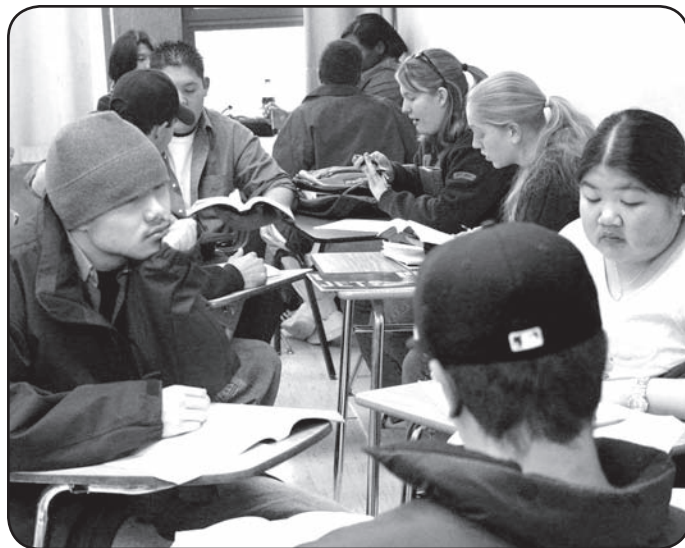
Program Accreditations and Certifications

Individual College of Alameda occupational programs are accredited or certified by the American Dental Association (ADA) Council on Dental Education for Dental Assistants, the Federal Aviation Administration (FAA), and the National Institute for Automotive Service Excellence (ASE).

Extended Day and Weekend College

A wide range of courses is offered in the late afternoon and evening as well as Saturdays and Sundays, including classes with credit toward the AA and AS degree, and for transfer to four-year colleges or universities.

These classes are available for all students, including those unable to pursue studies on a full-time basis, and for employed persons seeking to upgrade skills or to acquire a general education.



The same standards and requirements apply to all courses, whether offered during the day, the evening, or on weekends.

Housing

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

Using This Catalog

The College of Alameda Catalog describes the courses, programs and services of the college that are planned for the 2007-2009 academic years. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. More current or complete information may be obtained from the appropriate department or administrative office.

Responsibility for Meeting Requirements

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

Accuracy Statement

College of Alameda 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 of Completion, Graduation and Transfer Rates

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of the Peralta Community College District and College of Alameda to make available its completion and transfer rates to all current and prospective students. Beginning in Fall, 1995, all certificate, degree and transfer-seeking first-time, full-time students were tracked over a three-year period; their completion and transfer rates are available upon request in the Office of the Vice President of Student Services and in the Office of Instruction. These rates do not represent the success rates of the entire student population at College of Alameda, nor do they account for student outcomes occurring after this three-year tracking period.

More information about Student Right-to-Know rates and how they should be interpreted can be found at the California Community Colleges "Student Right-to-Know Information Clearinghouse website," located at <http://www.cccco.edu/divisions/tris/mis/srtk.htm>.

Information and Assistance

The following list of resources is provided to help you with a non-emergency* problem, concern or complaint:

Area	Go To	
Bookstore	Bookstore Manager 748-2247	⇒ Division I: Peter Simon (D-227) 748-2357 Apparel Design & Merchandising Apprenticeship Alameda Science & Technology Inst. (ASTI) Astronomy Automotive Tech/ Auto Body & Paint Aviation Biology Business/Accounting Chemistry Computer Information Systems Cooperative Education Dental Assisting Diesel Mechanics Economics Engineering Health Education & Occupations Physics
Classroom Facilities	Division Dean ⇒ See Division List ⇐	
Computer Labs	Computer Lab Staff, Instructional Department or Campus Coordinators 748-2206	
Counseling / Advising	Head Counselor 748-2220 (Room A-124B)	
Fee Payments & Refunds	Cashier 748-2224 (Room F-122)	
Financial Aid	Supervisor of Financial Aid 748-2229 (Room A-124C)	
Food Services	Student Activities Advisor 748-2280 (Room F-117)	
Instruction: Grades, Attendance, Testing, Class Content, Disruption & Assignments	See your Instructor first, then Division Dean ⇒ See Division List ⇐	
Learning Resources / Tutoring / Open Lab	LRC Coordinator 748-2315 (Room L-204)	
Library	Head Librarian 748-2253	
Parking & Traffic	Business Services Manager 748-2235 (2 nd floor, Student Center, Rm. F-213)	⇒ Division II: Maurice Jones (C-207) 748-2373 / 748-2396 African-American Studies Anthropology Art Asian/Asian-American Studies Chinese Communication Dance Education English English as a Second Language French Geography Geology German History Humanities Mathematics Mexican/Latin American Studies Music Philosophy Physical Education Political Science Psychology Sociology Spanish Speech (now Communication) Theatre Arts Vietnamese
Registration Procedures	Admissions Specialist 748-2228 (Room A-124A)	
Safety (non-emergency)	Any Administrator 748-2203, 2205, 2211, 2273, 2235	
Sexual Harassment	VP of Student Services 748-2205 (Room A-124C)	
Student Records	Admissions Specialist 748-2228 (Room A-124A)	
Waivers: Prerequisite	Admissions Office (form) 748-2228 (Room A-124A)	
Waivers: AA Degree or Certificate Requirement	Admissions Office (form) 748-2228 (Room A-124A)	
<i>*In an emergency, dial 911 (9-911 from campus phone)</i>		

District Policies and Procedures

I. Peralta Community College District Discrimination Complaint Procedures

The Peralta Community College District, as a public institution, prohibits discrimination in any and all of its activities, including: employment, procuring of goods and services, availability of its educational offerings, and other programs and activities such as financial aid and special services.

In order to accomplish these tasks, the Office of Equal Opportunity is assigned the responsibilities of overseeing and investigating any charges of discrimination or other complaints. A discrimination complaint log will be maintained as well as complete records of complaints and resolutions.

The Office of Equal Opportunity will handle both student and employee complaints by working with the Vice President of Student Services for student complaints and with the Vice President of Instruction for employee complaints.

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

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

1. Student discrimination complaints may be filed with the Office of Student Services at each campus.
2. Employee complaints may be filed with the Office of Instruction at each campus.
3. All complaints should be forwarded to the District Equal Opportunity Officer on the approved district form.
 - a. Upon receipt of a complaint, a copy will be forwarded to the State Chancellor's Office on the appropriate form.
 - b. Defective complaints will be returned to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
4. Within fourteen (14) days of the complaint, an investigation will commence with notification to the complainant of the initiation of the investigation.
5. If the complaint proves to be accurate, a resolution of the problem will be proposed and corrective actions taken to ensure that the act is not repeated.
6. After a proposed resolution is developed and approved,

the complainant will be notified of the resolution. Should the complainant not be satisfied, he/she may object to the proposed resolution through the State Chancellor's Office within thirty (30) days. The Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State.

7. After the resolution proposal is sent to the complainant, the District will forward the complete file of the complaint; findings of the investigation; the District's proposed resolution; the letter to the complainant informing him/her of the proposal; and any relevant material to the State Chancellor's Office.

Sexual Harassment and Discrimination Policy

Non-Discrimination Policy

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 or sexual orientation/preference or transgender status 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 to prevent further discrimination. The District prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry.

Politica Prohibiendo la Discriminacion (Incluyendo el Acoso Sexual y la Discriminacion Racial) contra los Estudiantes

En los Colegios Comunitarios del Distrito de Peralta, de acuerdo a las leyes federales y estatales, se prohíbe la discriminación ilegal contra los estudiantes por razones de raza, credo, color, descendencia, religión, sexo, nacionalidad de origen, edad (a mayores de 40 años), estado civil, condición médica (relacionada con el cáncer), impedimento físico, afiliación o parecer y orientación o preferencia sexual en cualquiera de sus programas y actividades. Dicha discriminación no se tolerará tampoco en cuanto se refiere a la disponibilidad y la oferta de programas y actividades, tales como la ayuda económica y los servicios de carácter especial. Para su cumplimiento, el Distrito tomará de inmediato las medidas necesarias para investigar toda queja de discriminación para eliminar cualquier caso de discriminación presente y futuro. El Distrito prohíbe represalias contra un individuo que presente una queja, o participe en el proceso de la investigación de una denuncia por acoso discriminatorio.

Chính Sách Cấm Kỳ Thi (kể cả phá phá tính) Đối Với Học Sinh

Đại Học Cộng Đồng Quận áp dụng theo luật của Liên Bang, Tiểu Bang và Ban Giám Hiệu cấm kỳ thi đối với học sinh trên căn bản sắc dân, tín ngưỡng, màu da, tôn giáo, phá tính, nguồn gốc chính, tuổi (40 trở lên) tình trạng hôn nhân, điều kiện y tế (liên quan tới bệnh ung thư) tàn tật, chánh kiến, đảng phái hay khuynh hướng sở thích về chương trình và sinh hoạt gồm giáo dục, điều cống hiến như tiền tài trợ và công việc đặc biệt. Tóm lại, Quận dùng biện pháp điều tra tức khắc những phàn nàn về kỳ thi để loại bỏ việc kỳ thi đang có và ngăn ngừa kỳ thi sau này. Quận cũng cấm chuyện trả thù cá nhân nào viết đơn phàn trách hay tham gia việc kỳ thi hay phá phá cách kẻ khác.

禁止對學生歧視政策 (包括性別和種族的騷擾和歧視)

依照聯邦、加州政府法律，和董事會的政策，Peralta 初級大學學區禁止對學生在所有教育服務，校內活動項目(包括助學金，特別服務)有不合法的歧視。這包括：種族、宗教信仰、膚色、祖先、性別、來自國家、年齡(四十歲或以上)、婚姻狀況、健康狀況(癌症有關病症)、身體缺陷、政治觀點或附屬黨派、和性習慣。如有事件發生，學區會立刻依照程序來調查投訴來清除現有的歧視和避免將來有歧視事情發生，學區禁止對被歧視或被騷擾投訴者和協助以上投訴者之有關人仕有任何報復。
(如有錯漏一切以英文原稿為準)

Implementing Procedures Prohibiting Sexual, Racial, and Disability Harassment and Discrimination Toward Students

A. Dissemination

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

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

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

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

B. Sexual Racial, and Disability Harassment And Discrimination Defined

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

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

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

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

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

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

C. Examples of Prohibited Harassment

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

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

11. A pattern of conduct that would cause discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that may include one or more of the following:

- (a) unnecessary touching, patting, hugging, or brushing against a person's body,
- (b) remarks of a sexual nature about a person's anatomy or clothing, or
- (c) remarks about sexual activity or speculations about a previous sexual experience.

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

D. Academic Freedom and Freedom of Speech

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

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

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

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

E. Consensual Relationships

1. Definitions

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

2. Rationale

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

3. Ethical Violation

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

4. Presumption of a Policy Violation

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

5. Voluntary Consent Not a Defense

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

F. Harassment and Discrimination Complaint Procedures

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

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

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

1. Complaints of unlawful discrimination may be filed by a student who has personally suffered discrimination or by a person who has knowledge of such discrimination, within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination or harassment.
2. Student discrimination or harassment complaints may be filed with the District's Equal Opportunity Officer (at 333 East Eighth Street, Oakland, CA 94606; 510/466-7230).
3. Student discrimination and harassment complaints may also be filed with the Vice President of Student Services as follows:

College of Alameda	(510) 748-2204
Cougar Village portables, Room A-124C	
Laney College	(510) 464-3162
Tower Building, Room 412	
Merritt College	(510) 436-2478
Building P, Room 311	
Berkeley City College	(510) 981-2820
2050 Center St., Berkeley, 2nd Floor	
4. All complaints not filed directly with the District's Equal Opportunity Officer should be immediately forwarded to that Officer on the approved District form.
5. Whenever any person brings charges of unlawful discrimination to the District Equal Opportunity Officer's attention, that Officer shall:
 - (a) inform the complainant that he or she may, but is not required to, informally resolve the charges and that s/he has the right to end the informal resolution effort and begin the formal stage at any time;
 - (b) notify the complainant of the procedures for filing a complaint;
 - (c) discuss with the complainant what actions he or she is seeking in response to the alleged discrimination; and
 - (d) advise the complainant that he or she may file a complaint with the Office for Civil Rights of the United States Department of Education.
 - (e) Forward a copy to the State Chancellor's Office on the appropriate form.
 - (f) Return defective complaints to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
- (g) Review the complaint and determine the need for any interim measures of relief pending completion of the investigation.
6. Within fourteen (14) days of receiving the complaint, a thorough and impartial investigation will commence with notification to the complainant and the Chancellor of the initiation of the investigation. Complaints will be investigated and resolved in accordance with the District's unlawful discrimination complaint procedures. To ensure a prompt and equitable investigation of complaints, the investigation shall include an opportunity for the complainant and the accused to present witnesses and other evidence on their behalf. Thus, the investigation shall include private interviews with the complainant, the accused individual and each of the witnesses identified by both parties. Sufficient information about the allegations of the complaint shall be disclosed to the accused to provide him/her with an opportunity to respond to the allegations of the complaint and provide additional information. To the extent appropriate, the District will keep the complainant apprised of the progress of the investigation.
7. Complaints will be handled promptly in an appropriately confidential manner — that is, the District's Equal Opportunity Officer will disclose the identities of the parties only to the extent necessary to carry out an investigation.
8. The results of the investigation shall be set forth in a written report which shall include at least all of the following:
 - (a) description of the circumstances giving rise to the complaint;
 - (b) a summary of the testimony provided by each witness, including the complainant and any witnesses identified by the complainant;
 - (c) an analysis of any relevant data or other evidence collected during the course of the investigation; and
 - (d) a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint.
9. Within ninety (90) days of receiving a complaint, the District shall complete its investigation and provide the complainant with the following information:
 - (a) a written notice setting forth:
 - 1) a copy or summary of the District's investigative report;
 - 2) the District's determination on the merits of the complaint; the proposed resolution of the complaints, to the extent that disclosure does

- not invade any person's privacy rights; and
- 3) the complainant's right to appeal to the District governing board and the Chancellor.

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

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

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



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

百拉達社區學院學區 (Peralta Community College District)

理事會政策 4.03

4.03 政策禁止對學生的歧視 (包括性及種族騷擾和歧視)

百拉達社區學院學區 (Peralta Community College District) 根據相關的聯邦和州府法律及理事會政策，禁止在其任何及所有計劃與活動 (包括所提供的教育機會) 和其他如財務資助及特別服務等計劃及活動中對學生有後述方面的不當歧視及歧視性騷擾：種族、信念、膚色、血統、宗教、性別、國籍、年齡 (40 歲及以上)、婚姻狀況、身體健康狀況 (癌症)、殘障、政治觀點及立場、性傾向/偏好或任何階段的跨性別狀況。若有此種情況發生，本學區會立刻採取適當行動調查相關的歧視投訴，以便消除現有的歧視情形，並防止發生更嚴重的歧視行為。本學區嚴禁對因歧視而提出投訴或因歧視性騷擾問題作出諮詢的任何個人進行報復行為。

法律規定依據

教育法規 72011 條款

1973 年改革法 504 條款

1972 年教育修正法 IX 標題

1964 年公民權利法 VI 標題

1866 年公民權利法、1981 年美國法典 42 條款

1983 年美國法典 42 條款

採用: 1999 年 4 月 13 日

修訂: 2002 年 7 月 23 日

Distrito de los Colegios Universitarios Comunitarios de Peralta

Política 4.03 de la Junta

4.03 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.

Fundamento jurídico

Sección 72011 del Código de Educación (Education Code Section 72011)

Sección 504 de la Ley sobre la Rehabilitación de 1973 (Section 504 of the 1973 Rehabilitation Act)

División IX de las Enmiendas Educativas de 1972 (Title IX of the Educational Amendments of 1972)

División VI de la Ley de Derechos Civiles de 1964 (Title VI of the 1964 Civil Rights Act)

Ley de Derechos Civiles de 1866, 42 Compilación de la Legislación Federal, Sección 1981 (Civil Rights Act of 1866, 42 U.S.C. Section 1981)

42 Compilación de la Legislación Federal, Sección 1983 (42 U.S.C. Section 1983)

Adoptada: 13 de abril de 1999

Revisada: 23 de julio de 2002

Peralta Community College District

Qui Định Của Ban Giám Hiệu 4.03

4.03 Qui Định Nghiêm Cấm Phân Biệt Đối Xử (Kể Cả Quấy Rối Tình Dục và Quấy Rối liên quan tới Chủng tộc và Phân biệt Đối xử) với các Sinh Viên

Theo qui định của luật pháp Tiểu Bang và Liên Bang và Qui Định Của Ban Giám Hiệu, Peralta Community College District cấm phân biệt đối xử và quấy rối kỳ thị trái phép đối với các sinh viên, dựa trên chủng tộc, tín ngưỡng, màu da, nguồn gốc tổ tiên, tôn giáo, phái tính, quốc gia nơi xuất thân, tuổi (trên 40 tuổi), hoàn cảnh hôn nhân, bệnh tật (liên quan tới ung thư), khuyết tật, quan điểm và tư cách chánh trị, sở thích/xu hướng tính dục, hay chuyển đổi giới tính ở bất cứ giai đoạn nào, trong bất kỳ và toàn bộ các chương trình và hoạt động của Khu, kể cả việc cung cấp các chương trình giáo dục của khu; và các chương trình và hoạt động khác như trợ giúp tài chánh và các dịch vụ đặc biệt. Để đạt được điều này, Khu Học Chánh sẽ tiến hành các biện pháp kịp thời và thích hợp để điều tra những trường hợp khiếu nại phân biệt đối xử để loại bỏ và ngăn ngừa việc này. Khu Học Chánh cấm trả thù bất cứ người nào đưa đơn khiếu nại hay tham dự điều tra phân biệt đối xử hay quấy rối kỳ thị.

Dựa Trên Pháp Lý

Bộ Luật Giáo Dục, Mục 72011

Mục 504, Đạo Luật Phục Hồi năm 1973

Tiêu đề IX của Bản Tu Chính Giáo Dục năm 1972

Tiêu Đề VI của Đạo Luật Dân Quyền 1964

Đạo Luật Dân Quyền 1866, 42 U.S.C. Mục 1981

42 U.S.C. Mục 1983

Được chấp thuận: 13 tháng Tư, 1999

Tu chính: 23 tháng Bảy, 2002

Sexual Assault Policy and Procedures

1.0 POLICY

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

2.0 DEFINITION OF SEXUAL ASSAULT

(Ed. Code 67385)

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

3.0 PROCEDURE

The Office of the Vice President of Student Services shall have full responsibility, except for public information, for the administration and follow-up of the sexual assault program. This listing of resources and services shall be updated by each college's Vice President of Student Services and the District's Risk Manager or other designated employees, annually, no later than August 1, or more frequently as required. This includes:

1. Making available to students and staff, District policy on sexual assault.
 2. Meeting legal reporting requirements.
 3. Identifying available services for the victim.
 4. Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.
 5. Implementing procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.
- 3.1 It shall be the responsibility of the Vice President of Student Services to see to it that victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District, shall receive information and referral for

treatment. Services available include immediate short-term crisis counseling, and long-term counseling referral to agencies in the community. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

- 3.1.1 Any student, faculty or staff member who is a victim of sexual assault at a District facility referred to in Section 1.1 of this policy, is encouraged to notify the Vice President of Student Services. The Vice President of Student Services, with the consent of the victim, shall notify the Campus/District Police Services.
- 3.1.2 Pursuant to legal requirements, the Campus/District Police Services will notify the appropriate local law enforcement agency of the reported sexual assault, and obtain an ambulance to transport the victim to the hospital, as necessary.
- 3.1.3 In accordance with the Campus Crime Awareness and Security Act of 1990, the District, on an annual basis, shall notify student and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publication/mailings. The names of the victims will not be reported in the statistics.
- 3.1.4 In cases of violent crimes considered to be a threat to other students and employees, each college's President or the Chancellor of the District shall make timely reports, respecting the confidentiality of the victim, to the college community in a manner that will aid in the prevention of similar occurrences.
- 3.1.5 Upon notification of a sexual assault, the Campus/District Police Services will distribute to the victim a description of campus resources and services available to the victim, as well as appropriate off-campus services. Each student or employee who is a victim of sexual assault will receive a copy of this policy.
- 3.1.6 The listing of resources and services shall be available through the Campus/District Police Services, each college's Counseling Department and Health Services Unit.
- 3.1.7 A victim of sexual assault shall be provided with information about pursuing the following remedies or actions against the perpetrator:
- a. Employees
 - Criminal prosecution
 - Civil prosecution

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

- 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

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

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

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

4.0 DISSEMINATION

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

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

II. Student Grievance 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.

A. Grounds for Filing Student Grievances

The Student Grievance Procedure shall apply only to grievances involving:

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

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

1. Police citations (i.e. "tickets"). Complaints about citations must be directed to the Campus Police in the same way as any traffic violation.
2. Discrimination, Sexual Assault or Sexual Harassment. Any student who feels he/she has been or is presently an alleged victim of sexual harassment, may first contact the Vice President of Student Services to file a complaint verbally or in writing, or may directly contact the District's Equal Opportunity 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.

B. Definitions

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

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

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

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

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

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

C. Grievance Process

1. Step One: Informal Resolution

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

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

2. Step Two: Formal Complaint Procedures

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

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

a. Filing Complaint

The complaint must include the following:

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

Complaint should be filed with Vice President of Student Services.

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

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

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

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

c. Request for Grievance Hearing

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

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.

d. Grievance Hearing Committee

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

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

Additional committee member:

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

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

e. Hearing Procedure

1. The Vice President of Instruction, as Chair, shall provide written notice, including the date, time and place of the hearing, to both parties at least ten days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.
2. The Chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the Chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The Chair of the committee shall inform both parties orally of this fact at the commencement of the hearing.
3. The decision of the Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The Chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
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.
 - f. Final Decision by Vice President of Student Services

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

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

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

3. Appeals

a. President's Decision

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

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

b. Chancellor's Decision

The College President's decision may be appealed to the Chancellor in writing within 10 days of 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) school days after receipt of the decision.

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

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

4. Time Limits

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

III. Student Conduct, Discipline, and Due Process Rights

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

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

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

A. Student Code of Conduct

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

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

1. Violation of District policies or regulations including parking and traffic regulations (subject to Education Code Section 76036), policies regulating student organizations, and time, place and manner regulations in regard to public expression.
2. Willful misconduct which results in injury or death of any person on college-owned or -controlled property, or college-sponsored or supervised functions; or causing, attempting to cause, or threatening to cause physical injury to another person.
3. Conduct which results in cutting, defacing, damaging, or other injury to any real or personal property owned by the college or to private property on campus.

4. Stealing or attempting to steal college property or private property on campus; or knowingly receiving stolen college property or private property on campus.
5. Unauthorized entry to or use of college facilities.
6. Committing or attempting to commit robbery or extortion.
7. Dishonesty such as cheating, plagiarism (including plagiarism in a student publication), forgery, alteration or misuse of college documents, records, or identification documents, or furnishing false information to the college.
8. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
9. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an authorized college employee.
10. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
11. Lewd, indecent, or obscene conduct or expression on college-owned or -controlled property, or at college sponsored or supervised functions; or engaging in libelous or slanderous expression; or expression or conduct which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or substantial disruption of the orderly operation of the college.
12. Disruptive or insulting behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance of the authority of, refusal to comply with directions of, or persistent abuse of, college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.
13. Obstruction or disruption of teaching, research, administrative procedures or other college activities.
14. Committing sexual harassment as defined by law or by college policies and procedures; or engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
15. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

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

B. Forms of Discipline:

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

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

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

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

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

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

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

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

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

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

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

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

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

Disciplinary action may be imposed on a student by:

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

C. Due Process Rights for Suspensions and Expulsions

Definitions:

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

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

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

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

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

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

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

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

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

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

One of the following scenarios will occur:

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

Short-term Suspension

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

Long-term Suspension

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to impose a long-term suspension. Written notice of the Vice President of Student Services' (or designee's) decision shall be provided to the student. The written notice will

include the right of the student to request a formal hearing and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.

Expulsion

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

Hearing Procedures:

Request for Hearing. Within 5 days 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.

Schedule of Hearing. The formal hearing shall be held within 10 calendar days after a written request for hearing is received. Student's failure to confirm attendance at hearing or failure to appear at the hearing without reasonable cause constitutes waiver of the student's right to appeal.

Student Disciplinary Hearing Panel. The hearing panel for any disciplinary action shall be composed of one faculty (selected by the President of the Faculty Senate), one classified (selected by the President of the Classified Senate), one administrator (selected by the President of the College) and one student (selected by the Associated Students).

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

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

Conduct of the Hearing:

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by a college representative who shall be the Vice President of Student Services.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.

The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than 5 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the District either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify himself or herself by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written state-

ments of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.

Within 10 days following the close of the hearing, the hearing panel shall prepare and send to the President (or designee) a written recommendation regarding the disciplinary action to be imposed, if any. The recommendation shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall be based only on the record of the hearing, and not on 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.

President's (or designee's) Decision:

Long-term suspension. Within 5 days following receipt of the hearing panel's recommendation, the President (or designee) shall render a final written decision based on the recommendations of the hearing panel and the Vice President of Student Services (or designee). If the President (or designee) modifies or rejects the hearing panel's recommendation, the President shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the President (or designee) shall be final.

Expulsion. Within 5 days following receipt of the hearing panel's recommendation, the President (or designee) shall render a written decision either to recommend expulsion or to impose a lesser form of discipline. If the President (or designee) modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. If the President (or designee) decides to recommend expulsion, such recommendation shall be forwarded to the Chancellor and Board of Trustees.

Chancellor's Decision:

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

Board of Trustees' Decision:

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 of Trustees shall consider any recommendation from the President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall receive written notice at least three days prior to the meeting of the date, time, and place of the Board's meeting.

The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board may accept, modify or reject the findings, decisions and recommendations of the President (or designee) and Chancellor (or designee). If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Time Limits:

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

Student Grievance:

Students who believe that they have been improperly subjected to any of the disciplinary measures stated in this policy may file a Student Grievance with the Vice President of Student Services in accordance with Board Policy 4.43.

IV. Academic Accommodations Policy and Procedures

A. Academic Accommodations Policy for Students with Disabilities

The Peralta Community College District, as a group of public institutions of higher education and vocational training, commits itself to a policy of equal opportunity and nondiscrimination for students with disabilities. It is the policy of the District to accommodate requests involving academic adjustments consistent with local, state, and federal laws and regulations.

In the case of a dispute involving the student's request for academic accommodations or a student's Inquiry regarding the District's compliance with applicable laws and regulations, the Vice President of Student Services reviews the case and makes an Interim decision pending resolution through the grievance procedure Board Policy 4.43. The finding of the grievance committee may be appealed directly to the District Affirmative Action Officer. (BP 5.24)

B. Academic Accommodation Procedures for Students with Disabilities Implementing Procedures for Board Policy 5.24

Pursuant to Section 504 of the Rehabilitation Act of 1973, Title 5, Section 56027, and Board Policy 5.24, the Peralta Community College District has developed the following procedures to respond in a timely manner to requests by students with disabilities for academic accommodations. Pursuant to Title 5, Sections 56000-56088 the District has developed Disabled Student Programs and Services (DSP&S) at each college to assist students with disabilities in securing appropriate instruction, academic accommodations and auxiliary aids.

The goal of all academic accommodations and auxiliary aids is to minimize the effects of the disability on the educational process. The student with a disability shall be given the opportunity both to acquire information and to be evaluated in a way that allows the student to fully demonstrate his/her knowledge of the subject. The goal is to maintain academic standards by giving the student assignments that are comparable in content, complexity, and quantity.

1. Process to Request Services

When a student requests disability-related services, the student's disability is verified by the DSP&S professional according to state-mandated criteria. If the student is deemed ineligible for services and wishes to appeal this decision, he/she will follow the District Student Grievance Procedure. Concurrently, the college ADA Coordinator will review the case and make an interim decision pending resolution through the student grievance procedure.

The finding of the grievance committee may be appealed directly to the District Affirmative Action Officer.

The DSP&S professional, in consultation with the student, determines educational limitations based on the disability and authorizes the use of any appropriate auxiliary aids and/or academic accommodations. These may include but are not limited to:

- a. Auxiliary aids such as a tape recorder, assistive listening device, calculator, computer, taped text or spelling checker used in the classroom and/or in completing class assignments;
- b. The use in the classroom of a reader, American Sign Language interpreter, note taker, or scribe, or real-time captioner for students who are deaf or hard of hearing or the presence of guide dogs, mobility assistants, or attendants in the classroom;
- c. Testing accommodations such as extended time for test taking.
- d. Extending the length of time permitted for course or degree requirements and flexibility in the manner in which specific course content is obtained.
- e. Substitution for specific courses required for the completion of general education degree requirements, or substitutions or waivers of major or certificate requirements.
- f. Access to Alternate Media such as Braille, large print, video captioning.

With the consent of the student, instructors are informed of authorized auxiliary aids and academic accommodations. It is the responsibility of the instructor to allow auxiliary aids to be used in the classroom or to coordinate with the DSP&S professional for the delivery of academic accommodations. It is the responsibility of the DSP&S professional to make arrangements for and facilitate the delivery of academic accommodations with the disabled student in coordination with faculty, as appropriate. The DSP&S professional will assist with providing the appropriate accommodations and appropriate follow up for DSP&S students. An example of appropriate follow up might be a DSP&S Counselor contacting an instructor and DSP&S student to inquire about the effectiveness of an accommodation.

C. Grievance Procedures

If a student is denied academic accommodations or the use of auxiliary aids by an instructor and wishes to appeal, she/he should contact the DSP&S professional to schedule a meeting with the instructor to discuss and resolve the issue. The student may invite the DSP&S professional (i.e., a DSP&S Coordinator, Counselor, Instructor, Acquired

Brain Injury (ABI) Specialist, Learning Disability (LD) Specialist etc.) to attend this meeting. In the case where an unresolved issue becomes a dispute (i.e., an issue that is not resolved informally between the student and the instructor with the assistance of the DSP&S professional), the student may file a complaint through the District Student Grievance Procedure. Concurrently, the college ADA Coordinator or designee will review the case and make an interim decision pending resolution through the student grievance procedure. If the issue is still not resolved, the student may appeal directly to the District Affirmative Action Officer.

D. Meeting General Education Degree Requirements:

When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from a college within the Peralta Community College District, despite an earnest effort on the part of the student to complete the course or its prerequisite—if appropriate for the disability as determined by a qualified DSP&S Specialist—and despite the provision of academic adjustments and/or auxiliary aids, the student may request a substitution of the course as an alternative method of meeting general education degree requirements. The Evaluation Team will consist of the DSPS Coordinator, the Department chair or instructor from the discipline of the course or major for which a substitution is being requested, and the appropriate Dean of Instruction. The team may consult, as appropriate, with DSPS professionals, Associate Vice Chancellor for Admissions and Records and Student Services, and the college Vice President of Instruction in order to make a decision. In assessing requests, the Evaluation Team should consider the anticipated exit skills from the course that can be substituted for comparable exit skills in another course. These comparable skills may be found in a discipline different from the discipline of the original course.

E. Meeting Major or Certificate Requirements

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

A course substitution maintains the standards of academic rigor of degree programs because the student is required to demonstrate comparable skills. Therefore, requesting a course substitution is the preferred option to meet general education degree requirements. For major or certificate course requirements, course substitutions and/or waivers may be considered.

Course substitutions are applicable for Peralta Community College District and may not be recognized by a transfer college.

F. Evaluation of Substitution/Waiver Request

a. Documentation

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

1. PETITION for Substitution/Waiver (obtained from the Admissions Office).
2. LETTER (written by the student) addressing the criteria listed in Part B.
3. EVIDENCE FROM THE DSP&S PROFESSIONAL (DSP&S Coordinator, Counselor, Instructor, Acquired Brain Injury (ABI) Specialist, Learning Disability (LD) Specialist, etc.) verifying the disability and how it relates to the student's request.
4. DOCUMENTATION of the student's academic record, the degree requirements for graduation and information about the course in question regarding whether or not it is essential to the student's course of study, major, transfer goals and/or employment goals as appropriate.
5. ADDITIONAL SUPPORTING DOCUMENTATION can be provided by students.

b. Evaluation of Request

The DSP&S professional will review all documents, outline evidence of the use of all appropriate and available services and academic adjustments and indicate that, according to CRITERIA listed below, that the request is appropriate. The DSP&S professional then signs the Request for Change of Graduation Requirements Form and forwards the packet to the DSP&S Coordinator, who will convene an Evaluation Team.

The Evaluation Team consists of the DSP&S Coordinator, the Department Chair (or an Instructor) from the discipline of the course or major for which a substitution is being requested and the Dean of Instruction with responsibility for the Division, which includes the discipline of the course substitution. The Evaluation Team meeting is to be chaired by the Dean of Instruction and should consult with the, Associate Vice Chancellor for Admissions and Records and Student Services, DSP&S professionals, and the College Vice President of Instruction as appropriate.

The Evaluation Team will assess student requests based on the following criteria:

- Documentation of the student's disability with specific test scores, when appropriate, and a description of educationally related functional limitations in the academic area under discussion.

- Evidence of the student's earnest efforts to meet the graduation requirement, which may include:

Consistent and persistent efforts in attempting to meet all graduation requirements. Evidence that the student has attempted to take the course in question or its prerequisite with accommodations and has been unable to successfully complete course requirements.

Regular attendance (i.e., meeting the attendance requirements of the course); completion of all course assignments.

Use of all appropriate and available services such as tutorial assistance or instructional support classes.

Use of all appropriate and available academic accommodations such as test accommodations.

Agreement among the student, DSPS Counselor and the appropriate Disabilities Specialist that, due to the severity of the disability, the student would not be able to successfully complete the course requirements, even with accommodations.

- Evidence that the student is otherwise qualified such as:

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.

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.

Information about alternatives to the course in question based on the learning/academic goals of that course.

G. 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 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.

H. Meeting Major/Certificate Requirements

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

I. Grievance Procedure

If the student is dissatisfied with the decision of the Evaluation Team, she/he may follow the Student Grievance Procedure. The finding of the grievance committee may be appealed directly to the District Equal Opportunity Officer. Students can obtain the assistance of the District Equal Opportunity Office at any point during this process.

V. Miscellaneous

Privacy Rights of Students

The family Education Rights and Privacy Act (Sec. 438, Public Law 93-380) requires educational institutions to provide: access to official education records directly related to the student; an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the College must obtain the written consent of students before releasing personally identifiable information about them from records to other than a specified list of persons and agencies; and that these rights extend to present and former students of the College.

1. Education records generally include documents and information related to admissions, enrollment in classes, grades, financial aid, veterans' status, disciplinary action, and related academic information. These records are available to District and College personnel who have legitimate educational interests.
2. The Associate Vice Chancellor for Admissions & Records & Student Services, located at the District Admissions & Records Office, has been designated "Records Officer," as required by the Act.
3. Education records will be made available to currently and formerly enrolled students within fifteen (15) days following completion and filing of a request form with the "Records Officer." During the informal review, the Records Office may make adjustments or changes not constituting interference with integrity of professional entries.
4. If the above informal proceeding does not satisfy the student, the student may submit a request in writing to the "Designated Official," the Vice President of Stu-

dent Services or designee, on forms provided in the Student Services Office. The "Designated Official" will then assign the matter within ten (10) school days to a "Hearing Officer." The "Hearing Officer" will set a date for the hearing, at the conclusion of which he/she will render his/her decision (within ten days) in writing to the President of the College who shall then sustain or deny the allegations. In the event of a denied allegation, the student may, within 30 days, appeal the decision in writing to the Peralta Community College District Board of Trustees. The Board of Trustees shall meet with the student within 30 days and its decision shall be final.

5. Where the student accepts an unfavorable decision concerning his/her records, or where there is a record of disciplinary action, the student shall have the right to submit a written statement or response to become a part of the record.
6. The Act provides that the College may release certain types of "Directory Information," unless the student submits in writing to the "Records Officer" that certain or all such information not be released without his/her consent. "Directory Information" at this College includes: (a) student's name, (b) city of residence (no street address), (c) participation in recognized activities and sports, (d) dates of attendance, (e) degrees and awards received, (f) the most recent previous educational agency or institution attended, and (g) height and weight of members of athletic teams which may be released only by the appropriate athletic staff member or the Director of Athletics.
7. Copies of College of Alameda educational records, except transcripts, may be obtained by the student at a cost of \$1.00 per document.

Campus Parking and Safety Regulations

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.

Students must park their vehicles only in authorized lots on the west and north sides of the campus and must pay a Parking Fee of \$0.50 a day (two quarters, exact change only). Semester parking permits (Fall and Spring) can be purchased for \$20 each (\$10 each for motorcycles) at the College Cashier's Office, Room F122. Summer Session parking permits cost \$10 each (\$5 for a motorcycle). Parking fees and permit costs are subject to change.

Students must not park in unauthorized areas, including red zones, yellow (loading) zones, green (30-minute) 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 to the campus may park in green (30-minute) zones for a maximum of 30 minutes. Visitors intending to remain longer than 30 minutes must park in a fee lot and pay \$0.50. **The campus speed limit is 10 MPH.**

Drug Free Campus

Peralta Community College District Board of Trustees Policy 2.32 prohibits the unlawful manufacture, possession, use, sale, exchange or distribution of drugs and alcohol by students and employees on any property owned, rented, leased or used by the District, or at any function or activity operated or sponsored by the District, by any District college or by any college-affiliated organization, regardless of location.

Violation of this policy can result in District and/or college disciplinary action including, but not limited to, probation, reprimand, suspension or dismissal, as well as referral for criminal prosecution under applicable federal, state and local laws.

The District and college counselors will refer students and employees suffering from drug or alcohol dependency or abuse to appropriate counseling, treatment or rehabilitation programs.

Title 5 Regulations

It is the policy of the Peralta Community College District (unless specifically exempt by statute) that every course, wherever offered and maintained by the district, for which the average daily attendance is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

Weapons Policy

The unauthorized use, possession or storage of weapons, fireworks or explosives is prohibited on any Peralta college premise (including vehicles) or at any Peralta college sponsored activity. Weapons may include, but are not limited to firearms, pellet guns, bows and arrows, martial arts equipment, switchblade knives, swords, large knives, and clubs.

Smoking Policy

In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor and outdoor campus locations with the exception of designated parking lots and other designated areas as identified by the colleges and approved by the Board of Trustees.

As of 2007, smoking is allowed at College of Alameda in three designated areas. These are located at the Webster Street side of the F Building, behind the G Building, and in the overflow parking lot by the tennis courts.

College Regulations

It is the student's responsibility to become familiar with College and District policies and regulations. For further information, please refer to the Schedule of Classes for the current semester.

Eligibility for Admission

All persons 18 years of age or older, who can benefit from instruction, are eligible for admission as a California resident or nonresident. Anyone under 18 years of age who is a high school graduate or who has been awarded a California High School Proficiency Certificate or General Education Diploma (GED) also may enroll.

Application Procedures

Applications for admission may be obtained on the Internet at <http://www.peralta.edu> or from the Admissions & Records Office. It is the student's responsibility to request that all schools and colleges he/she has attended mail transcripts directly to the Admissions & Records Office. Students enrolling for fewer than 12 units, and not pursuing an Associate degree or transferring to another college, are not required to file transcripts. No transcripts are required for Summer Session.

No admission test is required, but students must meet all course or program prerequisites. English, English as a Second Language and mathematics placement tests, orientation and counseling are a part of the admissions procedures for all students, except for students who meet specific exemption criteria.

Admission of International Students

College of Alameda accepts international students (F-1 and M-1 visas) for enrollment each academic year. In addition to the California Community College Enrollment Fee and Campus Center Use Fee, these students also must pay nonresident tuition, which is subject to annual change.

The Immigration and Naturalization Service (INS) requires international students to matriculate with a minimum study load of 12 semester units each semester, without exception.

Prospective international students interested in attending College of Alameda may obtain an application packet which contains various forms and requests for documentation from the Peralta Community College District Office of International Education at <http://www.peralta.edu> or by calling (510) 466-7380.

High School Students

In accordance with California Education Code regulations, high school students may enroll as special part-time students. Enrollment must be recommended by their principal, with parental consent and approval by the Associate Vice Chancellor for Admissions & Records and Student Services. Units earned will be granted as college credit. It is the high school's prerogative to grant high school credit for courses taken from the Peralta Colleges. Special part-time students are exempt from paying the California Community College Enrollment Fee and Campus Center Use Fee. Nonresident students enrolling in classes under this provision are exempt from paying nonresident tuition.

Residence Requirements

A person must have lived continuously in California for at least one year immediately preceding the residence determination date to be considered a resident for tuition purposes. Evidence also must be provided to indicate that the person has intent to make California his/her permanent home. The residence of an unmarried minor is that of the parents or legal guardian. The residence determination date is the day before a term begins for which the person is applying for admission.

It is the student's responsibility to clearly demonstrate both physical presence in California and intent to establish California residence.

California Community College Enrollment Fee

All students are required to pay a California Community College Enrollment Fee. This fee will be collected at the time of enrollment into classes. The Enrollment Fee for 2007-2008 is \$20.00 a semester unit and is subject to change for the 2008-09 academic year.

High school students admitted on a part-time basis upon recommendation of their principal and students enrolled in Apprenticeship programs are exempt from paying the Enrollment Fee.

Campus Center Use Fee

Each student is required to pay a Campus Center Use Fee of \$2 each semester at time of registration. Fees collected will amortize the loan used to construct the Student Center. No Campus Center Use Fee is collected for Summer Session or for off-campus classes.

Nonresident Tuition

Students who are not legal residents of California for one year prior to the first day of the term for which they are applying are charged nonresident tuition. The rate for the 2007-2008 school year is \$172.00 per semester unit, and is subject to change for the 2008-2009 school year. Nonresident students must pay nonresident tuition in addition to the California Community College Enrollment Fee and Campus Center Use Fee before being permitted to enroll.

High school students admitted on a part-time basis on the recommendation of their principal are exempt from paying nonresident tuition. Apprentices enrolled in apprentice programs also are exempt from paying nonresident tuition.

Nonresident Fee Exemption for Students Without Legal Immigration Status (AB540)

Nonresident students who meet the following criteria are exempt from nonresident and capital outlay fees:

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

Nonresident Capital Outlay Fee

Nonresident students who are both citizens and residents of a foreign country must pay a Nonresident Capital Outlay Fee. The fee for 2007-2008 is \$6 per semester unit up to a maximum of \$144.00 a year, and is subject to change for the 2008-2009 school year. The fee represents the prorated cost of capital improvements attributable to nonresident citizens and residents of foreign countries and is in addition to Nonresident Tuition, Enrollment and Campus Center Use Fees. Nonresident Capital Outlay Fees cannot be waived without specific action by the Board of Trustees of the Peralta Community College District.

Military Residence Exemption

Nonresident U.S. military personnel on active duty in California (except those assigned for educational purposes to state-supported institutions of higher education) are granted a waiver of Nonresident Tuition until they are discharged from their military service. Their dependents are granted a waiver for a period of one year from the date they enter California. Upon expiration of the waivers, evidence must be provided as to the date the student surrendered his/her out-of-state residence to become a resident of California. The student will be classified as a nonresident and charged Nonresident Tuition until one year has elapsed since the out-of-state residency was surrendered.

Payment of Fees

The following methods of payment are acceptable for payment of any and all fees at College of Alameda:

Checks

Please make checks payable to: College of Alameda. Also include your social security number on the front of the check.

There will be a \$25 service charge if a bank returns a check, NSF (Not Sufficient Funds), Account Closed or Payment Stopped.

Credit/ATM Cards

The following cards are accepted for payment of any and all fees: Discover, MasterCard and Visa. ATM cards must have the Inter-Link symbol. Sorry, no cash back.

There is a \$25 service fee for credit card chargebacks.

Cash

As always, cash is welcome.

Note: Failure to make good on a returned check or a credit card charge back will result in enrollment eligibility and transcripts being placed on hold until payment is made.

Returned checks and services charges must be cleared by cash, cashier's check or money order.

Non-payment of Fees and Other Obligations

The college, under appropriate rules and regulations, will withhold grades, transcripts, diplomas and registration privileges, or any combination thereof, from any student or former student who fails to pay the Enrollment Fee or 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.

Enrollment Fee Assistance

Board of Governors Enrollment Fee Waiver (BOGW) is available to assist students who 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.

The enrollment fee is waived for high school students enrolled part-time with their principal's permission and for students enrolled in any Apprenticeship program.

Enrollment Fee Refund Policy

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

A student who cancels his/her registration prior to the first day of instruction, or who officially withdraws from all classes on or before the last day to drop classes and is eligible for a refund, as shown in the current Schedule of Classes, shall be entitled to a full refund less a \$10 processing fee.

A student who officially completes a change of program on or before the last day to drop classes and is eligible for a refund and, as a result, reduces the number of units in which he/she is enrolled, is entitled to a refund if the change places that student in a different Enrollment Fee category. Such a student shall not be subject to the processing fee.

If a student pays an Enrollment Fee of \$10 or less, and cancels his/her registration or withdraws 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 after the last day to drop classes.

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.

Variable Unit Classes

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

Short-Term Classes

A student enrolled in a short-term class or open-entry/open-exit class will receive a 100 percent refund, if he/she officially withdraws on or before the first class meeting. A student enrolled in a short-term class will not receive a refund, if he/she officially withdraws after the first class meeting.

Nonresident Tuition and Capital Outlay Fee Refund Policy

A 100 percent refund of Nonresident Tuition and Capital Outlay Fee will be made for any class which is cancelled by the college. A 90 percent refund of units dropped will be made through the last day to add classes upon the student's official withdrawal from any class. A 50 percent refund of Nonresident Tuition and Capital Outlay Fee will be made upon the student's official withdrawal from classes after the last day to add a class and prior to Census Day in any term, as indicated in the College Calendar.

No refund will be made to any student on or after the Census Day of the term.

Refund Procedures

To be eligible for a refund of fees paid for Enrollment, Nonresident Tuition, Nonresident Capital Outlay, and/or parking permits, these steps must be taken:

1. Classes must be dropped officially at the Admissions & Records Office, thru touch-tone or online by the designated last day. It is the student's responsibility to drop his/her classes officially at the Admissions & Records Office.
2. Fill out a Refund Request at the Cashier's Office. Refunds will be processed after the last day to drop a class and receive a refund. Refunds will be mailed. Please allow 4-6 weeks for refunds to be processed.
3. A \$10 processing fee on Enrollment Fee refunds will be charged for complete withdrawal from all classes. No fee is charged for a change in units carried.
4. Refunds for parking permits will be allowed only if withdrawal from all classes is made on or before the last day to drop a class and be eligible for a refund. Permits must be returned in the condition in which they were sold.
5. If a class is cancelled by College of Alameda, fill out a Refund Request at the Cashier's Office. The \$10 processing fee will not be charged.
6. To be eligible for a refund, short-term and open entry-open exit and variable unit courses must be officially dropped at the Admissions & Records Office prior to the first class meeting. No exceptions.

A student may, upon request, obtain a refund up to the end of the term following the term for which the refund is requested. All refunds will be mailed by the college Cashier's Office.

Tools and Other Materials Costs

Under the provisions of Title V, Section 59400, it is the policy of the Peralta Community College District that students may be required to provide instructional and other materials required for a credit or noncredit course, provided such materials are of continuing value to the student outside the classroom setting and provided such materials are not solely or exclusively available from the District.

Except as specifically authorized under the Education Code, students will not be required to pay a fee for any instructional or other materials required for a credit or noncredit course.

Required materials are those which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours. To assure compliance with Title V and Education Code guidelines, all required instructional and other materials fees will be reviewed annually by the District Senior Vice Chancellor-Educational Services.

During the first week of instruction, in some courses or Certificate programs, students will be provided with a list of required tools and/or materials which each student is expected to obtain and which will be of continuing use to the student upon completion of the course or program. Students will not be required to purchase required tools and/or materials from the college; however, costs frequently can be reduced if tools and/or materials are obtained as part of a group purchase arranged by the college or the instructor.

College Registration and Enrollment in Classes

Students may appear in person to complete College registration and class enrollment, or they may register and enroll via the Internet at <http://www.peralta.edu>.

New and returning students must complete the matriculation process, including assessment, orientation, counseling and program approval (unless an exemption is claimed) before receiving an appointment for enrollment in classes. Registration and class enrollment procedures and dates are described in detail in the Schedule of Classes.

Counseling

Counseling assistance is available prior to and during the registration period. All students are urged to see a counselor prior to every semester of attendance.

Academic Accommodations for Students with Disabilities

The student must give the college adequate notice of disability-related needs by:

- identifying him/herself to DSPS or other college staff and
- providing to DSPS or the ADA/504 Officer written documentation of the disability as verified by a licensed professional.

Catalog and Schedule of Classes

All students should purchase a College General Catalog and obtain the current Schedule of Classes to use in preparing their program of study. The Schedule usually is available at several locations on campus and at the College Store approximately one month before the beginning of each new term. The Catalog and Schedule of Classes also are available on the World Wide Web at <http://www.alameda.peralta.edu>.

Matriculation (Student Success Program)

Matriculation is the process which brings the College and the student into a partnership to ensure educational success. This process is designed to help the student from the moment he/she first applies for admission until he/she completes his/her studies at a Peralta College. The agreement acknowledges responsibilities of both parties.

The Student Agrees To:

- Declare an educational goal.
- Meet with a counselor to discuss his/her educational goals and to develop an educational plan.
- Attend classes.
- Complete assignments and courses.
- Seek out support services, as needed.
- Strive to make progress toward a defined goal.

The College Agrees To:

- Provide students with a comprehensive assessment.
- Inform the student about the College programs, services and policies.
- Provide quality instruction and counseling.
- Assist the student in developing an educational plan.
- Provide a variety of courses and programs.
- Offer support services and follow-up on the student's progress toward a defined goal.

There are five components of matriculation that help ensure students' success:

1. Admission - The admissions application provides information about the student's educational plans and career goals. It also helps determine the student's matriculation status.
2. Orientation - An orientation session introduces the student to the College's programs, services, academic regulations, expectations and campus facilities.
3. Assessment - Multiple measures, such as high school and other college transcripts, work history and personal information, including the use of assessments in English and mathematics will be used by counseling and instructional faculty to assist students in the selection of appropriate courses.
4. Counseling & Advisement - Each student will meet with a counselor to initiate a student educational plan (SEP) that outlines the appropriate courses to meet the student's identified educational goal, using multiple measures. The student will meet with a counselor on an ongoing basis to revise and/or update the SEP, as circumstances warrant.
5. Follow-up - The student's progress toward attainment of his/her educational goal is monitored on a regular basis by the counseling staff. Recommendations for referrals to support services are made as necessary.

Selection of any of the following educational objectives gives the student the opportunity to participate in the Student Success Program (Matriculation):

- Obtain a bachelor's degree by transfer to a four-year college or university (with or without an Associate degree)
- Obtain a two-year Associate/vocational degree (without transfer)
- Earn a vocational certificate (without transfer)
- Improve basic skills in English, reading and mathematics
- Undecided goal

Note: Any student who does not have an Associate degree or higher and who enrolls in 12 or more units also will be considered a participant, regardless of the educational objective selected.

Although all students are strongly encouraged and welcomed to participate in the matriculation program, certain students may meet the criteria for exemption from matriculation services or a waiver of the assessment, orientation, or counseling components.

Students who wish to receive a waiver of assessment, orientation, or counseling must meet with a counselor to file a Waiver form.

Exemption from Matriculation

Students may be exempt from the matriculation process under the following conditions:

1. Student has earned an Associate or higher degree from an accredited institution, or
2. Student is enrolling in fewer than 12 units; and has 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 or career (update/upgrade job skills); or
Maintain a certificate or license (i.e., nursing, real estate); or
Educational enrichment (intellectual, cultural); or
Complete credits for high school diploma.

Note: All students may participate in any of the matriculation components, even though they qualify for exemption.

Exemption of Assessment Component Only

Students meeting at least one of the following conditions shall receive a waiver of the assessment requirement:

1. Student has successfully completed (grade "C" or higher) college-level English and mathematics courses (transcript or grade report required); or
2. Student has, within the last three (3) years, taken an assessment test that can be used to determine suitable placement in English and mathematics.

Assessment for Students with Disabilities

Students with physical, visual, communication or learning disabilities who require special assistance to participate in the assessment or other parts of the Orientation/Assessment/Advising process should contact the office of Programs & Services for Students with Disabilities in D117.

Students who have received services for a learning disability at any California Community College within the last three (3) years may be exempt from assessment and should call the office of Programs & Services for Students with Disabilities for an appointment to consult with a counselor.

- Telephone: (Voice) (510) 748-2328;
(TDD) (510) 748-2330.

Programa de Éxito Estudiantil Matriculación

La matriculación es un programa y una serie de procedimientos impuestos por el Estado, mediante los cuales el personal y los recursos del colegio, en conjunto con los estudiantes, aseguran el éxito de estos en sus estudios. Este proceso ha sido diseñado para ayudar a los estudiantes, desde el primer momento que se matriculan hasta que completan sus estudios en los Colegios de Peralta. El acuerdo propone y reconoce las RESPONSABILIDADES mutuas entre la institución y el estudiante.

El estudiante se compromete a:

- Declarar sus metas educacionales
- Reunirse inicialmente con un consejero para planificar estos y crear un plan de estudios cada y cuando sea necesario
- Asistir a las clases regularmente
- Completar las tareas y los cursos del plan
- Esforzarse por alcanzar las metas
- Indagar por recursos y servicios que ayuden al estudiante lograr estas metas

College of Alameda se compromete a:

- Proveer a los estudiantes con una evaluación comprensiva
- Informar a los estudiantes acerca de los programas, servicios y normas de la institución
- Proveer consejería e información de primera
- Asistir a los estudiantes en el desarrollo de su plan educacional
- Proveer una gran variedad de cursos y programas
- Ofrecer servicios de ayuda y seguimiento colegial

Pasos para la matriculación

Hay cinco componentes en la matriculación, que ayudan a asegurar su éxito educacional, que son:

- Matrícula – Llenar la solicitud de ingreso, la que provee a la institución de información acerca de todos los programas educativos y metas profesionales del estudiante.
- Orientación - Asistir a una sesión de orientación al colegio, para que los estudiantes obtengan la información importante que logre que sus estudios sean exitosos, familiarizándolos con los recursos, reglas, normas y procedimientos, carreras y empleos expectativas de los estudiantes, y sobre cualquier otra cuestión que afecte su educación.
- Evaluación - Participar en una sesión de evaluación donde se mide el nivel actual de destreza del estudiante en lectura, escritura y matemáticas. Los resultados serán uno de los factores que se utilizan para aconsejar a los estudiantes en la selección de los cursos apropiados. También hay disponible una evaluación para todo estudiante de segunda lengua (ESL).
- Consejeros académicos - Reunirse con un consejero para identificar y desarrollar las metas particulares



del estudiante y seleccionar los cursos adecuados a las metas.

- Seguimiento - Participar en otros servicios de apoyo al estudiante. Siempre se realizarán los esfuerzos especiales para ayudar: (a) a los estudiantes "indecisos" en identificar sus metas educacionales y profesionales; (b) a los estudiantes inscritos en cursos preuniversitarios de preparación en técnicas de estudio; y (c) a estudiantes a prueba en cuanto a su progreso y/o desempeño educativo.

Seleccionando cualquiera de los siguientes objetivos educacionales se le provera a los estudiantes la oportunidad de participar en el programa de Éxito Estudiantil (Matriculación):

- Obtener un bachillerato (con o sin grado asociado)
- Obtener un certificado vocacional (sin transferencia a la universidad) de dos años
- Obtener un certificado corta (sin transferencia)
- Mejorar habilidades básicas de inglés, de lectura y de matemáticas
- Metas no identificadas

(Todo estudiante que no tenga un grado asociado o más alto y que se inscriba en 12 unidades o más por semestre se le considera participe sin importar la selección de sus objetivos educativos.)

Aunque todos los estudiantes están invitados para participar en el programa de matriculación, algunos estudiantes podrán estar exentos de la matriculación y del componente de evaluación. (Ver la siguiente lista de extensiones del distrito de los colegios comunitarios del Distrito de Peralta (PCCD).

Todo estudiante que desee estar exento de cualquier componente de la matriculación o no participar deberá llenar una solicitud apropiada en la oficina del centro de evaluación.



Exento de Matriculación.

Todo estudiante será exento de matriculación bajo las siguientes condiciones:

- 1) Si el estudiante ya tiene su grado asociado (A.A/A.S) de otra institución; o
- 2) Si tiene menos de 12 unidades y ha decidido sus objetivos vocacionales entre los que siguen:
 - Descubrir y formular su carrera de acuerdo con sus preferencias y metas; o
 - Prepararse para una nueva carrera (entrenamiento de trabajo vocacional); o
 - Avanzar dentro de su empleo poniéndose al día; o
 - Mantener un certificado o una licencia; por ejemplo de: enfermería, bienes raíces, etc.; o
 - Adquirir enriquecimiento educacional ya sea intelectual, o cultural; o
 - Completar créditos para alcanzar el grado de Preparatoria (GED).

Nota –

Todos los estudiantes podrán participar en todos los pasos componentes de la matriculación aunque estén exentos; Es un componente de prerrequisito de las normas de la institución para todos los estudiantes sin importar el nivel de la matriculación.

Exención del componente de evaluación

Los estudiantes que cumplan una de las siguientes condiciones quedaran exentos.

- 1) Todo estudiante que haya completado sus estudios con una calificación de “C” o más a nivel de inglés colegial y de matemáticas (se require documentos); o

- 2) Todo estudiante que haya tomado este examen de evaluación (Assessment) en los últimos tres años, podría ser utilizado por el personal de Peralta para determinar la colocación adecuada a nivel de inglés y de matemáticas.

Nota para estudiantes con Descapacidades

Todo estudiante que sufra de alguna incapacidad física, psicológica, visual, de comunicación, cognitiva o perjuicio cerebral que requiera ayuda especial para participar en la evaluación u otras partes del proceso de orientación o de consejería, debe comunicarse por adelantado con el Centro de Recursos para Estudiantes.

Los estudiantes que hayan recibido servicios a causa de alguna incapacidad física o cognitiva en los últimos tres años en los colegios de California serán exentos del servicio de evaluación. Ellos tienen que comunicarse con el Centro de Recursos para Estudiantes Incapacitados. Ellos deben llamar a la oficina de DSP&S lo más pronto posible para hacer una cita con un consejero.

Teléfono: (V) (510) 748-2328.
(TTD) (510) 748-2330

升學輔導

— 協助每一位同學走上成功途徑

College of Alameda 按照加州政府所設定的法令，特設有『升學輔導』，以學院的師資，配合和協助有志向學的同學，以致他們能學有所長，達到培訓人材的目標。整個過程自同學開始申請入學，直至他們在 Peralta 大學區完成學業；所有同學都應參與此升學輔導程序。

學院及同學雙方彼此同意並遵循下列的協議。

每位同學應遵守的是：

- ❖ 在學業上抉擇主修科系及學習的方針。
- ❖ 與輔導老師或教授會談，諮詢及討論、共同策劃學業上的進度。
- ❖ 按時上課。

- ❖ 定期完成作業、科目及課程。
- ❖ 力求上進，追求理想成績，達成所定的目標。
- ❖ 若有需要可向學院的支援組織查詢求助。

而校方亦同意：

- ❖ 為同學提供全面性的入學測試。
- ❖ 讓每位同學清楚了解學院設有的課程、服務及規章。
- ❖ 提供優良師資及輔導。
- ❖ 協助每位同學策劃學業上的進度及選修科目、課程。
- ❖ 提供多項不同的科目、課程。
- ❖ 以系統性的方式，按步就班去輔導每位同學的學習過程，並且按時檢討每一位的學業進度。

升學輔導的程序共分下列五部份：

1. **入學許可** — 同學須詳盡填寫入學申請表格，包括求學目標，選修科系和期望日後選擇的職業。
2. **新生指導** — 參加新生入學指導的講解會議。會議將提供有關學院的重要資訊，以協助新生了解學院內的設備、修訂的政策和規條、特別課程和教育方針，若熟知而採用得法，將有助早日順利完成學業。
3. **入學測試** — 藉此評估同學的教育程度，尤其是英文的寫作閱讀能力和對數學的理解，用以核定求學計劃，及應選修的課程和學科。另有特為非以英文為母語的同學而設的 ESL 測試。

4. **諮詢輔導** — 定期與導師會面，商討選修的課程及學業的進度。
5. **跟進服務** — 學院亦為在學同學設有下列的服務：①協助在學同學明白了解自己的興趣和所長，從而決定求學方針及日後的職業 ②協助正在選讀大學預修課程的同學 ③協助在學習上有困難及進展緩慢者。

體智弱障同學請注意：

凡因體智弱障，視力欠佳，或溝通不便，在升學輔導的任何步驟上需特別協助者，請預早通知本院的弱障資源中心 (DSP&S)，聯絡電話為 510-464-3428。

下列同學均應參與『升學輔導』

- ❖ 若計劃日後攻讀大學學士學位者 (不論是否先完成副學士學位)；
- ❖ 修讀兩年制的副學士/職業性學位者 (非轉學生)；
- ❖ 只修讀職業訓練證書(非轉學生)；
- ❖ 為改進英文的寫作閱讀能力和對數學的理解之修讀者；
- ❖ 只暫時性選修課程，尚未決定主修科系者。

若同學未有副學士或更高的學位，而每學期選修十二個學分以上者，無論選讀任何科系，均須參與學院舉辦的『升學輔導』。

我們儘量鼓勵所有同學參與『升學輔導』，唯在以下情況的同學可申請免除。（Peralta 大學區特准同學免除參與『升學輔導』的規章如下）

1. 若同學已擁有政府承認的學院頒發副學士或更高的學位；或
2. 每學期選修少於十二個學分，及已填報是基於以下目的而修讀者可申請免除『升學輔導』的程序。
 - ❖ 了解自己的興趣所長及潛能，籌劃日後攻讀的學科。
 - ❖ 為更換其他較好的職業而選修學科（學習新的工作技能）。
 - ❖ 為在現任的工作上爭取升職機會（改進工作技能）。
 - ❖ 維繫證書或執照的有效性。
 - ❖ 增進智能或文化上的學識。
 - ❖ 修補學分以獲得高中文憑。

請注意：有免參與權的同學，仍可自願參與任何部份的『升學輔導』。

只想免考入學測試的規章如下：

任何同學若符合下列條件，即可申請免考入學測試：

1. 曾選修大學程度的英語及數學課程，成績合格（分數為 C 以上，須附上成績單為證）；或
2. 在過去三年內曾考入學測試，校方可藉此評估其英文的寫讀能力和對數學的理解。另若同學過去三年內曾在任何加州社區大學選讀弱障學習課程；應儘早與本學院的弱障資源中心 (DSP&S) 聯絡，以約見輔導諮商。

同學的權利及責任：

若任何已參與『升學輔導』的同學期望退出，須到入學測試中心或向輔導老師索取申請表格，填寫後請交還校方。

QUY CHẾ NHẬP HỌC

Chương Trình Giúp Sinh Viên Thành Công Của Trường Đại Học Cộng Đồng

Quy Chế Nhập Học là một chương trình do tiểu bang quy định để giúp nhân viên học vụ trường đại học Cộng Tác với sinh viên để bảo đảm đạt đến mục tiêu học vấn của sinh viên. Phương pháp này được đưa ra để giúp sinh viên ngay từ lúc ghi danh cho đến khi hoàn tất chương trình học tại trường đại học Peralta.

Cả nhà trường lẫn sinh viên đều thỏa thuận nhận lấy các trách nhiệm riêng biệt.

Sinh Viên đồng ý:

- Công bố mục đích giáo dục.
- Tiếp xúc với một giới chức cố vấn để bàn thảo các mục đích giáo dục và đề ra một chương trình học vấn.
- Tham dự giờ học đều đặn.
- Hoàn tất các bài làm và các môn học.
- Cố gắng theo đuổi một mục tiêu đã đề ra.
- Tìm kiếm những trợ giúp, khi cần thiết.

Nhà Trường Đồng Ý:

- Cung cấp các sinh viên một chương trình bao quát.
- Thông báo các sinh viên về những chương trình, dịch vụ, và chính sách của nhà trường.
- Cung cấp chương trình giáo dục phong phú và hướng dẫn đầy đủ.
- Trợ giúp sinh viên phát triển một chương trình học để đạt đến mục đích đã đề ra.
- Cung cấp một loạt các chương trình và môn học khác nhau.
- Đưa ra các dịch vụ giúp đỡ và theo sát chương trình học tập của sinh viên.

Các yếu tố phối hợp của Quy Chế nhập học

Có 5 yếu tố phối hợp của quy chế nhập học để bảo đảm cho sự thành công chương trình giáo dục, gồm có:

- 1. Ghi Danh Nhập Học** - hoàn tất thủ tục nhập học sẽ giúp cho nhà trường nắm giữ chi tiết liên quan đến chương trình học vấn và các mục đích nghề nghiệp của sinh viên.
- 2. Hướng Dẫn** - tham dự một buổi hướng dẫn tại trường đại học. Sinh viên sẽ được cung cấp những chi tiết quan trọng để thành công ở đại học qua việc làm quen với các phân khoa tại trường học, các luật lệ, chính sách và các phương thức gồm chương trình giáo dục, và các môn học, cùng những chi tiết khác của chương trình học vấn.
- 3. Thẩm Định** - tham dự một cuộc thi trắc nghiệm để thẩm định khả năng, lớp này đo lường trình độ hiện có như đọc, viết, và toán học. Điểm trắc nghiệm là yếu tố dùng để hướng dẫn sinh viên chọn những lớp học phù hợp với trình độ của mình. Các lớp học Anh Ngữ như một Ngôn Ngữ Thứ Hai (ESL) đều có sẵn cho những sinh viên mà Anh ngữ không phải là tiếng mẹ đẻ của họ.
- 4. Hướng dẫn và Cố vấn**-Gặp gỡ một giáo sư hướng dẫn để thảo luận và lựa chọn mục tiêu của nghề nghiệp và chương trình giáo dục, đề ra một chương trình học tập, gồm cả việc lựa chọn lớp học thích hợp.
- 5. Theo dõi** - tham gia theo dõi các dịch vụ bổ túc. Mục tiêu đặc biệt của các dịch vụ này là trợ giúp (a) những học sinh “chưa dứt khoát” chọn nghề nghiệp và chương trình học tập; (b) những sinh viên đã ghi tên theo học các lớp chuyên nghiệp căn bản trước khi vào trường đại học; và (c) những sinh viên hiện đang ở trong tình trạng cần sự giúp đỡ của nhà trường.

Điểm lưu ý cho những sinh viên khuyết tật -

Nếu bạn là một sinh viên khiếm khuyết về thể lực, tâm lý, não bộ, suy nhược, thị giác, thông tin, hoặc mất khả năng học tập. Những người này cần được trợ giúp đặc biệt để tham dự vào việc ghi danh, trải nghiệm trình độ, hay những chương trình Hướng dẫn/Hội Nhập/Cố Vấn, xin vui lòng liên lạc Chương Trình và Dịch Vụ

dành cho Sinh Viên Khuyết Tật của chúng tôi (DSP&S) tại số

Lựa chọn bất kỳ một trong các mục tiêu học vấn dưới đây sẽ giúp các sinh viên cơ hội tham gia vào Chương Trình Thành Công của Sinh Viên (Ghi Danh Vào Đại Học)

- Lấy một văn bằng cử nhân (có hoặc không có văn bằng cán sự)
- Lấy một văn bằng cán sự 2 năm/bằng chuyên nghiệp (không cần chuyển bậc cao hơn)
- Nhận được một chứng chỉ chuyên nghiệp (không cần chuyển trường)
- Cải tiến các khả năng căn bản Anh ngữ, đọc, và toán học.
- Chưa quyết định mục đích.

(Bất kỳ một sinh viên nào không có một văn bằng cán sự hay cao hơn và ghi danh từ 12 units trở lên trong một lục cá nguyệt (semester) đều được xem là một học viên, dù không chọn mục tiêu học vấn.)

Mặc dù mọi sinh viên đều được khuyến khích mạnh mẽ và hoan nghênh tham gia vào chương trình ghi tên nhập học, một số sinh viên có thể hội đủ tiêu chuẩn được miễn cách dịch vụ của chương trình ghi tên nhập học hay các điều kiện nhập học. (Xin xem Quy Định Miễn Trừ của Hệ Thống Trường Đại Học Cộng Đồng Peralta dưới đây.)

Các Miễn Trừ trong Quy Chế Nhập Học

Những sinh viên có thể được miễn trừ điều kiện trong qui chế nhập học tại các trường đại học Peralta nếu hội đủ các điều kiện sau đây:

1. Sinh viên có văn bằng cán sự hoặc cao hơn của một trường được thừa nhận; *hay*

2. Sinh viên ghi danh theo học ít hơn 12 units và công bố một trong những mục tiêu học vấn như sau:

Tìm hiểu/bày tỏ các sở thích nghề nghiệp, dự tính, mục đích;

hay

Sửa soạn cho một nghề nghiệp mới (hấp thu khả năng công việc),

hay

Thăng tiến công việc/ nghề nghiệp sẵn có (cập nhật khả năng công việc);

hay

Duy trì chứng chỉ hay giấy phép hành nghề (chẳng hạn như y tá, địa ốc);

hay

Mở mang hấp thu kiến thức giáo dục (thuộc về lãnh vực sáng tác, văn hóa);

hay

Hoàn tất những tín chỉ cho văn bằng tốt nghiệp trung học.

Lưu ý -

Tất cả sinh viên đều có thể tham gia vào bất kỳ các yếu tố phối hợp của chương trình ghi danh vào đại học dù hội đủ tiêu chuẩn đặc miễn. Luật lệ trước tiên đòi hỏi điều kiện tại hệ thống đại học Peralta áp dụng cho tất cả các sinh viên, không dính dáng đến tình trạng của chương trình Ghi Danh Vào Đại Học.

Miễn trừ phần thẩm định khả năng:

Các sinh viên hội đủ ít nhất một trong những điều kiện dưới đây sẽ được miễn phần thẩm định khả năng:

1. Sinh viên nào đã hoàn tất các lớp học Anh ngữ và toán học trình độ đại học (điểm C hay cao hơn với phiếu điểm chứng minh); hoặc

2. Sinh viên đã thi trắc nghiệm nhập học trong vòng 3 năm qua, kết quả bài thi đã được giáo sư tại Peralta sắp lớp cho những lớp Anh ngữ và Toán.

Những sinh viên đã nhận được các dịch vụ của chương trình khuyết tật trong vòng 3 năm qua tại bất cứ trường đại học nào ở tiểu bang California, cũng được miễn điều kiện nhập học.

Những sinh viên khuyết tật có thể gọi văn phòng DSP&S để hẹn gặp một giáo sư cố vấn càng sớm càng tốt, tại số

Quyền Lợi và Trách Nhiệm của Sinh Viên

Những sinh viên ghi tên nhập học muốn yêu cầu xin miễn bất cứ điều kiện nào trong chương trình ghi tên nhập học hay lựa chọn không tham gia chương trình đều phải điền vào đơn xin miễn tại Trung Tâm Nhập Học.

College Hour

The policy of College of Alameda is to provide for a weekly College Hour, from 12:30 p.m. to 1:30 p.m., Tuesdays, so as to encourage college-wide events, student clubs and other extracurricular activities.

Student Computer Use Policy

Internet Policy

Student, faculty, and staff Internet access is provided for educational and work-related purposes only. Violations of Internet use include, but are not limited to, the following:

Logging onto chat rooms and/or participating in online chat; exceptions are educational and/or classroom-mandated chat rooms;

Visiting pornographic, racist, or hate sites and/or downloading and viewing pornographic pictures;

Sending harassing, intimidating, racist, hate and/or threatening messages; and unauthorized downloading and installation of programs.

Policy Violations

Conduct which is considered violation of campus and district policy with respect to computing facilities includes, but is not limited to, the following:

Sending racist, hate, harassing, intimidating and/or threatening messages through electronic mail or other means;

Downloading, storing or displaying obscene or pornographic materials;

Using computing facilities in a manner that violates copyrights, patent protections or license agreements, including using pirated or unlicensed software;

Installing personal software and downloading software from the Internet onto desktop computers or network servers in any instructional lab;

Attempting to circumvent data protection schemes, uncover security loopholes, or gain unauthorized access to any information or files;

Sending mass advertisements, solicitations or political mass mailings as defined by the Fair Political Practice Commission;

Using computing facilities for commercial or personal financial gain (including, but not limited to, online gambling and online auctions);

Taking computer hardware or software from district or college facilities for any purpose without prior written approval; and

Using computing facilities in a manner that violates existing state and federal law or district rules and regulations.

Consequences of Policy Violations

Misuse of computing facilities may result in the loss of computing privileges. Additionally, misuse may require financial restitution to the college for funds expended and could result in disciplinary, civil, or criminal action.

Users may be held accountable for their conduct. Violations of these policies will be enforced. Disciplinary review includes the full range of sanctions, up to and including, but not limited to student expulsion, and /or legal action. Misuse can also be prosecuted as a criminal offense under applicable statutes, which identifies certain crimes associated with the use of computer systems.

Infractions such as harassment, or repeated minor infractions as described in, but not limited to, the Computer Use Policy may result in the temporary loss of access privileges, notification to the Vice President of Student Services.

More serious infractions, such as unauthorized use, attempts to steal passwords or data, unauthorized use or copying of licensed software, violations of college policies, or repeated violations of minor infractions may result in the permanent loss of access privileges. In all cases, the offenders will be notified of the infraction and the case will be referred to the Vice President of Student Services for disciplinary action in accordance with the official disciplinary procedures.

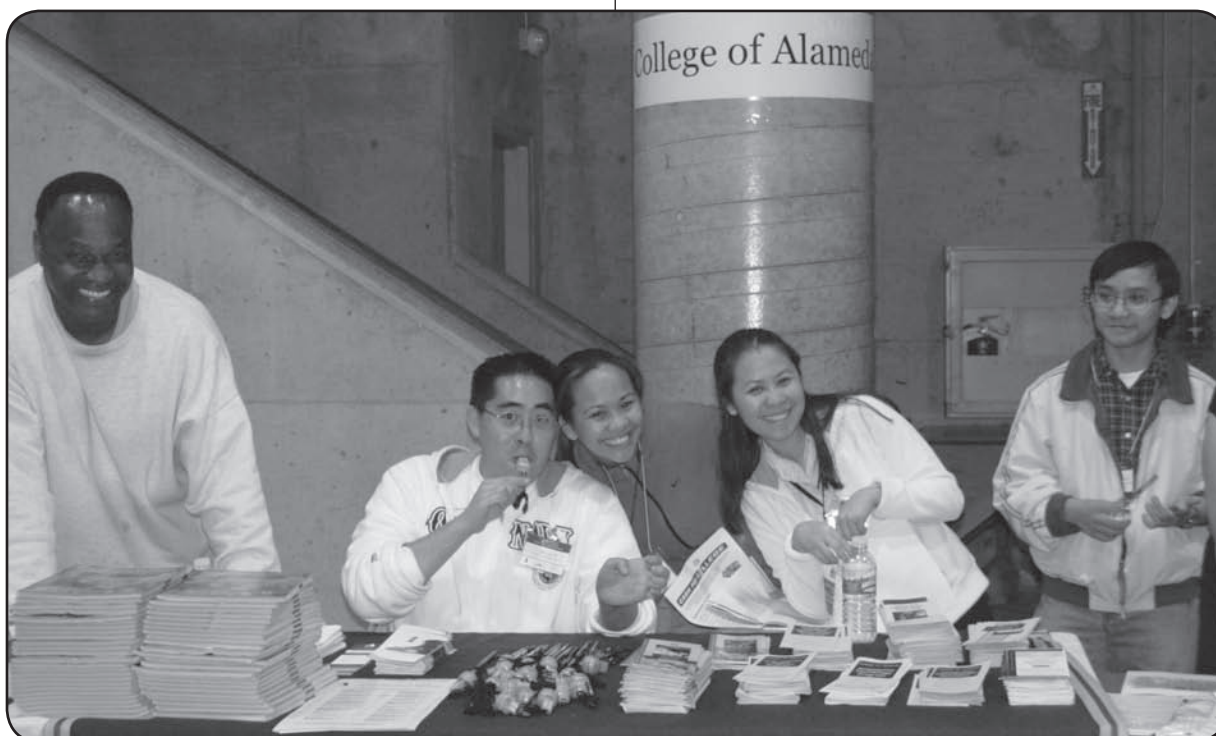
Procedures For Policy Violations

Student Users

First infraction, a verbal warning from the instructor of record, if present, otherwise from the lab administrator with notice to the instructor of record;

Second infraction, the user's access to his or her account should be restricted to student's assigned lab and limited to lab hours only. A verbal report and/or e-mail should be made to appropriate division dean and instructor followed by a meeting between the user and the division dean;

Third infraction, the temporary disabling of the user account followed by a meeting with the Vice President of Student Services explaining the termination of their login account and disciplinary action.



Student Financial Aid

The Financial Aid Program provides financial assistance to students who, without such aid, would be unable to attend College of Alameda. Financial aid is directed toward ensuring that a student will not be denied a college education because of lack of personal resources. Student aid comes in a wide variety of programs. Although eligibility qualifications and benefits vary, assistance is available for vocational as well as academic training at College of Alameda.

Spanish

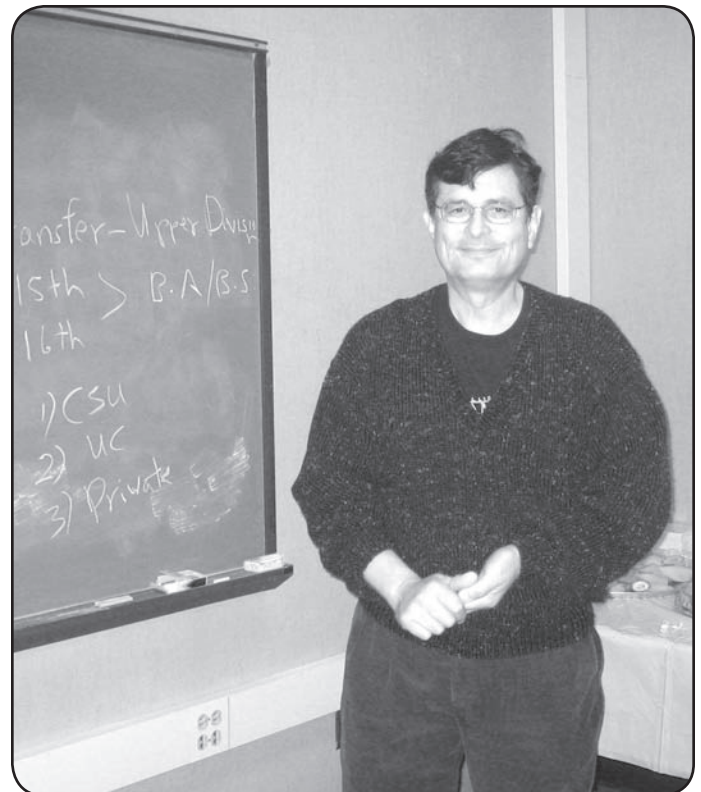
El programa de ayuda financiera proporciona asistencia a los estudiantes que sin la asistencia de estos servicios, no podrán asistir al Colegio de Alameda. Ayuda financiera tiene el propósito de que a ningún estudiante se le niegue una educación universitaria por falta de fondos. La ayuda financiera estudiantil viene con una extensa variedad de programas. Aunque los beneficios y elegibilidad varían, también hay asistencia para los programas vocacionales así como académicos del Colegio de Alameda. Se hará todo lo posible para ofrecer servicios en el idioma nativo del estudiante. La oficina de ayuda financiera está ubicada en el Cougar Village Portable A-124C, teléfono (510) 748-2392.

Tagalog

Ang programang Financial Aid ay nagbibigay tulong sa mga estudyante, na kung walang ibang pagkukunan, ay hindi kayang magaral sa College of Alameda. Ang hangarin ng programang ito ay masigurado na ang estudyante ay hindi mawawalan ng lakas ng loob na magaral ng kolehiyo dahil sa personal na kakulangan. Marami at iba't-iba ang mga programa ng Financial Aid. Ang mga regulasyon at beneficio ay may mga pagkakaiba. Ang mga programa ng Financial Aid ay makakatulong sa mga estudyante na nasa programang vocational o academic sa College of Alameda. Lahat ay ginagawa ng paaralan na ito para matulungan ang mga estudyante na nagaling sa ibang bansa at may ibang nika. Ang Financial Aid Office ay makikita sa loob ng Cougar Village Portable Room A-124C. O pwede rin tumawag sa (510) 748-2392.

Vietnamese

Chương trình tài trợ nhằm giúp đỡ quý vị sinh viên về phương diện tài chính trong khi quý vị nếu không được tài trợ thì không có khả năng theo học tại các trường đại học, cũng như trường đại học Alameda. Số tiền tài trợ được cấp rõ ràng để quý vị sinh viên được theo học mà khỏi bị từ chối vì thiếu khả năng nguồn tài chính cá nhân. Hiện có nhiều chương trình tài trợ giúp đỡ quý vị sinh viên. Mặc dù có nhiều điều lệ khác nhau và số tiền được cấp tài trợ cũng không thể giống nhau. Nhưng chúng tôi luôn luôn sẵn sàng giúp đỡ quý vị sinh viên để hoàn thành mục đích theo học qua các chương trình huấn luyện chuyên nghiệp và chuyên khoa tại trường đại học Alameda.



Financial Aid

Financial aid is available for students from both low- and middle-income families, but to qualify for most financial aid, a student must have “financial need.” “Financial need” is the difference between the cost to attend a particular college or school (called a “Student Expense Budget”) and what the student and his/her family are expected to pay toward those costs from personal resources (known as “Expected Family Contribution”).

Financial aid usually is a combination of grants, loans and work study: To obtain aid from the major student aid programs listed below, a student must have financial need, except for some loan programs; have a high school diploma or a General Education Development (GED) certificate, or pass a test approved by the U.S. Department of Education; be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program; be a U.S. citizen or eligible non-citizen; have a valid social security number; make satisfactory academic progress; sign a statement of educational purpose; and a certification statement on overpayment and default; register with the selective service, if required. Student aid programs include:

- **Federal Pell Grant:** The Federal Pell Grant program is a large student grant program which provides a “foundation” of financial aid to which other aid may be added.
- **Federal Supplemental Educational Opportunity Grant (FSEOG):** Students who qualify for additional assistance may get a FSEOG to go with other sources of financial aid.
- **Federal Work Study (FWS):** Assistance is available to students who have been determined eligible. Work study positions are designated to provide part-time employment for students who are in need of additional financial assistance in order to continue their educational training. Employment may be on campus or with a nonprofit organization off campus. The Financial Aid Office will assist in locating jobs on campus. Wages usually depend on the level of responsibility required by the job, but are equal to at least the federal minimum wage.
- **An Academic Competitiveness Grant (ACG)** is available to enrolled full-time (U.S. citizens) students who have been awarded a Pell Grant. Students must also have graduated from a rigorous high school program of study. Documentation is required to determine the completion of the rigorous program.
- **Board of Governors Enrollment Fee Waiver:** Waives the California Community College Enrollment Fee for all eligible applicants who cannot afford this fee. Full information on BOGW eligibility requirements is available in the Financial Aid Office.
- **Cal Grant A, B, C:** Awarded by the California Student Aid Commission. Students must meet specified deadline dates to apply. Grants are awarded to at least half-time students for assistance with tuition, fees and/or

living allowance. A student may apply for all three Cal Grant programs, but must accept only one, A, B or C. Check with the Financial Aid Office for application information and deadlines.

- **Federal Subsidized Student Loan:** Awarded to students who demonstrate financial need. Interest is variable, not to exceed 9%. No payments are made while a student is in school, but the student must begin making payments six months after leaving school, dropping below half-time or graduating.
- **Federal Unsubsidized Student Loan:** Middle and higher income students may borrow for educational costs. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Federal Student Loan program. Interest payments begin immediately after the loan is fully disbursed, or may be added to the principal balance. Regular payment begins six months after the borrower ceases to carry at least one-half of the normal full-time school workload. See the Financial Aid Office for application and deadlines.
- **BIA:** Native American students may receive educational grants from the Federal Bureau of Indian Affairs (BIA). A student must be able to prove that he or she is a member of a federally recognized tribe. BIA requires applicants first to apply for a Federal Pell grant. Applications for BIA grants for California tribes are available by writing the Bureau’s Office of Indian Education, 2800 Cottage Way, Sacramento, CA 95825, (916) 978-6000.

Ability to Benefit

In order to qualify for financial aid, any person who has not earned a high school diploma, or has not received a General Education Development Certificate (GED), needs to demonstrate evidence of the ability to benefit from college instruction by passing an exam designated for that purpose. To meet this requirement the College administers the Wonderlic Basic Skills Test. A schedule of test dates and times will be provided if you need to take this test. The Financial Aid Program is located in A124C. For further information, call (510) 748-2391.

Standards of Satisfactory Academic Progress

Upon applying for financial aid, students must indicate whether they will be a full-time, three-quarter-time or half-time student for the period of attendance at College of Alameda. They must state their educational objective and the date they plan to complete their degree, certificate or transfer requirements. Students will be encouraged to see a counselor or academic advisor about their plans, to make sure they are taking classes that apply to their objective.

The Financial Aid Office will place students on the appropriate time frame and inform them of the minimum requirements to maintain satisfactory progress. Placement on the time frame will include all units completed that ap-

ply toward a degree at College of Alameda. This will include all units completed at College of Alameda, Laney College, Merritt College and Berkeley City College and all units that have been evaluated by the College of Alameda Admissions and Records Office for transfer to College of Alameda.

Minimum Number of Units to be Completed Each Semester

Full-Time Students (12 or more units)

Must complete 10 units each semester with at least 2.0 cumulative GPA

Three-Quarter-Time Students (9.0-11.5 units)

Must complete 8.0 units each semester with at least 2.0 cumulative GPA

Half-Time Students (6.0-8.5 units)

Must complete 6 units each semester with at least 2.0 cumulative GPA

Less than Half-Time Students (1.0-5.5 units)

Must complete all semester units enrolled with at least 2.0 cumulative GPA

A student must also:

Maintain a cumulative 2.0 GPA, and

Complete their educational objectives within a maximum time frame of 90 semester units

Probation

Progress will be evaluated each semester. Students who have not completed the required units for the semester, or who are on Academic or Progress Probation with the Office of Admissions and Records, or who complete the semester with a GPA of below 2.0 will be placed on Financial Aid Probation. Students may make up unit or GPA deficiencies the following semester.

Disqualification

A student will be disqualified from financial aid if he/she:

1. Does not maintain a GPA of 2.0 or above for two (2) consecutive semesters; or
2. Does not complete the minimum required units for two (2) consecutive semesters; or
3. Is placed on Progress Probation for two (2) consecutive semesters; or
4. Completes more than 90 semester units in the Peralta Community College District; or
5. Is a continuing student who has not received financial aid, but who has a GPA of less than 2.0 at College of Alameda; or
6. Is in default on a Perkins (formerly NDSL) or a Stafford (formerly GSL) loan.

Appeals Process

A student who has been denied financial aid must file a

Financial Aid Appeal form. If extenuating circumstances have affected the student's progress, he/she may explain by fully outlining the reason for the appeal.

Reinstatement

A student who has been denied Financial Aid as a result of not making Satisfactory Progress may be reinstated after successfully completing one term and by correcting the conditions which caused the denial. Awards made after reinstatement will be on a funds-available basis.

Returning Students

Students who are applying for the first time, but who are on Academic Probation within the Peralta Community College District, will be required to complete a petition explaining why their GPA is below 2.0.

Extension

If the maximum time frame (90 semester units) is reached, but the student has not completed his/her coursework, he/she will have to apply for an extension of financial aid. Extensions can be granted only by the Financial Aid Appeals Committee. The student's academic transcript and educational plan, as well as the student's written statement requesting the extension, will be taken into consideration.

Other components of Satisfactory Academic Progress include:

- Grades of "W" (Withdrawal) will be monitored and included toward calculation of the 90 semester unit maximum time frame.
- The completion of course grade "I" (Incomplete) will not be included for purposes of determining enrollment status in a subsequent term.
- A student may repeat a course for which a grade of "D" or "F" was received. A student may repeat, but not exceed, the allowed number of repeats for courses listed in the Class Schedule Course Repetition List. These classes will be included in enrollment status and must receive a grade.
- A student who will use Transfer Credits, as evaluated by the Office of Admissions and Records, toward a degree or certificate will have those units included in the calculation of the 90 unit maximum time frame.
- If you receive Financial Aid for Remedial Coursework, and complete one year or 30 units, no further aid will be paid for remedial study. You may continue to enroll in remedial classes, but financial aid payments will be calculated only for degree applicable coursework. Satisfactory academic progress is monitored each term.

Student Loans

Students applying for a loan must follow the established procedures for other financial aid programs. Students who have a B.A. degree must file a petition stating the reason they are attending College of Alameda and their goals.

Student Services



College of Alameda provides a comprehensive program of free services to assist students to obtain the maximum benefit from their education. All students are urged to use these services whenever necessary.

Alameda One-Stop Career Center

The Alameda One-Stop Career Center, a consortium of over 16 community partners, assists people in finding employment, developing career and life planning goals, as well as gaining training in a variety of fields, and provides a variety of programs and workshops to assist students and members of the community with developing career and life planning skills and with finding employment.

Students may obtain career and vocational guidance, vocational assessment, personal counseling, job search techniques, labor market information, computerized assessment programs including Eureka and Choices and career and life planning workshops and classes.

The Career Center, as part of the EASTBAY Works One-Stop Employment Services system, also assists students and members of the community in obtaining both part-time and full-time off-campus employment.

Other services include:

- Job search information and resume assistance
- Access to Career Library and job preparation materials
- Employment and labor market information

- Individual vocational counseling to help job seekers change or choose a career

The Career Center is located on West Campus Drive in modular building "P." Call (510) 748-2208 for further information, or visit <http://www.eastbayworks.org>.

Admissions and Records

The Admissions and Records office serves as the first point of access to the college for new students and the general public. Students may enroll on-line, by telephone, or in person at the counter in A-124A. Students may also drop and add classes, apply for transcripts and handle other business concerning admissions.

Admissions and Records functions are centralized at the Peralta District office and all student records are kept there. The Associate Vice Chancellor for Admissions & Records and Student Services supervises the department. The Vice President of Student Services serves as a liaison with this office.

Admissions and Records is located in Room A-124A. Call (510) 748-2228 for further information or visit www.peralta.edu.

Assessment Center

The Assessment Center helps students choose classes to match their skill levels in English, writing and reading, mathematics, and English as a second language.

Students receive course recommendations based on the assessment test results, and then meet with a counselor to decide on the classes that are most appropriate.

The Assessment Center is located in the L Building, second floor, (510) 748-2107.

Children's Center

The Campus Children's Center program provides a warm, friendly and responsive environment for children of students, staff and community members to grow and learn.

The goals of the program are: to offer a high quality Center that permits the children to discover and learn, to become decision makers and problem solvers, and to feel good about themselves; and to facilitate the children's development in the areas of: cognition (thinking), language arts (talking), literacy (reading), social/emotional (relationships) and physical development (moving and doing).

The Center is open Monday through Friday, from 7:45 a.m. to 5:15 p.m. The Center follows the campus calendar and serves children during the Fall and Spring Semesters.

Children can be served between the ages of three (3) and five (5) years of age. Children receive three cost-free meals a day. The fees for care are based on family size and gross monthly income. Services are free for eligible low-income, CalWORKs and TANF families.

If you are interested in services for your child, please apply directly at the Children's Center. The College of Alameda Children's Center is located on West Campus Drive and the phone number is (510) 748-2381.

Counseling Services

The Counseling Department offers a wide range of professional counseling services for enrolled students and prospective students. These services include:

- Educational planning for degrees, occupational certificates, and transfers to four year colleges
- Evaluation of transcripts for graduation and transfer
- Career counseling and vocational test interpretation
- Help in providing study skills
- Help on academic problems
- Personal counseling and referral to off-campus services
- Classes and special workshops; e.g., Life/ Career Planning, College Success, Orientation to College, etc.

The College requires all new students to participate in the Student Success Matriculation Program.

All students should meet with a counselor to design a student education plan (SEP) to outline the course of study necessary to reach the student's educational goal. In addition, students undecided about their major field of study are strongly urged to meet with a counselor early in their college career to discuss the alternatives available to them. All new and returning students must have their program approved by a counselor, before they can register for classes.

Students are invited to go to the Counseling Appointment Desk, located in Room A-124B, to make appointments or to meet with counselors on a drop-in basis for brief questions or emergency problems. Discussions of personal matters are confidential.

For additional information, call (510) 748-2209.

Extended Opportunity Programs & Services (EOPS)

College of Alameda offers a comprehensive EOPS program for students who demonstrate that they have educational, economic, social, cultural, or language problems which interfere with their educational careers.

The program offers special supportive services to EOPS students, including professional counseling and peer advising, priority registration, tutorial services, career and academic guidance, financial and book purchase assistance, transfer assistance and fee waivers for CSU and University of California, and cultural enrichment activities. Students

also are assisted with admissions and financial aid applications to four-year institutions.

To qualify for participation in the EOPS program, a student must:

- Be a California resident
- Be enrolled full time when accepted into the EOPS program
- Have fewer than 70 semester (105 quarter) units of degree applicable credit coursework
- Qualify to receive a Board of Governors Grant
- Be educationally disadvantaged.

A student may be considered educationally disadvantaged if the student meets one of the following criteria:

- Did not graduate from high school, pass the California High School Proficiency Examination, or obtain the General Education Diploma (GED)
- Graduated from high school with a grade point average of 2.49 or below
- Does not qualify for the minimum level English or mathematics course work required for an Associate degree
- Was previously enrolled in remedial education courses
- Is the first in his/her family to attend college
- Is a foreign-born resident with language difficulty
- Meets other criteria considered relevant by the Program Director.

CARE (Cooperative Agencies Resources for Education)

is a collaborative program offered by EOPS. In addition to the services offered by EOPS, CARE provides assistance with grants and allowances for educational expenses. Eligibility for CARE is the same as for EOPS, with the additional requirement that the student be a current recipient of TANF (Temporary Assistance for Needy Families) and be a single parent.

EOPS/CARE is located in room D203. Call (510) 748-2258 for further information.

Intercollegiate Athletics

College of Alameda is a participating member of the Bay Valley Conference and offers intercollegiate athletic competition in basketball for men and in volleyball for women students. Students enrolled at College of Alameda may participate in athletic programs at other Peralta Colleges if a particular sport is not offered here. All athletes must meet the specific requirements of the Bay Valley Conference and of the Community College League of California (CCLC) Commission on Athletics in order to be eligible for participation.

For information, visit the Athletics Office in G237, or telephone (510) 748-2383.

Library/Learning Resources Center

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

The Library contains approximately 40,000 volumes and an archive of 200 periodicals, pamphlets and microfilm materials. PEARL, the online catalog, provides access to all district library collections. A variety of additional online resources, including electronic periodical databases, are also available on the reference computer workstations. The Library is on the first floor of the L Building and houses the instructional area, circulation services desks and reference desk as well as the book collections, including browsing, circulation, reference, periodicals, and reserve. Other Library services located on the first floor include photocopiers, group study rooms, a leisure reading area, and the library office. In Reference the librarians provide instruction in the use of library resources for individuals, classes, and workshops.

The College of Alameda student identification card for the current semester is the user's library card. Library users are responsible for returning borrowed materials on time and for paying a charge for lost or severely damaged materials. Circulating materials are considered overdue when not returned by the due date. Failure to meet these obligations will result in a "hold" on student transcripts, registration and borrowing privileges. A library "hold" can be removed when overdue library materials are returned and/or all charges are paid. Library users that do not comply with or violate the College of Alameda Student Code of Conduct, or Library rules and regulations may be subject to disciplinary action and/or loss of library privileges.

Audio-Visual Services, on the second floor, provides films, filmstrips, audio and videotapes and other non-print materials for use in the Center. Carrels, equipped with audio and video tape players, are available for student use.

The Learning Resources Center, on the second floor, is comprised of the Tutoring Center, Writing Lab, Basic Skills Lab, the Math Lab, and the Open Lab. The Learning Resources Center is a collaborative learning community environment that provides centralized access to programs and services designed to assist students in succeeding in their academic endeavors, including the development of learning skills and attitudes for effective performance in the college environments as well as the enhancement of thinking abilities and knowledge base, and provides instructional support to faculty in the classroom.

Phi Theta Kappa

Phi Theta Kappa is an international community college honor society established to promote scholarship, service, and community leadership. College of Alameda's chapter, Alpha Chi Alpha, was founded in May 1992. Chapter

members participate in campus and community projects. Membership is open to all students who have accumulated 12 semester units with a GPA of 3.5 or higher. For further information, contact the Office of the Vice President of Student Services, Room A-124C, (510) 748-2205.

Programs and Services for Students with Disabilities (DSPS)

Programs and Services for Students with Disabilities provides educational and vocational support services for students with disabilities who are enrolled in classes at College of Alameda. Services include academic, personal and vocational counseling; diagnostic testing; registration assistance; support services personnel such as note-takers and sign language interpreters; testing accommodations; liaison with four-year colleges and community agencies; alternate media including Braille, large print and e-text; adaptive computer equipment; and on-campus mobility assistance.

Five programs are offered for students with disabilities who meet eligibility criteria:

1. **The Learning Skills Program** assists students with learning disabilities succeed in their college program by providing assessment, instruction, advising, and liaison with campus instructors and programs. Special classes teach learning strategies in reading, writing, math, and study skills. The classes cover basic through college skill levels. Enroll in Learning Resources 295 for eligibility assessment.
2. **The Adapted Computer Learning Center** provides instruction to meet the computer access needs of students with learning disabilities, acquired brain injury, visual impairment, or physical disability. Adaptations include programs to increase print size on the screen; speech synthesizers that read aloud information on the screen; voice input to allow "hands free" computer operation; an embosser for Braille output of written material; and programs that modify the keyboard. Computers are also used as a tool in teaching cognitive skills to students with specific learning disabilities or acquired brain injuries resulting from head trauma, stroke, hypoxia, brain tumor, infections of the brain or ingestion of toxic substances. The cognitive skills class remediates basic mental processes such as memory, attention, concentration, perception, and orientation. It retrains complex thinking skills such as categorizing, sequencing, problem solving, abstract reasoning, and communicating. It helps students develop compensatory strategies for coping with decreased cognitive function.
3. **The Vocational Living Skills Program** provides a transition to work for individuals who have a desire to work and who want to develop the skills needed to seek and maintain employment. Courses are also offered in independent living skills. The program serves primarily persons with developmental disabilities, but students with other disabilities also enroll as appropriate.

4. **The Workability III Program** provides job search skills training and job placement services for persons with disabilities. Workability III is a joint program between College of Alameda and the Department of Rehabilitation.

For additional information on DSPS services or programs, call (510) 748-2328 or (510) 748-2330 (TDD) or visit the DSPS office in Room D117.

Safety Services

The Alameda County Sheriff's Department provides sworn deputies on this campus to assist students and staff. Sheriff's deputies are an integral part of the College community, functioning as consistently as possible with the College's philosophy and objectives. Deputies are sworn police officers, responsible for the reporting and investigation of all emergency and police matters on campus. In an emergency, dial 7236, or 465-3456. Sheriff's deputies are located in Room F121.

Safety Aides

Safety Aides assist Safety Services by patrolling the campus and its parking lots. Aides are available for escort services to and from parking lots. To receive assistance, please call (510) 466-7236.

Student Activities

Co-curricular activities are an important part of the educational experience. All students are encouraged to become involved in some phase of co-curricular activities. The opportunity for self-government, as provided for by the Peralta Colleges' Board of Trustees and the College of Alameda administration, is particularly challenging. Involvement in student government allows the student to view and explore the College as a whole, as well as the various parts that form the institution to which he/she belongs. Through active involvement, a better understanding of the overall process of education may be attained.

Active participation in student government provides the student an opportunity not only to assist in the development of co-curricular programs, formulation of general College policies and to become involved in solving general College problems, but it also provides effective channels to promote change and growth within the College system.

The Student Activities Office is located in F116. For further information, call (510) 748-2249.

Associated Students (ASCOA)

The Associated Students of College of Alameda (ASCOA) have formed a student government designed to provide a mechanism to assist and improve the campus environment through changing and improving the already existing services.

The effective functioning of ASCOA depends upon student participation and financial support. Because the financial support for student activities comes from the purchase of student body cards, each student is encouraged to purchase a card.

The purchaser of a student body card is entitled to the following privileges:

1. The privilege of holding student association offices;
2. Participation in all student clubs and organizations;
3. Discounts from various merchants in the College district;
4. Free or reduced admissions to Peralta Colleges' sponsored activities, including interscholastic athletic events.

Clubs and organizations may be formed under College staff sponsorship whenever there is a worthwhile purpose and sufficient interest is indicated. The organization of clubs is controlled by ASCOA. Each club must be officially recognized in order to use the College name or to sponsor or participate in campus activities. Information concerning organizational procedures, as well as the use of College facilities, may be obtained from the Student Activities Office.

ASCOA is located in F109. For further information, call (510) 748-2171.

Cyber Cafe

The Cyber Cafe is the place to come, relax, do some homework, check your email or surf the Internet. There are 15 state-of-the-art computer stations that can help you navigate cyberspace. The cafe also offers wireless Internet technology for your convenience.

The Cyber Cafe is located in the "F" building adjacent the cafeteria. Call (510) 748-2249 for further information.

College Store

The College Store is located on the first floor of the Student Center (Building "F"). A list of all required textbooks and supplementary texts is provided at the beginning of each semester. A full line of notebooks, stationery and office/school supplies is available. Store policies regarding purchases, refunds and book buy-back are printed in the Schedule of Classes for each new term. Store hours of operation also are shown in each semester's Schedule of Classes.

Lost and Found

Items lost or found on campus should be reported, when lost, claimed, or when found, taken to the Student Activities Office, F-116. Assistance can be obtained during regular College business hours.

Student Center

The Student Center (Building "F") houses the Student Activities Office, Cafeteria, the Student Lounge, the Cy-

ber Cafe, offices of the ASCOA, mailboxes for recognized clubs and organizations, Student Health Services and the College Store. It is the central location for many student activities.

The Student Lounge affords a comfortable atmosphere where students can relax with old and new friends. Student requests to use College facilities for approved group activities and the campus publicity regulations are processed through the Student Activities Office in Room F116.

The Student Center also offers the following support services: Lost and Found, student dental-medical insurance information, a master activities calendar, AC Transit monthly bus passes and U.S. postage stamps purchase, housing referrals, community and governmental agency information, BART and AC Transit schedules, and general information on campus services and activities.

Student Ambassador Program

Student Ambassadors are student leaders who have a 3.25 GPA or greater and demonstrated leadership abilities. The Ambassadors represent College of Alameda and the Peralta Community College District at college fairs, high school recruitment visits, community events, the commencement ceremony, and numerous other school related activities.

For further information, contact Outreach and Recruitment at (510) 748-2184.

Student Health Services

Student Health Services contributes to the educational aims and matriculation of students by promoting their physical and emotional well being.

The services of a registered nurse are provided to assist students in health matters. Health Services provides health counseling, referrals, health education, emergency first aid and assistance with general problems. Consultation and health services are free of charge to all College of Alameda students. Other health services and projects will be offered with prior announcements. The Health Services Center is located in Building F, the Student Center, Room 105. Hours are 8:00 a.m. to 2:15 p. m. Monday through Friday. For additional information, call (510) 748-2320.

Transfer Center

The Transfer Center provides a variety of services to assist students interested in transferring to four-year colleges and universities. Accordingly, Transfer Center staff offers the following informative and supportive services to all interested students.

- Personalized contact with representatives from local four-year colleges and universities
- UC and CSU Articulation Agreements and campus information

- Application filing assistance to four-year public or Independent colleges
- Workshops on transfer topics, and college information days that offer campus and career options
- Information on transfer scholarships
- Access to a resource library of two and four year institution catalogs, directories, college videos, and other reference publications on higher education
- A monthly calendar of transfer activities and events
- Tours to local four-year colleges and universities
- Dual Admission and/or Cross Registration with CSU East Bay, San Francisco State University and Mills College
- Transfer Admission Agreement (TAA) - UC Davis
- Guaranteed Admissions Transfer Entry (GATE) - UC Santa Cruz
- Concurrent Enrollment - UC Berkeley, California State University, East Bay; Mills College, Holy Names College; and John F. Kennedy University
- Fall Transfer Day – 50+ Campus Representatives
- Major specific Education Workshops and Seminars
- Re-Entry Support

For additional information, visit the Transfer Center in Room A-124A or call (510) 748-2113.

Concurrent Enrollment With Four-Year Colleges and Universities

College of Alameda 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 College; or John F. Kennedy University. The program is designed to increase the accessibility of the university to students who might not otherwise plan to enroll, to allow students who require courses not available at their home institution to obtain these courses, (if available) and to enable students to test their potential for success in a university setting. Formally admitted UC students and individuals who have attended a four-year institution or holding a Bachelor's Degree or equivalent from a foreign university are not eligible to participate.

For more information about program eligibility criteria and participation in the program, please make an appointment to see a counselor or visit the Transfer Center located in A-124A.

Tutorial Services

In an effort to meet the educational needs of students, the college provides free tutoring in most subjects taught at the college. Tutors are trained to handle group and individual tutoring sessions in the Tutorial Center and in the classroom. Individual tutoring is available to students after their needs have been properly assessed by Learning Assistance personnel and through faculty or peer advisor referrals. For additional information, visit the Tutorial Center in L204, or telephone (510) 748-2315.

Veterans and Veterans' Dependents

The Veterans Affairs Program provides assistance to veterans and to eligible dependents of veterans in their pursuit of an education and in obtaining veterans' benefits. Services include counseling, tutorial assistance, outreach, recruitment, referral service for job placement, and financial assistance.

To receive VA benefits at College of Alameda, veterans and dependents must do the following:

1. Submit a completed college application for admission to the Office of Admissions & Records in A-124A;
2. Complete the assessment and orientation process;
3. Meet with a counselor and have a Student Education Plan completed, outlining the requirements of the program you have declared as your objective. The educational objective must be an educational goal that is offered at College of Alameda. Unofficial transcripts can be used by the counselor to determine your remaining requirements at this meeting;
4. Verify prior college credit by having official transcripts sent to Office of Admissions & Records; College of Alameda; 555 Ralph Appezato Memorial Parkway, Alameda, CA 94501;
5. Submit applicable documents to the Veterans Office for the processing of your educational benefits: DD214, Veterans application, Student Educational Plan, dependent documentation.

Veterans continuing at the college must notify the VA office of any change in address, major, units, or education plan. Class attendance verification forms must be turned in on a monthly basis to the VA office.

The Veterans Affairs Program is in Room A-124C. Call (510) 748-2203 for further information.

Credit for Military Experience

In requesting credit for military experience or for courses taken during military service, veterans must present discharge papers and other official papers verifying courses completed.

Completion of a minimum of one year's active duty with the Armed Forces of the United States, including completion of a basic or recruit training program and receipt of an honorable discharge, provides six semester units toward the Associate degree if this credit has not previously been applied toward a high school diploma. Application for this credit should be submitted to the Admissions and Records Office after completion of 12 semester units at the Peralta Colleges.

Standards of Progress for Veteran Students

Receiving Benefits

A veteran student who is on academic probation for two consecutive semesters shall be subject to discontinuance of benefits if the student earned a cumulative grade point average of less than 2.0 ("C" grade). This directive is separate and apart from the college's standards for academic dismissal.

Workforce Development/CalWORKS

Workforce development activities include special instruction and services for CalWORKs students and for students interested in entering the workforce or in changing careers through classes, career workshops and short-term training programs.

Services for CalWORKs students include:

- Counseling, liaison, advocacy with campus and community agencies, including the Social Services Agency
- Educational and career planning
- Job placement; on- and off-campus placement in internships
- Referral to transportation, books and supplies
- Childcare

For further information, visit the Workforce Development Office in Room G236, or call (510) 748-2152.

Academic Regulations, Policies and Standards

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.

Open Classes

It is the policy of the Peralta Community College District that, unless specifically exempted by statute or regulation, every course, course section or class reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established pursuant to regulations contained in the Model District Policies as set forth by the State Chancellor's Office.

Class Start and End Times

Students are expected to be in class, prepared for instruction, five minutes after the designated class starting time. Instructors will end five minutes before the time shown as the class ending time. (Example: A class scheduled to meet from 10:00 a.m. to 11:00 a.m. will begin at 10:05 a.m. and end at 10:55 a.m.)

Attendance Policy

Regular class attendance is required of all students. Instructors will set attendance policies for each class, and it is the student's responsibility to know and conform to each instructor's policy.

Instructors may drop a student from class if the number of absences exceeds the number of times the class meets in one week. Absences are to be cleared directly with the instructor. It is the student's responsibility to clear all drops from his/her program by submitting drop cards. Failure to do this may result in penalizing grades entered in the student's record.

Leaves of absence may be granted for limited periods to cover illness, hospitalization or extreme emergencies. Contact each instructor concerned.

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 unit load of 15 units per term is advised. Students may not carry more than 18 units (including combined total of all Peralta Colleges) without prior approval of a counselor. Counselor approval is required for enrollment in 18.5-21.5 units. The Vice President of Student Services must approve enrollment in 22-25 units. Under no

circumstances will approval be granted beyond 25 units.

The maximum number of units for the Summer session is ten (10). Counselor approval is required for 10.5 to 11.5 units. The Vice President of Student Services must approve enrollment in 12 units or more.

For college purposes, Veterans' benefits, Social Security beneficiaries, etc., a full-time student is one who is carrying 12 or more units during the regular term and six (6) units during the summer. For Financial Aid, a full-time student is one who is carrying 12 or more units during the regular term and six (6) units during the summer, 4.5 units three-quarter time, and 3 units half time. Student enrolled in fewer than 3 units are not eligible for summer Pell grants.

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

Auditing

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

Grading Policy

The Peralta Community College District has adopted a uniform grading policy in accordance with state regulations.

Evaluation through grading is the sole responsibility of each instructor. The instructor's grades are permanent. Once submitted, they are not subject to change by reason of revision of judgment by the instructor, or on the basis of a second examination or additional work.

A grade can be changed only where evidence is presented that a clerical error or other mistake, fraud, bad faith or incompetence was involved. No grade will be changed later than four (4) years after the semester in which the grade was assigned.

Grades

The grades, grade points awarded and symbols used by College of Alameda are: *(see next page for chart)*

Credit/No Credit Policy

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

Grades

The grades, grade points awarded and symbols used by College of Alameda are:

Grades	Points	Definition	Repeating Policy
A	4	Excellent	Not Permitted
B	3	Good	Not Permitted
C	2	Satisfactory	Not Permitted
D	1	Passing, less than satisfactory	Permitted. Upon petition, original "D" will remain, will not be computed
F	0	Failing	Permitted. Upon petition, original "F" will remain, but will not be computed.
CR	0	Credit. At least satisfactory. Units awarded not counted in GPA. (Only assigned for courses with "CR/NC" option.)	Not Permitted.
NC	0	No Credit. Less than satisfactory or failing. (Only assigned for courses with "CR/NC" option.)	Permitted. Original "NC" will remain, but will not be computed
W	0	Withdrawal. Assigned for students who officially withdraw from a class between 5th & 9th week.	Permitted. Original "W" will remain, but will not be computed.
MW	0	Military Withdrawal. Awarded only for members of a military unit who receive orders compelling withdrawal from a course. May be given in lieu of a grade.	Permitted. Original "MW" will remain, but will not be computed.
I	0	Incomplete. Incomplete academic work for unforeseeable reasons at end of term.	Not Permitted.
IP	0	In Progress. Grade awaits completion of course work which extends beyond end of term.	Permitted. Original "IP" will remain, but will not be computed.
RD	0	Report Delayed	Not Permitted.

All courses listed in the Description of Courses section of the Catalog which may be taken for credit/no credit, or for grade only, are identified by the following symbols which appear in parentheses directly after the name of the course:

CR/NC: May be taken for credit/no credit only.

GR/CR/NC: May be taken either for a letter grade or on credit/no credit basis.

No symbol: Course may be taken for letter grade only.

A student may not repeat a course in which a grade of "CR" was earned. A student may repeat a course in which a grade of "NC" was earned.

Students planning to transfer to four-year institutions are cautioned that, in most cases, courses in which a grade of "CR" was earned will not be counted toward courses required in a major. Also, limitations are imposed on the number of units of "CR" that will be counted toward a Bachelor's degree. The student should consult the catalog of the transfer institution for more specific information on this point. The designation credit/no credit ("CR" or "NC") may not be changed to a letter grade.

Withdrawal

Withdrawal from a course reported to the Admissions & Records Office during the first four (4) weeks of instruction (30% of instruction for Summer Session, intersession and short-term courses) shall not be noted on the student's academic record.

A "W" symbol only can be awarded to a student between the end of the fourth week of instruction and the end of the ninth week of instruction (75% of instruction for Summer Session, intersession and short-term courses). The student is responsible for obtaining a drop card and for submitting it to the Admissions & Records Office. Drop cards can be obtained in the Admissions & Records Office or from counselors.

The academic record of a student who has withdrawn from class, or who has been dropped by an instructor after the time allowed by this policy, must reflect a grade other than "W" as awarded by the instructor. The "W" symbol shall be used for progress probation only, not for academic probation.

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 grade at any time. The "MW" shall not be counted in determining progress probation or in calculating grade points for dismissal.

Incomplete

Academic work which is incomplete for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. Conditions for removal of the "I" shall be stated by the instructor in a written record which shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student, and a copy placed on file with the District Office of Admissions & Records until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned. A time extension beyond one year, but not to exceed one semester, may be granted by petition. The "I" symbol shall not be used in calculating units attempted, or for grade points.

In Progress

The "IP" symbol shall be used to indicate that the course work 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.

Report Delayed

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

Course Repetition

A student may repeat a course in which the symbol was "D", "F", "NC", "IP", "W" or "MW". Each entry of a properly assigned grade will remain on the student's record.

If the student repeats a course in which the symbol was "D" or "F", the original units and grade, upon petition by the student, will not be computed. The subsequent entry on the record will be identified as an "Authorized Repeat" and will be computed in the student's GPA.

If the student repeats a course in which the grade was an "A", "B", "C" or "CR", the subsequent entry will be identified as an "Unauthorized Repeat" and only the original entry will be computed.

State regulations restrict the number of courses which can be repeated for credit, and the number of times they can be repeated. For a list of courses which have been approved for repetition for credit, consult a counselor.

Academic Recognition

Honor Roll

Students who have completed 12 or more units with a semester grade point average of 3.25 or better are honored by being placed on the Vice-President's list.

The honor status GPA is computed 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.

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 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 Renewal

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:

1. A period of one year must have elapsed since the work to be alleviated was completed;
2. 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;
3. The student has completed at all Peralta Colleges, 15 semester units with a 2.5 GPA or better since the most recent 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 Admissions and Records Office.

Academic renewal action by College of Alameda does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

Advanced Placement Policy

The Peralta Community College District is a participant in the Advanced Placement Program of the College Entrance Examination Board. Advanced Placement credit will be granted in the Peralta Community College District according to the following policies:

1. Students must be enrolled in the Peralta Community College District in order to apply for AP Credit.
2. Students are not required to have completed any specific number of units in the Peralta Community College District prior to applying the AP Credit.
3. Students will be granted credit for AP scores of three (3), four (4) or five (5) in specific subject areas (refer to list at the end of the policy section).
4. Students will receive units of credits and grades of Credit (CR) on the Peralta transcript.
5. Units earned by AP examinations will be used to meet Certificate and Associate Degree requirements.
6. Units earned by AP examinations will be used towards CSU, General Education Breadth certification (partial or full), according to the CSU approved list (refer to list at the end of the policy section).
7. Units earned by AP examinations may be used to meet Intersegmental General Education Transfer Curriculum (IGETC), with the exception of critical thinking-English composition and oral communication requirements (Areas 1B and 1C). Credits earned by a score of 3 or higher on a designated AP examination can be applied when recognized by the college as equivalent to approved IGETC courses. Each individual AP examination can clear one course only.
8. Units of AP credit may not be used to satisfy financial aid, veterans or EOPS eligibility criteria regarding enrollment status.
9. Units of AP credit may not be used to satisfy the College's twelve (12) unit residency requirement.

Note:

1. Some four-year institutions (e.g. out of state) may not accept AP credit.
2. The applicability and quantity of AP credits granted toward major/or baccalaureate degree requirements continues to be determined by the individual CSU and UC campus.

Advanced Placement Procedures

Students wishing to apply for AP credit should:

1. Obtain a Petition for AP Credit from the Admissions and Records Office.
2. Attach official copies of AP score reports from the College Board or an official copy of the high school transcript (if it reports Advance Placement Examinations).
3. Take completed Petition and supporting documentation to a counselor for review.

AP EXAM	SCORE	PCCD COURSE	UNITS AA/AS	CSU-GE	UNITS	IGETC
Art History	3,4,5	Art 1 or 4	3	Area C1	3	Area 3/Arts
Biology	3,4,5	Biology 10	4	Area B2	3	Area 5
Chemistry	3,4,5	Chemistry 30A	4	Area B1 & B3	6	Area 5
Computer Science	N/A	N/A	N/A	N/A	N/A	N/A
Economics: Macro	3,4,5	Economics 1	3	Area D2	3	Area 4
Economics: Micro	3,4,5	Economics 2	3	Area D2	3	Area 4
English: Language & Composition	3,4,5	English 1A	4	Area A2	3	Area 1, Group A
English: Literature & Composition	3,4,5	English 1A and 1B	8	Area A2 & C2	6	Area 1, Group A
French Language	3,4,5	French 1A	5	Area C2	6	UC Language req.
French Literature	3,4,5	N/A	N/A	Area C2	6	N/A
German Language	3,4,5	German 1A	5	Area C2	6	UC Language req.
Government and Politics: U.S.	3,4,5	Political Sciences 1	3	Area D8	3	Area 4
Gov't & Politics: Comparative Gov/t	3,4,5	Political Sciences 5	3	Area D8	3	Area 4
History: European	3,4,5	History 2A or 2B	3	Area D6	3	Area 4

Note: Students wishing to receive credit for AP examinations not on this list should obtain a petition from the Admissions and Records Office and submit it to the Vice President of Instruction at the student's home campus. These requests will be evaluated on a case-by-case basis.

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:

$$\frac{\text{Total grade points earned}}{\text{Total semester units attempted}} = \text{Grade Point Average (GPA)}$$

Example:

A student who earns 3 semester units of "A", 5 units of "B", 3 units of "C", 3 units of "D", 1 unit of "F" and 1 unit of "CR" would compute the GPA as follows:

Attempted	Completed	Grade	(Points)	Multiply	Grade Points
3 units	3 units	A	(4 points)	3 x 4 =	12
5 units	5 units	B	(3 points)	5 x 3 =	15
3 units	3 units	C	(2 points)	3 x 2 =	6
3 units	3 units	D	(1 point)	3 x 1 =	3
1 unit	0 unit	F	(0 point)	1 x 0 =	0
0 unit	1 unit	CR	(0 point)	0 x 0 =	0
15 units	15 units				36 grade points

$$\frac{36 \text{ grade points earned}}{15 \text{ semester units attempted}} = 2.40 \text{ GPA}$$

Units for which a symbol of "W", "MW", "CR", "NC", "I", "IP" or "RD" is assigned are not counted in units attempted.

Definition of Unit Value

One semester unit of credit is defined as one hour of recitation or lecture (together with the required two hours of preparation for each class hour) or three hours of laboratory work a week for a semester of 18 weeks.

Two (2) semester units are equivalent to three (3) quarter units. To convert semester units to quarter units, multiply semester units by 1.5. To convert quarter units to semester units, divide the quarter units by 1.5.

For assistance in determining quarter/semester unit equivalency, contact the Office of Admissions & Records, Room A-124A.

Probation and Retention 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.

Academic Probation

A 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.

A 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.

Progress Probation

A student who has enrolled in a total of at least 12 semester 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 "NC" are recorded reaches at least 50 percent of the grades.

A student on progress probation shall be removed from probation when the percent of units in this category drops below 50 percent.

Standards for Dismissal

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

Academic Dismissal: A student on academic probation shall be subject to dismissal after three (3) consecutive semesters in which the student earned a cumulative grade point average of less than 1.75 in all units attempted.

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

Reinstatement from Dismissal: A 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. Readmission will be conditioned on a semester review basis with the student subject to the continued probation dismissal policy.

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", or "F"; (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W", "I", "CR", and "NC".



Notification of Probation or Dismissal

The Vice President of Student Services shall make every reasonable effort to notify a student of academic/progress probation or dismissal at or near the beginning of the semester in which the status is in effect. Every reasonable effort will be made to provide counseling and other support services to a student on probation.

Credit by Examination

Enrolled students who have had substantial prior experience in the content of college-level courses or who have completed equivalent course work at a non-accredited institution may file a petition challenging a course that has been approved for credit by examination. The student must: (1) be currently registered, (2) not be on scholastic probation, and (3) have completed at least six (6) semester (9 quarter) units at College of Alameda. The petition must be submitted to the Admissions & Records Office by the third week of the semester. The petition will be forwarded to the appropriate dean, who may arrange for the examination. The examination may consist of written, oral, and/or demonstration portions.

Credit by examination is limited to a maximum of 15 semester (23 quarter) units. Earned units and grades will be recorded on the student's transcript. Credit by examination does not count as part of the student's study load or for benefit purposes. Courses are open for credit by examination only during the term in which they are actually taught. Check with a counselor for a list of currently approved courses for which credit by examination may be granted, and for information regarding their transferability. Petition forms are available from the Admissions & Records Office.

Selected Topics in Subject (48/248) Courses

Maximum credit for Selected Topics 48AA-FZ, Liberal Arts courses, is 0.5 to 3 units; prerequisites are determined by the department according to the nature of the course offered. Transferability of Selected Topics 48AA-FZ courses should be confirmed with a counselor prior to enrollment. Liberal Arts 248AA-FZ are open to all students without prerequisites for non-transfer credit. Maximum credit allowed is 0.5 to 6 units.

In occupational courses 48AA-FZ, there is transfer credit to certain designated colleges; 248AA-FZ, non-transfer credit. Maximum credit allowed is 0.5 to 6 units.

Selected Topics 348 series courses are non-degree applicable; 448 series are apprenticeship courses; 548 courses are non-credit; 648 are special courses for handicapped; 748 are not-for-credit contract education courses; and 848/948 are fee-based courses.



Independent Study (49) Courses

Supervised independent study courses are designed to permit study of an area or problem of the student's choice not covered by regular Catalog offerings. To be eligible for independent study, students must have completed a minimum of 18 units of work at College of Alameda. Students in good standing may enroll in one (1) independent study course per semester, provided the division dean approves the study project and a full-time contract faculty member is willing to accept the student and the project. Students are limited to a total of ten (10) units of independent study in any one discipline. These courses may count as electives and generally do not fulfill specific Associate Degree requirements. The transferability of independent study courses is contingent upon review of the transfer institution. Students transferring to a campus of the University of California must submit a course outline to the appropriate U.C. division office for transfer approval. Independent study applicants shall demonstrate that their background is adequate for the proposed course of study, and must have prior successful academic experience in the particular discipline. Independent study (49) contract forms are available in the instructional division offices.

Prerequisites, Corequisites and Recommended Preparation

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

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

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

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

Policy: Prerequisites and corequisites will be monitored automatically at registration. If a student successfully has met the prerequisite at a Peralta college, as confirmed by a transcript check, the student will be enrolled in the class. If a student has not met the prerequisite or corequisite, the student will be temporarily enrolled in the course until the last day to add the class. **(If the student has met the prerequisite at another college, but does not possess a transcript, the student will be enrolled in the class and given until the 13th week of instruction to provide a transcript to the Admissions Office. This process begins when the student submits a petition for equivalency. SEE BELOW.)** The student’s enrollment in the class will become official if the student files a successful petition. The student will be automatically dropped on the last day to add the class if the student fails to submit a petition or the petition is not upheld.

There are three options:

- Petition for Prerequisite/Corequisite Equivalency, or
- Petition for Prerequisite/Corequisite Substitution, or
- Petition for Prerequisite/Corequisite Challenge.

Petition for Prerequisite/Corequisite Equivalency. The District will maintain a list of courses offered at other colleges or universities that satisfy the District’s prerequisites. A student who has taken one of these equivalent courses at another college or university may bring a transcript showing successful completion of the course to the Admissions

and Records Office/Division Office/Counseling and complete a Prerequisite/Corequisite Equivalency/Substitution form. Upon verification, the student will be officially enrolled in the course.

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

Petition for Prerequisite/Corequisite Challenge. If a student desires to challenge the prerequisite or corequisite, he/she must file a Petition for Prerequisite/Corequisite Challenge with appropriate written documentation in Admissions and Records, the Office of the Vice President of Instruction or Office of the Vice President of Student Services.

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 are presupposed in terms of the course or program for which the prerequisite/corequisite is established. (Dean of Instruction)
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 specific 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. (Dean)
3. The student demonstrates that he or she does not pose a threat to himself or herself or others in a course which has a prerequisite established to protect health and safety. (Dean of Instruction)
4. The prerequisite is not necessary and appropriate for success in the course and has not been established accordance with the District’s process for establishing prerequisites and corequisites. (Dean)
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. (Vice President of Instruction and Vice President of Student Services)
6. The student will be subject to undue delay in attaining the goal in his or her educational plan because the prerequisite or corequisite course has not been made reasonably available. (Vice President of Instruction)

A petition will be resolved by the appropriate staff within five (5) working days. If the petition is upheld, the student will be officially enrolled in the course. If no space is available in the course when a petition is filed, the petition shall

be resolved prior to the beginning of registration for the next term, and, if the petition is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term. If the petition is not upheld, the student will be notified in writing that he/she has been dropped from the course. The student shall bear the initial burden of showing that grounds exist for filing the petition.

Transcripts

Official transcripts are mailed directly to other educational institutions upon written request by the student. There is a \$4.00 charge for each "official" transcript after the first two (2) copies, which will be without charge. Transcripts made for student use are classified "unofficial" and there is no charge. Transcripts can be requested on-line at <<http://www.peralta.cc.ca.us/tranreq.htm>>.

Students are expected to clear all financial obligations due to the College before transcripts are mailed. Applications for a transcript should be made well in advance of the time when the record will be needed. Same-day transcripts are not available. Transcripts from other schools and colleges become a part of the student's personal folder, and will not be released or forwarded to other institutions.

Graduation

It is the student's responsibility to file a petition for an Associate degree and/or Certificate of Completion and/or Certificate of Achievement by the deadline shown in the Academic Calendar for the semester in which he/she plans to complete degree or certificate requirements. Petition forms are available in the Admissions & Records Office.

College of Alameda traditionally holds formal Commencement Exercises in May, with a reception immediately following for family and friends. Commencement Exercises recognize students who have completed degree and certificate requirements during the Summer, Fall or Spring terms of the current academic year. All students are encouraged to participate.



Degrees and Programs

Catalog Rights

Students' catalog rights are defined as maintaining enrollment in at least one semester per academic year, excluding summer session and inter-sessions, in any of the Peralta Colleges.

Students' 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 files and receives the Degree/Certificate.* OR
3. The regulations current at the time the student files and receives the Degree/Certificate.*

* All students, regardless of the date of entering any one of all the Peralta Colleges, must fulfill in General Education Requirements specified in the 1991-93 or subsequent catalogs for Associated Degree.

Note: *While a course might satisfy more than one General Education requirement, it may not be counted more than once for this purpose. (See exception for Ethnic Studies courses.)*

The withdrawal symbol ("W") constitutes enrollment.

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 all transcripts of previous college work and to file a Petition for an Associate Degree by the deadline date during the semester in which he/she plans to complete the requirements. See the Academic Calendar in the Class Schedule for deadline dates.

Overall Requirements

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

1. At least 22 units must be completed in General Education.
2. A minimum of 18 units is required for the major. The specific number of units varies with the major. Students should refer to the individual curriculum patterns for this information.
3. At least 12 units must be completed at College of Alameda.

4. A minimum grade point average of 2.0 ("C") is required in EACH of the following:
 - Overall grade point average and
 - General Education Requirements
5. A "C" grade or better is required in EACH course in the major and in area 4A, English composition and area 4B, mathematics.

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.

2007-2008 General Education Requirements for the Associate Degree (Updated Annually)

General Education requirements for the Associate in Arts and Associate in Science degrees are listed below:

Students must complete General Education categories 1 through 5, at least 22 units of which must be completed in Categories 1 through 4.

A course used to satisfy requirements in one category may not be used to satisfy a second General Education category, with the exception of a course used to satisfy the Ethnic Studies requirement. A course may be used to fulfill both a General Education and a major requirement.

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

1. Natural Science Minimum 3 units

Courses in the natural sciences are those that examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help you develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines (BP 5.20).

Anthropology 1
 Astronomy 1
 Biology 1A, 1B, 10, 11, 12A, 12B, 14, 18, 19, 26
 Chemistry 1A, 1B, 8A, 8B, 30A, 30B
 Geography 1
 Geology 10
 Physics 4A, 4B, 4C, 10



2. Social and Behavioral Sciences

Minimum 3 units

Courses in the social and behavioral sciences are those that focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help you develop an awareness of the method of inquiry the social and behavioral sciences use. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology, and related disciplines (BP 5.20).

African-American Studies 5, 30*, 31*, 32*
 Anthropology 2, 3, 5**, 14
 Asian and Asian-American Studies 45A, 45B
 Biology 27***
 Business 5
 Economics 1, 2, 5
 Education 1
 Geography 2, 3
 History 1**, 2A, 2B, 5, 7A, 7B, 8A, 8B, 10A, 10B, 11, 12, 15, 17, 19, 32, 50*, 51*, 52*, 53A+, 53B+, 55A, 56****
 Mexican/Latin American Studies 18A+, 18B+
 Political Science 1, 2, 3, 4, 6, 8, 16, 18, 26
 Psychology 1A, 1B, 3, 7A, 7B, 8, 9A, 9B, 12***, 13A, 13B, 18, 24
 Sociology 1, 2, 3****, 5, 13
 *, **, ***, *****, or + Students will receive credit for one course only.

3. Humanities

Minimum 3 units

Courses in the humanities are those that study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help you develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion (BP 5.20).

Art 1, 2, 3, 4, 8A, 8B, 122
 Chinese 10A, 10B, 11A, 11B, 12A, 12B
 Communication 2A, 2B, 5
 English 1B, 10A, 10B, 16, 17A, 17B, 27A, 27B, 30A, 30B, 31, 32A, 32B, 33A, 33B, 36, 47, 61, 210A, 210B, 216, 217A, 217B, 227A, 227B, 230A, 230B, 231, 232A, 232B, 233A, 233B, 236, 247
 French 1A, 1B, 2A, 2B
 German 1A, 1B
 Humanities 1, 2, 3, 13A, 13B, 40, 51A*, 51B*, 51C*
 Mexican/Latin American Studies 2A*, 2B*, 2C*, 3**
 Music 1A, 1B, 10, 12A, 12B, 15A, 15B
 Philosophy 1, 2, 4, 5, 10, 20A, 20B
 Spanish 1A, 1B, 2A, 2B, 20A, 20B, 51**
 Vietnamese 1A, 1B, 2A, 2B
 * or ** Students will receive credit for one course only.

4. Language and Rationality

Courses in language and rationality are those that develop for you the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system you use (BP 5.20).

A. English Composition **Minimum 3 units**

Courses fulfilling the written composition requirement shall include both expository and argumentative writing (BP 5.20).

Communication 5
 English 1A, 1B, 5, 201A, 201B, 211
 English as a Second Language 21A, 21B

B. Mathematics **Minimum 3 units**

Minimum level of elementary algebra (BP 5.20).
 May be met by one of two options listed below:
 Option A: Credit by exam for Math 201 (or higher) with credit posted on transcript.
 Option B: Completion of one (1) of the following:
 Math 2, 3A, 3B, 3C, 3E, 3F, 11, 12, 13, 15, 16A, 16B, 50, 201, 202, 203, 225

C. Computer Literacy Minimum 1 unit

A broad understanding of computer concepts (BP 5.20).

Business 24, 226, 238A

CIS: All courses numbered 1 through 248, except 211

Learning Resources 211A, 211B

D. Oral or Written Communication or Literature Minimum 3 units

Requirements shall include written communication, oral communication, literature, or selected English as a second language courses (BP 5.20).

Communication 1A, 1B, 2A, 2B, 4, 5, 20, 45

English: All courses numbered 1 through 247, except 48, 49, 202, 205, 206A, 206B

English as a Second Language 21A, 21B

Mexican/Latin American Studies 3*

Spanish 51*

*Students will receive credit for one course only.

E. Communication and Analytical Thinking Minimum 3 units

Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines. To satisfy the Communication and Analytical Thinking area, courses taken in Mathematics shall be at the

Elementary Algebra level or higher (BP 5.20).

Communication 5

English 1A, 5, 211

Mathematics 2, 3A, 3B, 3C, 3E, 3F, 11, 12, 13, 15, 50

Philosophy 10

5. Ethnic Studies Minimum 3 units

Ethnic studies is an intensive and scholarly study of African-American, Hispanic, Asian, and Native American experiences in the United States involving an examination of these cultures and the history, social, economic, and political influences on them (BP 5.20).

African-American Studies 5, 30*, 31*, 32*

Anthropology 5**, 14

Asian and Asian-American Studies 45A, 45B

English 16, 31, 216, 231

History 1**, 17, 19, 50*, 51*, 52*

Music 15A, 15B

Psychology 18

Sociology 5

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

All Ethnic Studies courses, worth at least 3 semester units, may simultaneously satisfy one of the Categories 1-4, if they are offered within that category. It should be noted that such units are calculated only once.

This list is updated periodically. Consult a College of Alameda counselor for a current listing of approved courses.

Requirements for the Certificate of Completion

A Certificate of Completion is granted in those programs for which 18 or more units are required in the major.

Requirements for the current certificates of completion are described in the Curricula Requirements section of this catalog. A grade of "C" or better is required in each course in the major. At least 12 units of associate-degree level course work must be completed at College of Alameda. The Certificate of Completion is indicated on the student's transcript. Students should consult a counselor for specific requirements for each certificate.

Requirements for the Certificate of Achievement

A Certificate of Achievement is granted in certain programs for which 6-17.5 units are required. Requirements for the current certificates of achievement are described in the Curricula Requirements section of this catalog. A grade of "C" or better is required in each course. The Certificate of Achievement is indicated on the student's transcript. Students should consult a counselor for specific requirements for each certificate.

Transfer Information

Planning to Transfer

Students who wish to enter a four-year college or university after attending College of Alameda 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; and
 - d. Application and financial aid deadlines.

Many catalogs are available for review in the Transfer Center.

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

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

3. Identify the courses (lower-division prerequisites) which must be taken in preparation for the major as well as those required in the major.
4. Remember that community college courses transfer to four-year college 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 that may be transferable. A maximum of seventy (70) transferable semester or one hundred and five (105) quarter units completed at a community college may be applied toward the total number of units required for a bachelor's degree at a campus of the University of California or California State University. Total units transferable to independent colleges vary. Subject credit for transferable courses in excess of 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 and/or general education/breadth requirements. Therefore, students are strongly advised to complete all courses designated as required lower-division preparation for the major is contingent upon completion of specific courses (e.g., oversubscribed or impacted majors).
6. With proper planning, College of Alameda students can complete the lower-division requirements for most majors offered by four-year institutions. College of Alameda counselors will assist students

in the development of an educational plan through 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 and applications for admission 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 that will permit them to meet their educational objectives, and for satisfying prerequisites for any programs or courses they plan to take as set forth in the appropriate catalog.

Impacted Programs

At every college and university, some majors receive more applications than the number of students they can accept. When this happens, these majors are declared to be impacted or oversubscribed. To be admitted into such programs, students may need to meet special requirements such as:

1. Completing specific courses;
2. Accumulating a determined number of college units;
3. Earning a particular grade point average;
4. Passing campus or national examinations;
5. Meeting advance application deadlines; and
6. Participating in interviews or special evaluations.

The list of impacted programs may vary from year to year as majors are added and deleted frequently. Also, a major impacted at one campus may be open at another; therefore, students should consult a College of Alameda counselor to receive updated information about impacted majors.



Articulation Agreements

Articulation literally means “to express clearly” or “to join together.” It is used in this context to refer to written agreements between College of Alameda and a four-year college or university. The written course articulation agreements, approved by faculty for 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.

Counselors can access articulation agreements between College of Alameda and the campuses of the California State University, the University of California campuses and some independent colleges, both in and out of state. Most 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 College of Alameda and then transfer as a junior. Any student experiencing difficulty with the transfer of courses from College of Alameda should contact the Counseling Department for assistance.

2+2 Articulation is the coordination of the last two years of a high school program with a two-year post-secondary certificate/Associate Degree program. This provides a mechanism for high school students to continue matriculation towards a planned vocational goal.

California Articulation Number (CAN)

The California Articulation Number (CAN) System identifies many transferable, lower-division, major preparation courses commonly taught on California college and university campuses.

The system assures students that CAN courses on one participating campus will be accepted “in lieu of” the comparable CAN courses on another participating campus. For example: CAN ECON 2 on one campus can be accepted for CAN ECON 2 on every other participating campus that also has qualified CAN ECON 2. Each campus retains its own numbering system. The CAN course identification, where applicable, is identified at the end of the course description in the catalog. Students should consult the CAN system website at www.cansystem.org for up-to-date information.

CAN Qualified Courses*

CAN Number	College of Alameda Course
CAN ANTH 2	Anthropology 1
CAN ANTH 4	Anthropology 3
CAN ANTH 6	Anthropology 2
CAN ART 2	Art 2
CAN BIOL 12	Biology 19
CAN BIOL SEQ A	Biology 1A + Biology 1B
CAN BIOL SEQ B	Biology 18 + Biology 19

CAN BUS 2	Business 1A
CAN BUS 4	Business 1B
CAN BUS 8	Business 2
CAN BUS SEQ A	Business 1A + Business 1B
CAN CHEM 2	Chemistry 1A
CAN CHEM 4	Chemistry 1B
CAN CHEM SEQ A	Chemistry 1A + Chemistry 1B
CAN CHEM SEQ B	Chemistry 30A + Chemistry 30B
CAN CSCI 26	Math 11
CAN ECON 2	Economics 1
CAN ECON 4	Economics 2
CAN ENGL 2	English 1A
CAN ENGL 4	English 1B
CAN ENGL 6	English 10A
CAN ENGL 14	English 30A
CAN ENGL 16	English 30B
CAN ENGL SEQ A	English 1A+ English 1B
CAN ENGR 8	Engineering 35
CAN ENGR 12	Engineering 17
CAN FCS 2	Biology 31
CAN FREN 8	French 2A
CAN FREN 10	French 2B
CAN FREN SEQ A	French 1A+ French 1B
CAN FREN SEQ B	French 2A+ French 2B
CAN GEOG 2	Geography 1
CAN GEOG 4	Geography 2
CAN GEOG 6	Geography 1+ Geography 1L
CAN GEOL 6	Geology 10
CAN GERM 2	German 1A
CAN GERM 4	German 1B
CAN GERM SEQ A	German 1A+ German 1B
CAN GOVT 2	Political Science 1
CAN HIST 4	History 2B
CAN HIST 8	History 7A
CAN HIST 10	History 7B
CAN HIST SEQ A	History 2A+ History 2B
CAN HIST SEQ B	History 7A + History 7B
CAN MATH 4	Math 15
CAN MATH 8	Math 50
CAN MATH 16	Math 2
CAN MATH 18	Math 3A
CAN MATH 20	Math 3B
CAN MATH 22	Math 3C
CAN MATH 24	Math 3F
CAN MATH 26	Math 3E
CAN MATH 30	Math 16A
CAN MATH SEQ B	Math 3A + Math 3B
CAN MATH SEQ C	Math 3A + Math 3B + Math 3C
CAN PHIL 2	Philosophy 1
CAN PHIL 4	Philosophy 5
CAN PHIL 6	Philosophy 10
CAN PHYS 8	Physics 4A
CAN PHYS 12	Physics 4B
CAN PHYS 14	Physics 4C
CAN PHYS SEQ B	Physics 4A + Physics 4B + Physics 4C
CAN PSY 2	Psychology 1A

CAN SOC 2	Sociology 1
CAN SOC 4	Sociology 2
CAN SPAN 2	Spanish 1A
CAN SPAN 4	Spanish 1B
CAN SPAN 8	Spanish 2A
CAN SPAN 10	Spanish 2B
CAN SPAN SEQ A	Spanish 1A + Spanish 1B
CAN SPAN SEQ B	Spanish 2A + Spanish 2B
CAN SPCH 4	Speech 45
CAN STAT 2	Math 13

** As of October 2005*

Other Colleges and Universities

For information concerning transfer requirements of other colleges and universities, students should consult the Transfer Center, review the catalog, and work closely with a College of Alameda counselor to develop an effective Student Educational Plan (SEP).



University of California – All Campuses

Transfer Admissions Requirements

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

The University of California 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 meet 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 Requirements must complete a minimum of 12 semester unites 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:

- a. Complete 60 semester units of transferable college credit with a grade-point average of at least 2.4, and
- b. Complete a course pattern requirement to include:
 1. Two transferable college courses (3 semester units each) in English composition; and
 2. One transferable college course (3 semester units) in Mathematical Concepts and Quantitative Reasoning; and
 3. 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 Non-Residents

The minimum admissions 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 catalog and articulation agreements. With careful planning, the student can meet many of the requirements while attending College of Alameda. At some campuses and in some majors, transfer students must fulfill all or a portion of the general education/breadth requirements before transferring.

Beginning in 1991, transfer applicants may satisfy the general education requirements by completing the Inter-segmental 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. American History and Institutions

Each campus of the University of California determines the way in which this requirement can be met for that campus. Students should consult the catalog for the University of California campus to which they plan to transfer, or see a counselor.

2. Subject A

Each campus of the University of California determines the way in which this requirement can be met for that campus. Student should consult the catalog for the University of California campus to which they plan to transfer or see a counselor.

University of California-Berkeley Campus

College of Letters and Science: Essential Skills and Seven-Course Breadth Requirements

The Berkeley campus of 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 requirements for courses outside the field of the major are required of all junior transfers. Students should make every effort to complete as many of the seven-course breadth requirements as possible.

Information on the University of California, Berkeley's College of Letters and Science current requirements and the listing of College of Alameda courses that are approved for meeting the requirements are on the available on the Internet at www.assist.org or in the Transfer Center. This list is subject to revision and is updated periodically, please consult with a counselor.

Transfer to the California State University

The following information applies to the twenty-three (23) campuses of the California State University System:

Bakersfield	Channel Islands
East Bay (formerly CSU Hayward)	
Humboldt	Los Angeles
Northridge	Pomona
San Diego	San Francisco
San Marcos	Sonoma
Long Beach	Fullerton
San Bernardino	San Luis Obispo
Chico	Dominguez Hills
Fresno	Maritime Academy
Sacramento	San Jose
Stanislaus	Monterey Bay

Current admission requirements are printed annually in the California State University Admission Application, available at the Transfer Center. Students may also obtain admission requirements from their counselor. For specific major requirements, students are strongly advised to meet with their counselor and review established articulation agreements.

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 admissions 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 (non-residents must have a 2.4 grade point average or better).

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

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

Note: Refer to the CSU Application for Freshman Eligibility

and Subject Requirements.

Making up Missing College Preparatory Subject Requirements

- 1) Undergraduate transfer applicants who did not complete the subject requirements while in secondary school may make up missing subjects in any of the following ways:
 - a) Complete appropriate courses in college with a "C" or better (one course of three semester or 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 60 or more semester units (90 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 Area A and the Mathematics/Quantitative Reasoning requirements 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 Communication Area (Area A1, A2 and A3) and in Mathematics/Quantitative Reasoning (Area B4).



California State University Lower Division Transfer Patterns

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community College presents potential transfer students with the most direct path to a bachelor's degree in the CSU system. The LDTP project provides a set of "road maps" for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into a LDTP agreement after they have satisfactorily completed at least 30 CSU transferable semester units but no more than 45 CSU transferable units. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

"Highest priority for admission" is defined as a written guarantee of admission to a particular CSU campus and major. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus's ability to accommodate the student. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully any additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the system-wide and campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to CSU as an upper-division student.

Through CSU Mentor (www.csumentor.edu) and ASSIST (www.assist.org), students and counselors will be able to find these "road maps" or patterns detailing general education and major preparation coursework.

At the time of this printing, final details about LDTP agreements and admission procedures were still being completed. Please see a counselor for the most current information about the LDTP project.

2007-2008 California State University General Education Breadth Requirements (Updated Annually)

College of Alameda (Peralta Community College District) may certify to a California State University completion of 39 units of lower-division general education requirements. Students must request General Education Certification when their final transcript is to be sent to a California State University.

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 requirement for the California State University system. The additional 9 units must be upper-division courses and must be completed after the student transfers to a CSU.

See page 80 for general education certification procedures.

AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING:

Minimum of 9 semester (or 12-15 quarter) units: Complete minimum one course for each sub-area with a grade of "C" or better

A1: Oral Communications: Communication 1A, 1B, 4, 20, 45

A2: Written English: English 1A

A3: Critical Thinking: Communication 5, English 5, Philosophy 10

For A3, some Engineering major exceptions may apply. (see a counselor for details.)

AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS:

Minimum of 9 semester (or 12-15 quarter) units; one from Physical Sciences (B1), one from Life Sciences (B2), and one from Math/Quantitative Reasoning (B4). One lab* activity required from either Physical Sciences (B1), Life Sciences (B2), or (B3). Math/Quantitative Reasoning (B4) with a grade of "C" or better.

B1: Physical Sciences: Astronomy 1; Chemistry 1A*, 1B*, 8A*, 8B*, 30A*, 30B*; Geography 1; Geology 10; Physics 4A*, 4B*, 4C*, 10

B2: Biological Sciences: Anthropology 1; Biology 1A*, 1B*, 10*, 11, 12A*, 12B*, 14*, 18*, 19*, 26*

B3: Lab Activity – one course from either B1 or B2 with a lab* or one of the following Anthropology 1L or Geography 1L

B4: Math/Quantitative Reasoning: Math 2, 3A, 3B, 3C, 3E, 3F, 11, 12, 13, 15, 16A, 16B, 50

AREA C: ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE:

Minimum 9 semester (or 12-15 quarter) units with at least one course each in Arts and Humanities.

C1: Art 1, 2, 3, 4, 8A, 8B, 122; Music 1A, 10, 12A, 12B, 15A, 15B; Theater Arts 1

C2: Chinese 10A, 10B, 11A, 11B, 12A, 12B; Communication 2A, 2B; English 1B, 10A, 10B, 16, 17A, 17B, 27A, 27B, 30A, 30B, 31, 32A, 32B, 33A, 33B, 36, 47, 61; French 1A, 1B, 2A, 2B; German 1A, 1B; History 11+; Humanities 1, 2, 3, 13A+, 13B+, 40, 51A+, 51B+, 51C+; Mexican and Latin American Studies 2A+, 2B+, 2C+, 3+; Philosophy 1, 2, 4, 5, 20A, 20B; Spanish 1A, 1B, 2A, 2B, 20A, 20B, 51+; Vietnamese 1A, 1B, 2A, 2B

+ = Students will receive credit & certification for one course only

AREA D: SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS, AND BEHAVIOR, HISTORICAL BACKGROUND:

Minimum 9 semester (or 12-15 quarter) units with courses in at least two different disciplines.

African-American Studies 5, 30+, 31+, 32+; Anthropology 2, 3, 5+, 14; Asian and Asian-American Studies 45A, 45B; Biology 27+; Economics 1, 2, 5; Geography 2, 3; History 1+, 2A, 2B, 5, 7A, 7B, 8A, 8B, 10A, 10B, 11+, 12, 15, 17, 19, 32, 50+, 51+, 52+, 53A+, 53B+, 55A, 56+; Mexican and Latin American Studies 18A+, 18B+; Political Science 1, 2, 3, 4, 6, 8, 16, 18, 26; Psychology 1A+, 1B+, 3+, 7A, 7B, 12+, 13A+, 13B+, 18, 24; Sociology 1, 2, 3+, 5, 13

+ = Students will receive credit & certification for one course only

AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT:

Minimum 3 semester (or 4-5 quarter units) units; only 2 units of PE/Dance can be used in this area; Note: courses listed below cannot be double-counted in AREAS listed above;

Biology 27+, 31; CIS 1; Counseling 24, 57; Dance 10A-D, 24A-D, 30A-D, 31A-D, 40A-D, 43, 44A-D, 45A-D; Health 2; Humanities 2+, 3+, 13A+, 13B+; Psychology 1A+, 1B+, 3+, 8, 9A, 9B, 12+, 13A+, 13B+, 18+; P.E. 2A-D, 5A-D, 7A-D, 8A-D, 9A-D, 10A-D, 12A-D, 14A-D, 15A-D, 21A-D, 30A-D, 35A-D, 38A-D, 39A-D, 44A-D, 71A, 71B, 91A-D, 96A, 96B, 99A, 99B, 101A, 101B

+ = Student will receive credit and certification for one course only.

United States History, Constitution, and American Ideals Certification

Students must complete one of the combinations below to be certified that the requirement in United States History, Constitution, and American Ideals has been met. (With complete CSU certification, these courses can be double-counted in Area D for most CSU campuses).

Any of the following combinations (two courses) are acceptable.

With Posci 1 take one of the following: Afram 30, Afram 31, Hist 7A, Hist 7B, Hist 15, Hist 50, Hist 51

or

With Posci 16 take Hist 7A

or

With Posci 26 take one of the following: Afram 30, Afram 31, Hist 7A, Hist 7B, Hist 15, Hist 50, Hist 51

This list is updated periodically. Consult a College of Alameda counselor for a current listing of approved courses.

Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses which community college students can use to fulfill lower-division general education requirements at any California State University (CSU) or University of California (UC) campus without the need, after transfer, to take additional lower-division general education courses. IGETC is not appropriate for some majors and for some colleges in the UC system. It is crucial that the student meet with a College of Alameda counselor to discuss his/her transfer plans and goals, in order to determine whether IGETC would be appropriate.

Completion of IGETC is not an admission requirement for transfer to a CSU or UC campus, nor is it the only way to fulfill the lower-division general education requirements for these institutions. Students may find it advantageous to take courses fulfilling CSU's General Education Breadth Requirements or those of a particular UC campus.

Courses approved for IGETC are subject to change periodically. Students may obtain a printed list of approved courses from a counselor or the Transfer Center.

2007-2008 Intersegmental General Education Transfer Curriculum (IGETC) (Updated Annually)

The courses that meet the Intersegmental General Education Transfer Curriculum (IGETC) for 2007-2008 are listed below (subject to change). Consult a counselor for further information.

1. Completion of all of the requirements in the IGETC will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division general education courses.
2. The IGETC is not advisable for all transfer students. (see a counselor for further information.)
3. Transfer students pursuing a major that requires extensive lower-division preparation 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 they plan to transfer.
4. All requirements must be completed before IGETC can be certified. If you are approaching readiness for transfer and, for good cause, are unable to complete one or two IGETC courses (in areas 3, 4, or 5) you may be eligible to complete IGETC after transferring. See a counselor for details.

5. All courses must be completed with minimum grades of a "C" or better.
6. Transcripts to verify courses completed at other colleges must be submitted prior to certification and can only be certified in the IGETC category determined by the original college. (See #8 regarding high school transcripts)
7. Courses taken at foreign institutions will not be permitted for IGETC certification except in the Area Language other than English.
8. If the foreign language requirement was satisfied in high school, the student's official high school transcript must be submitted prior to certification.
9. Coursework completed for the IGETC will be honored for certification provided that the courses were on the college's approved IGETC list at the time the course was completed. (see a counselor for further information.)
10. Students who initially enroll at a UC campus, leave and attend a community college, then plan to return to the SAME UC campus cannot use IGETC. Consult a counselor for detailed information.
11. Be sure to request G.E. Certification when you request final transcripts to be sent to your choice of university or college.

AREA 1: ENGLISH COMMUNICATION

CSU Requires Three (3) courses, one each from A, B, and C

UC Requires Two (2) courses, one from A and B

GROUP A: ENGLISH COMPOSITION

One course, 3 Semester (or 4-5 Quarter) units: English 1A

GROUP B: CRITICAL THINKING

One course, 3 Semester (or 4-5 Quarter) units: Communication 5; English 5

GROUP C: ORAL COMMUNICATION (CSU Requirement Only)

One course, 3 Semester (or 4-5 Quarter) units: Communication 1A, 1B, 4, 20, 45

AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

3 Semester (or 4-5 Quarter) units)

One course, 3 Semester (or 4-5 Quarter) units from: Math 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 16A, 16B

AREA 3: ARTS AND HUMANITIES

9 Semester (or 12-15 Quarter) units

Complete three (3) courses, minimum one course from the Arts and one from the Humanities:

ARTS: Art 1, 2, 3, 4, 8A, 8B; Music 1A, 10, 12A, 12B, 15A, 15B

HUMANITIES: Chinese 10B++, 11A++, 11B++, 12A, 12B; English 1B, 16, 17A, 17B, 27A, 27B, 30A, 30B, 31, 32A, 32B, 33A, 33B, 36; French 1B++; German 1B++; Humanities 1, 2, 3, 13A*+, 13B*+, 40, 51A+, 51B+, 51C+; Mexican and Latin American Studies 2A+, 2B+, 2C+, 3+, 18A*+, 18B*+; Philosophy 1, 2, 4, 5, 20A, 20B; Psychology 13A*+, 13B*+; Spanish 1B++, 2A++, 2B++, 51+; Vietnamese 2A++, 2B++

*Indicates courses cannot be double counted in other Areas. +Student receives credit and certification for one course only. ++Indicates courses can be used to clear Language Other Than English (UC Requirement Only).

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES

9 Semester (or 12-15 Quarter) units

Complete at least three (3) courses, from at least two (2) disciplines or an interdisciplinary sequence:

African-American Studies 5, 30+, 31+, 32+; Anthropology 2, 3, 5+; 14, Asian and Asian-American Studies 45A, 45B; Biology 27+; Economics 1, 2, 5; Geography 2, 3; History 1+, 2A, 2B, 5, 7A, 7B**, 8A, 8B, 10A, 10B, 11, 12, 15**, 17, 19, 32, 50+, 51+, 52+, 53A*+, 53B*+, 55A, 56+; Humanities 13A*+, 13B*+; Mexican and Latin American Studies 18A*+, 18B*+; Political Science 1, 2, 3, 4, 6, 18, 26; Psychology 1A, 1B, 3, 7A, 7B, 9A, 9B, 12+, 13A*+, 13B*+, 18, 24; Sociology 1, 2, 3+, 5, 13

*Indicates courses cannot be double counted in other Areas. +Student receives credit and certification for one course only. ** Indicates transfer credit may be limited by either UC and/or CSU due to course sequencing. See counselor for information.

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES

7-9 Semester (or 9-12 Quarter) units

Complete at least two (2) courses: minimum one course from the Physical Sciences and one from the Biological Sciences: At least one of the courses must include a laboratory (L).

PHYSICAL SCIENCES:

Astronomy 1; Chemistry 1A(L), 1B(L), 8A(L), 8B(L), 30A(L)**, 30B(L)**; Geography 1, 1L; Geology 10; Physics 4A(L), 4B(L), 4C(L), 10**

BIOLOGICAL SCIENCES:

Anthropology 1, Anthropology 1L; Biology 1A(L), 1B(L), 10(L)**, 11**, 18(L), 19(L)

** Indicates transfer credit may be limited by either UC and/or CSU due to course sequencing. See counselor for information.

LANGUAGE OTHER THAN ENGLISH (U.C. Requirement Only) *This requirement is satisfied by completing one of the following options:*

- Completion of one course (4-5 semester units) at a college or university, with a grade of "C" or better, that is considered equivalent to 2 years of high school language. See below for approved College of Alameda's courses.
- Completion of two years of high school course work in one language other than English with a grade of "C-" or better (verifies by official high school transcript).
- Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English (see counselor for required scores).
- Score of 3 or better on the College Board Advanced Placement Examination in a language other than English.
- Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English.
- Satisfactory completion of a proficiency test administered by a community college, university or other college in a language other than English.
- 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 (confirmed by appropriate documentation).

College courses that meet the proficiency level: Chinese 10A, French 1A, German 1A, Spanish 1A, Viet 1A

Note: ++Courses above the proficiency level may also be used to satisfy this requirement and may also be used to clear another IGETC area.

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

This is not an IGETC requirement; however, these courses should be completed prior to transferring to any CSU campus.

Note: Courses used to meet this requirement may not be used to satisfy requirements for IGETC.

Any of the following combinations (two courses) are acceptable.

With Posci 1 take one of the following: Afram 30, Afram 31, Hist 7A, Hist 7B, Hist 15, Hist 50, Hist 51

or

With Posci 16 take Hist 7A

or

With Posci 26 take one of the following: Afram 30, Afram 31, Hist 7A, Hist 7B, Hist 15, Hist 50, Hist 51

KEY: * Indicates courses cannot be doubled counted in other Areas.

+ Student receives credit and certification for one course only.

** Indicates transfer credit may be limited by either UC and/or CSU due to course sequencing. See a counselor for information.

Certification of IGETC

Upon a student's request, College of Alameda (Peralta Community College District) will certify the completion of IGETC. The request should be made when final transcripts are to be sent to UC or CSU. To be certified under IGETC the entire program must be completed prior to transfer. Students who transfer without certification will be subject to the general education requirements of the campus or college which they transfer.

Vocational/Technical Programs Offered at the Peralta Colleges



College of Alameda
 555 Ralph Appezato
 Memorial Parkway
 Alameda, CA 94501
 (510) 522-7221

- Apparel Design and Merchandising
- Auto Body and Paint:
 - Auto Body
 - Auto Paint
- Automotive Technology:
 - Engine Performance
 - Chassis and Drivetrain
 - Chassis Specialist
 - Engine Repair Specialist
 - Automotive Electronics Specialist
 - Drivetrain Specialist
 - Light-Duty Auto Repair
- Aviation Maintenance Technology:
 - Airframe
 - Powerplant
- Business:
 - Accounting
 - Business Administration
 - General Office Clerk/Customer Service
 - Legal Secretarial Studies
 - Office Administration
 - Small Business Administration
 - Word Processor
- Computer Information Systems:
 - Cisco Networking Academy
 - Computer Applications–Weekend Computer College
 - Desktop Support Technician
 - Networking Administration
 - Programming
 - Web Publishing
- Dental Assisting
- Diesel Mechanics



Laney College
 900 Fallon Street
 Oakland, CA 94607
 (510) 834-5740

- Architectural and Engineering Technology:
 - Architectural Technology
 - Engineering Technology
- Banking and Finance
- Biomanufacturing
- Business:
 - Accounting
 - Banking and Finance
 - Business Administration
 - Business Information Systems
 - Entrepreneurship
 - Management and Supervision
 - Marketing and Sales
 - Retail Management
- Carpentry
- Computer Information Systems:
 - Computer Programming
 - Computer Programming Information Specialist
 - Computer System/Software Security and Encryption
 - Game Development and Programming
 - Internet Development and Programming
- Construction Management
- Cosmetology
- Culinary Arts:
 - Baking
 - Restaurant Management
 - Cooking
- Environmental Control Technology:
 - Residential and Light Commercial HVAC & R
 - Refrigeration Technology
- Graphic Arts:
 - Applied Graphic Design/Digital Imaging
- Labor Studies
- Machine Technology
- Management and Supervision
- Media Communications:
 - Digital Video Production for the Broadcast Media
 - Performance and Production for the Broadcast Media
- Photography
- Welding Technology
- Wood Technology



Berkeley City College

2050 Center Street
Berkeley, CA 94704
(510) 981-2800

American Sign Language

Biotechnology

Business:

Accounting

Business Administration

General Business

Business–Office Technology

Office Technology–Administrative Assistant

Office Technology–Administrative Assistant/Medical

Office Technology–Administrative/Accounting
Assistant

Computer Information Systems:

Applied Microcomputer Information Systems

Computer Programming

Network Support Technician

Web Programming

International Trade

Multimedia Arts:

Animation

Digital Imaging

Digital Video Arts

Web Design and Production

Writing for Multimedia

Social Services Paraprofessional

Travel/Tourism Industry:

Adventure Travel

Air Travel

Cruise Industry

Group Travel

Inbound Travel

Entry & Professional Levels



Merritt College

12500 Campus Drive
Oakland, CA 94619
(510) 531-4911

Administration of Justice:

Corrections

Police Science

Business:

Accounting

Administrative Assistant

Administrative Office Systems and Applications

Business Administration

Business Information Processing

Business Management

General Business

Legal Office Assistant

Office Administrator

Retail Clerk

Child Development:

Assistant Teacher

Associate Teacher

Early Intervention

Teacher

Violence Intervention and Counseling

Community Social Services:

Community Social Services

Substance Abuse

Computer Information Systems:

Internet Programming

PC Applications Help Desk Specialist

Web Page Authoring

Web Publishing

Emergency Medical Technician I

Environmental Management and Technology:

Environmental Management and Technology

Ecological Restoration and Watershed Management

Green Building and Energy Management

Human Ecology, Policy, Planning & Environmental Justice

Ranger/Naturalist Outdoor Education

Urban Farming and Agro Ecology

Fire Science (no formal award)

Health Professions and Occupations:

Healthcare Interpreter

Human Services

Landscape Horticulture:

Basic Landscape Horticulture

Intermediate Landscape Design and Construction

Intermediate Landscape and Parks Maintenance

Intermediate Nursery Management

Landscape Design and Construction Specialist

Landscape and Parks Maintenance Specialist

Nursery Management Specialist

Turf and Landscape Management Specialist

Turf and Landscape Management Professional

Medical Assisting (no formal award)

Nurse Aide:

Certified Nurse Assistant/Home Health Aide

Nursing (Associate Degree)

Nutrition and Dietetics:

Dietary Assistant

Dietary Manager (Dietetic Service Supervisor)

Dietetic Technology

Pathway II Certificate

Paralegal Studies

Radiologic Science

Real Estate

Recreation and Leisure Services

Vocational Nursing

Associate Degrees and Certificate Programs

The following is a list of areas of study described in this catalog for which Associate Degrees (AA/AS), Certificates of Achievement (CA), Certificates of Completion (CC), and Certificates of Skills are awarded:

ADAM	Apparel Design & Merchandising CC,AA		
AFRAM	African-American Studies AA		
ANTHR	Anthropology AA		
ART	Art AA		
AUTOB	Auto Body and Paint: <ul style="list-style-type: none"> • Auto Body CC, AS • Auto Paint CC, AS 		
ATECH	Automotive Technology: <ul style="list-style-type: none"> • Engine Performance CC, AS • Chassis & Drivetrain CC, AS • Light Duty Auto Repair CA • Chassis Specialist CC, AS • Engine Repair Specialist CC, AS • Automotive Electronics Spec. CC, AS • Drivetrain Specialist CC, AS 		
AMT	Aviation Maintenance Technology: <ul style="list-style-type: none"> • Airframe Technician CC, AS • Powerplant Technician CC, AS • Certificate of Achievement I CA • Certificate of Achievement II CA • Certificate of Achievement III CA 		
BIOL	Biology AS		
BUS	Business: <ul style="list-style-type: none"> • Accounting CA, CC, AA • Business Administration AA Office Administration: <ul style="list-style-type: none"> • General Office Clerk/Customer Service CA • Legal Secretarial Studies CA • Office Administration CC, AA • Small Business Administration CA • Word Processor CA 		
COMM	Communication, AA		
CIS	Computer Information Systems: <ul style="list-style-type: none"> • Computer Information Systems CC, AA • CISCO Networking Academy CA • Computer Applications-Weekend Computer College CA • Desktop Support Technician CA • Networking Administration CA • Programming CA • Web Publishing CA 		
		DENTL	Dental Assisting CC, AS
		DMECH	Diesel Mechanics CC, AS
		ENGL	English AA
		GEOG	Geography AA
		HIST	History AA
		HUMAN	Humanities AA
		LBART	Liberal Arts AA <ul style="list-style-type: none"> • Pattern 1 AA • Pattern 2 AA
		MATH	Mathematics AS
		M/LAT	Mexican/Latin American Studies AA
		PHIL	Philosophy AA
		POSCI	Political Science AA
		PSYCH	Psychology AA
		SOC	Sociology AA
		SOCSC	Social Sciences AA
		SPAN	Spanish AA



Refer to the Degrees, Programs and Transfer Requirements section of the Catalog for requirements for Certificates of Achievement, Certificates of Completion and the Associate in Arts or Associate in Science degrees. Curriculum guides are available in the Counseling Office to assist in program planning.

Instructional Divisions

The College offers its academic and occupational courses in the following disciplines through three instructional divisions:

Division I

(510) 748-2357

Apparel Design & Merchandising
 Apprenticeship
 Alameda Science & Technology Institute (ASTI)
 Astronomy
 Auto Body & Paint
 Automotive Technology
 Aviation High School
 Aviation Maintenance Technology
 Aviation Operations
 Biology
 Business
 Chemistry
 Computer Information Systems
 Cooperative Education
 Dental Assisting
 Diesel Mechanics
 Economics
 Engineering
 Health Education & Occupations
 Physics

Vice President of Instruction

(510) 748-2352

Learning Resources
 Library Information Studies

Division II

(510) 748-2373

African-American Studies
 Anthropology
 Art
 Asian/Asian-American Studies
 Chinese
 Communication
 Dance
 Education
 English
 English as a Second Language
 Foreign Languages
 French
 Geography
 Geology
 German
 History
 Humanities
 Liberal Arts and Sciences
 Mathematics
 Mexican/Latin American Studies
 Music
 Philosophy
 Physical Education
 Political Science
 Psychology
 Sociology
 Spanish
 Speech (now Communication)
 Theatre Arts
 Vietnamese



Curriculum Requirements and Courses

Confer with a counselor and consult the Degrees, Programs and Transfer Requirements section of the Catalog for information on the General Education requirements for the Associate in Arts and Associate in Science degrees. "Units" indicates a semester unit unless otherwise noted.

Liberal Arts (AA)

The AA degree will be awarded upon completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Courses required for the major:

Complete a minimum of 20 units*, distributed among the 3 areas listed below:

Area A: Humanities

Minimum of 6 units from at least two disciplines:

ART	
COMM 2A**	Oral Interpretation of Literature
COMM 2B**	Oral Interpretation of Literature
COMM 4**	Dynamics of Group Discussion
DANCE	
ENGL 10A	Creative Writing
ENGL 10B	Creative Writing
ENGL 17A	Shakespeare
ENGL 17B	Shakespeare
ENGL 20	Intro to Dramatic Literature
ENGL 27A	Bible as Literature: Old Test
ENGL 27B	Bible as Literature: New Test
ENGL 30A	Intro to American Literature
ENGL 30B	Intro to American Literature
ENGL 31	African-American Literature
ENGL 32A	Contemporary Women Writers
ENGL 32B	Contemporary Women Writers
ENGL 33A	Intro Contemporary Literature
ENGL 33B	Intro Contemporary Literature
ENGL 47	Children's Literature

HUMANITIES

MUSIC

PHILOSOPHY

Any foreign language:

1A, 1B, 2A, 2B, 10A, 10B, 11A, 11B, 20A, 20B, 30A

Area B: Natural Sciences

Complete one Life Science course:

ANTHR 1	Intro to Physical Anthropology
BIOL 1A	General Biology
BIOL 1B	General Biology
BIOL 10	Intro to Biology
BIOL 12A	General Ecology
BIOL 12B	Ecology: Major World Ecosystems
BIOL 14	Field Ecology of California
BIOL 18	Human Anatomy
BIOL 19	Human Physiology
BIOL 26	Human Biology
BIOL 31	Nutrition

Complete one Physical Science course:

ASTRONOMY	
CHEM 1A	General Chemistry
CHEM 30A	Intro to Inorganic Chemistry
GEOG 1	Physical Geography
GEOLOGY	
PHYSICAL SCIENCES	
PHYS 4A	General Physics w/ Calculus
PHYS 10	Introduction to Physics

Area C: Social Sciences

Minimum of 6 units from at least two disciplines:

AFRICAN-AMERICAN STUDIES	
ANTHROPOLOGY	
ASIAN-AMERICAN STUDIES	
BUS 5	Human Relations in Business
BUS 10	Introduction to Business
ECONOMICS	
GEOGRAPHY	
HISTORY	
HUMAN DEVELOPMENT SERVICES	
POLITICAL SCIENCE	
PSYCHOLOGY	
SOCIOLOGY	

Total Required Units 20*

* At least two additional units (beyond the six required) must be completed in Area A, B or C in order to meet the minimum 20 unit requirement.

**COMM formerly Speech (SPCH)

Liberal Arts (AA)

Transfer Emphasis

The option for the Associate in Arts Degree in Liberal Arts is designed for students who plan to transfer to the California State University system (CSU) or the University of California system (UC). Students should consult with a counselor to determine the appropriate pattern to follow.

Pattern 1 (UC or CSU Emphasis)

This pattern is designed for transfer students who want to transfer to either the University of California system or the California State University system and who want to fulfill lower-division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). Students will select courses that fulfill the IGETC requirements (with a grade of "C" or better in each course), additional College of Alameda Graduation Requirements and elective units to total 60 semester units (with an overall GPA of 2.0). Upon completion of these requirements a student will file both a "Petition for an AA/AS Degree" and a "Request for General Education or IGETC Certification" with the Admissions and Records Office. The IGETC courses may be revised on a yearly basis as courses are added or deleted from the Curriculum. Students should consult with a counselor for more information. A certificate of completion will be awarded upon satisfactory completion of the major requirements listed below.

Complete the following requirements for Pattern 1:

Area 1:

English Communication

CSU Requires three (3) courses, one each from A, B, and C

UC Requires Two (2) courses, one from A and B

Group A: English Composition (3 Units):

One course: English 1A

Group B: Critical Thinking (3 Units):

One course: English 5, COMM 5

Group C: Oral Communication

(CSU requirement only, 3 Units.):

One course: COMM 1A, 1B, 4, 45

Area 2:

Mathematical Concepts and Quantitative Reasoning

(3 Units)

One course from:

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

Area 3:

Arts and Humanities

(9 Units)

Complete three (3) courses, minimum one course from the Arts and one from the Humanities:

Arts: Art 1, 2, 3, 4, 8A-B; Music 1A, 10, 12A-B, 15A-B

Humanities: Chinese 10B++, 11A-B++, 12A-B; English 1B, 16, 17A-B, 27A-B, 30A-B, 31, 32A-B, 33A-B, 36; French 1B++; German 1B++; Spanish 1B++, 2A-B++, 51+; Humanities 1, 2, 3, 13A+-B+* (or Psychology 13A+-B+*), 40, 51A+-B+-C+; Mex/Latin Am. 2A+-B+-C+, 3+, 18A*-B*; Philosophy 1, 2, 4, 5, 20A-B; Vietnamese 2A-B++

Area 4:

Social and Behavioral Sciences

(9 Units)

Complete at least three (3) courses, from at least two (2) disciplines or an interdisciplinary sequence:

AFRAM 5, 30+, 31+, 32+; Anthropology 2, 3, 5+; 14, ASAME 45A-B; Biology 27+; Economics 1,2; Geography 2; History 1+, 2A-B, 5, 7A*-B*, 8A-B, 10A-B, 11, 12, 15*, 17*, 19, 32, 50+, 51+, 52+, 53A*-B*, 55A, 56+; Humanities 13A+-B+*; M/Lat 18A*+, 18B*+; Political Science 1*, 2, 3, 4, 5, 6*, 18*; Psychology 1A-B, 3, 7A-B, 9A-B, 12+, 13A+-B+*, 18; Sociology 1, 2, 3+, 5, 13

Area 5:

Physical and Biological Sciences

(7-8 Units)

Complete at least two (2) courses: minimum one course from the Physical Sciences and one from the Biological Sciences.

At least one of the courses must include a laboratory:

Physical Sciences: Astronomy 1; Chemistry 1A(L), 1B(L), 8A(L), 8B(L), 30A(L)**, 30B(L)**; Geography 1, 1L; Geology 10; Physics 4A(L), 4B(L), 4C(L), 10** Biological Sciences: Anthropology 1; Biology 1A(L), 1B(L), 10(L)**, 12A(L)**, 12B(L)**, 14(L), 18(L), 19(L), 26(L)

*Indicates courses cannot be double counted in other areas. **Indicates transfer credit may be limited by either UC or CSU due to course sequencing. See counseling for information. +Student receives credit and certification for one course only. ++ Indicates courses can be used to fulfill Language Other Than English (UC requirement only).

Language Other Than English

(A U.C. requirement only)

This requirement is satisfied by completing one of the following options:

1. Completion of one course (4-5 semester units) at a college or university, with a grade of "C" or better, that is considered equivalent to 2 years of high school language. See below for approved (name of Peralta college) courses; OR
2. Completion of two years of high school course work in one language other than English with a grade of "C-" or better (verified by official high school transcript); OR
3. Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English (see a counselor for required scores); OR
4. Score of 3 or better on the College Board Advanced Placement Examination in a language other than English; OR

5. Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English; OR
6. Satisfactory completion of a proficiency test administered by a community college, university or other college in a language other than English; OR
7. Completion of two consecutive years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English (confirmed by appropriate documentation).
8. Complete one of the following College of Alameda courses: Chin 10A, Fren 1A, Germ 1A, SPAN 1A, VIET 1A

Note: ++Courses above the proficiency level may also be used to satisfy this requirement and may also be used to clear another IGETC area.

IGETC (Areas 1 – 5) 35 Units

Foreign Language Requirement for IGETC certification for UC Transfer Students only. Oral Communication is for CSU Transfer Students only.

Pattern 2 (CSU GE Breadth)

This pattern is designed for students who plan to transfer to the California State University system and who want to complete and have certified the CSU General Education Breadth Requirements. Students will select courses that fulfill the CSU General Education Breadth Requirements (completing at least 30 units with a "C" or better to include areas A-1, A-2, A-3 and B-3 and an overall GPA of 2.0), additional College of Alameda Graduation Requirements and elective units for a total of 60 semester units. Upon completion of these requirements a student will file both a "Petition for an AA/AS Degree" form and a "Request for General Education or IGETC Certification" form with the Admissions and Records Office. The CSU General Education Breadth Requirements courses may be revised on a yearly basis as courses added or deleted from the Curriculum. Students should consult with a counselor for more information. Courses may be applied to one area only. A certificate of completion will be awarded upon satisfactory completion of the major or requirements listed below.

Complete the following requirements for Pattern 2:

Area A:

Communication in the English Language and Critical Thinking

Nine (9) units: Complete minimum one course in each category.

- A1:** Oral Communications: COMM 1AB, 4, 45
A2: Written English: English 1A or 1B
A3: Critical Thinking: English 5, Philosophy 10, COMM 5

Area B:

Physical Universe & Its Life Forms & Quantitative Reasoning/Math

Minimum of 10 units; complete one course in each category; a lab* course must be included in B1 or B2:

B1: Physical Sciences: Astronomy 1; Chemistry 1A*B*, 8A*B*, 30A*B*; Geography 1,1L*; Geology 10; Physics 4A*B*C*,10

B2: Biological Sciences: Anthropology 1; Biology 1A*B*,10*,12A*B*,14*,18*,19*,26*

B3: Quantitative Reasoning/Math: 2, 3ABCEF, 11, 12, 13, 15, 16AB,50

Area C:

Arts, Literature, Philosophy, & Foreign Language

Minimum 9 units, complete a minimum of 3 semester units in each category.

C1: Art 1, 2, 3, 4, 8AB, 20, 21, 41, 42, 43, 50, 51, 52, 53, 60, 61, 62, 63, 121ABC, 122; Music 1A, 10, 12AB, 15AB, 23AD, 25AD, 42AD, 44AD, 46AD; Dance 10AD, 30AD, 40AD, THART 1

C2: Chinese 10AB, 11AB, 12AB; English 1B, 10AB, 16, 17AB, 27AB, 30AB, 31, 32AB, 33AB, 36, 47, 61; French 1AB, 2AB; German 1AB; Humanities 1, 2, 3, 13AB, 40, 51A+B+C+;M/Lat 2A+B+C+, 3+; Philosophy 1, 2, 4, 5, 20AB; Spanish 1AB, 2AB, 20AB, 51+; COMM (formerly SPCH) 2AB; Vietnamese 1AB, 2AB

Area D:

Social Political & Economic Institutions

Minimum 9 semester units from at least two different disciplines: Complete minimum 3 semester units in each category:

D1: AFRAM 5; Anthropology 2,3,5+; 14, Geography 2; History 1+, 56+; Political Science 6, 8; Psychology 1AB, 3,7AB; 13AB, 18 Sociology 1, 2, 3+, 5, 13

D2: AFRAM 30+, 31+, 32+; ASAME 45AB; Economics 1,2; M/LAT 18A+B+; Political Science 1, 2, 3, 4, 6, 7, 8, 9, 16, 18; History 1+, 2AB, 5, 7AB, 8AB, 10AB, 11, 12, 15, 17, 19, 32, 50+, 51+, 52+, 53A+B+, 55A, 56+

**Area E:****Lifelong Learning and Self-Development**

Minimum 3 semester units; only 2 units of PE can be used in this area:

Biology 27+, 31; CIS 1; COUN 24, 57; Dance 10AD, 24AD, 30AD, 31AD, 40AD, 44AD, 45AD; Health 2; Humanities 2,3,13A+B+; Psychology 1AB, 3, 8, 9AB, 12+, 13A+B+, 18; P.E. 2AD, 5AD, 7AD, 8AD, 9AD, 10AD, 11AD, 12AD, 14AD, 15AD, 21AD, 30AD, 35AD, 38AD, 39AD, 44AD, 71AB, 91AD, 99AB, 101AB

+Student will receive credit and certification for one course only.

Total CSU General Education**Breadth Requirements****39 Units****Social Science (AA)**

The AA degree will be awarded in Social Science upon completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Courses required for the major:

One (1) course from at least six (6) of the following disciplines (minimum 18 units):

AFRICAN-AMERICAN STUDIES
ANTHROPOLOGY
ASIAN-AMERICAN STUDIES
ECONOMICS
GEOGRAPHY
HISTORY
PHILOSOPHY
POLITICAL SCIENCE
PSYCHOLOGY
SOCIOLOGY

Total Required Units: 18

Recommended electives:

		Units
HUMAN 1	Introduction to Humanities	3
HUMAN 2	Human Values	3
HUMAN 3	Future Studies	3
MATH 13	Introduction to Statistics	4

Description of Courses

Course Information

A list of courses with brief descriptions, grouped alphabetically by discipline, is presented on the following pages. Due to low enrollment or to circumstances beyond the College's control, some courses listed may not be offered. Refer to the *Schedule of Classes* published each semester for classes currently offered. Classes are scheduled during day and evening hours, and on weekends.

Numbering System

Course numbers do not necessarily correspond to those found in four-year colleges or universities.

Transfer and Associate degree courses are numbered 1-199; Associate degree applicable, but not transferable, courses are numbered 200-249; non-Associate degree applicable courses are numbered 250-299; and non-credit courses are numbered 300-900.

Courses selected for transfer follow guidelines of the California State University system and the University of California system. Independent colleges and universities may accept any course(s) they deem appropriate. Students should consult their counselor in planning their programs.

California Articulation Number (CAN)

The California Articulation Number (CAN) System identifies many transferable, lower division, major preparation courses commonly taught on California college and university campuses.

The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN courses on another participating campus. For example: CAN ECON 2 on one campus can be accepted for CAN ECON 2 on every other participating campus that also has qualified CAN ECON 2. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications. A list of courses offered by College of Alameda which have been assigned CAN numbers is on pp. 70-71.

SCANS Skills and Competencies:

College of Alameda's Curriculum Committee requires all courses to include SCANS competencies. The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills our students need to succeed in the world of work. The Commission's fundamental purpose was to encourage a high-performance economy characterized by high-skill, high-wage employment. The primary objective of SCANS is to help teachers and students understand how

curriculum and instruction must change to enable students to develop high performance skills needed to succeed in the high performance workplace. A high-performance workplace requires workers who have a solid foundation in the basic literacy and computational skills, in the thinking skills necessary to put knowledge to work, and in the personal qualities that make workers dedicated and trustworthy. High-performance workplaces also require other competencies: the ability to manage resources, to work amicably and productively with others, to acquire and use information, to master complex systems, and to work with a variety of technologies.

Prerequisites

Course prerequisites are listed in detail before the course description. Students should be sure they meet all prerequisites before enrolling in a course. A complete statement of the Peralta Community College District policy regarding prerequisites, co-requisites and recommended preparation will be found on pp. 63-64. Unless a grade requirement is stated as a prerequisite, a passing grade of 2.0 ("C") or better in the prerequisite subject will meet the requirement.

Key to Symbols

CR/NC	May be taken either for credit only, or for no credit.
GR/CR/NC	May be taken for a grade, for credit only, or for no credit.

The decimal numbers which appear on the right hand side of course titles are not intended for student use. They are included for staff use in curriculum planning and budgeting.

Department Abbreviations

African-American Studies	AFRAM	Economics	ECON
Anthropology	ANTHR	Education	EDUC
Apparel Design & Merchandising.....	ADAM	Engineering.....	ENGIN
Apprenticeship Program.....	APPR	English	ENGL
Art.....	ART	English as a Second Language	ESL
Asian/Asian-American Studies.....	ASAME	Foreign Languages.....	FLANG
Astronomy	ASTR	French	FREN
Auto Body & Paint.....	AUTOB	Geography.....	GEOG
Automotive Technology	ATECH	Geology.....	GEOL
Aviation Maintenance Technology	AMT	German	GERM
Aviation Operations	AVIAO	Health Education	HLTED
Biology	BIO	Health Professions & Occupations	HLTOC
Business	BUS	History	HIST
Chemistry	CHEM	Humanities.....	HUMAN
Communication.....	COMM	Learning Resources.....	LRNRE
Computer Information Systems.....	CIS	Liberal Arts & Sciences, General.....	LASG
Cooperative Work Experience Education	COPED	Library Information Studies	LIS
Dance	DANCE	Mathematics.....	MATH
Dental Assisting	DENTL	Mexican/Latin-American Studies	M/LAT
Diesel Mechanics.....	DMECH	Music.....	MUSIC
		Philosophy	PHIL
		Physical Education.....	PE
		Physics	PHYS
		Political Science	POSCI
		Psychology	PSYCH
		Sociology	SOC
		Spanish.....	SPAN
		Speech - see Communication	COMM
		Theatre Arts	THART
		Vietnamese.....	VIET



AFRICAN-AMERICAN STUDIES (AFRAM)

The AA degree in African-American Studies will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
AFRAM 30	African-American History: Africa to 1865	3
AFRAM 31	African-American History: 1865-1945	3
AFRAM 32	African-American History: 1945 to Present	3
ENGL 31	African-American Literature	3
PSYCH 18	Psychology of Minority Groups	3
SOC 5	Sociology of Minority Groups	3
Total Required Units:		18

AFRAM 5

The African-American Family in the United States

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

The African-American family from Africa to America: Emphasis on male-female relationships and major obstacles to African-American family growth and development in the United States. 2203.01

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

AFRAM 30

African-American History: Africa to 1865

3 units, 3 hours lecture (GR or CR/NC)

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, CSU American Institutions; IGETC area 4

AFRAM 31

African-American History: 1865-1945

3 units, 3 hours lecture (GR or CR/NC)

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, CSU American Institutions; IGETC area 4

AFRAM 32

African-American History: 1945 to Present

3-4 units, 3-4 hours lecture (GR or CR/NC)

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 48AA-FZ

Selected Topics in African-American Studies

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

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

See section on Independent Study. 2203.01

AFRAM 248AA-FZ

Selected Topics in African-American Studies

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 2203.01



ANTHROPOLOGY (ANTHR)

The **AA degree in Anthropology** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
ANTHR 1	Introduction to Physical Anthropology	3
ANTHR 2	Introduction to Archaeology / Prehistory	3
ANTHR 3	Introduction to Social and Cultural Anthropology	3
Select 9 units from the following:		
ANTHR 5	American Indian History and Culture (3)	
	or	
HIST 1	American Indian History and Culture (3)	
ART 8A	Ethnic Arts of Middle America (3)	
ART 8B	Ethnic Arts of Middle America (3)	
ASAME 45A	Asian-American History to 1945 (3)	
ASAME 45B	Asian-American History: 1945-Present (3)	
BIOL 10	Introduction to Biology (4)	
HIST 2A	History of European Civilization (3)	
HIST 2B	History of European Civilization (3)	
HIST 7A	History of the United States to 1877 (3)	
HIST 7B	History of the United States since 1865 (3)	
HIST 8A	History of Latin-American Civilization (3)	
HIST 8B	History of Latin-American Civilization (3)	
HIST 10A	History of Africa (3)	
HIST 10B	History of Africa (3)	
HIST 11	Vietnam: An American Tragedy (3)	
HIST 12	History and Culture of East Asia (3)	
HIST 17	History of the Mexican-American (3)	
HIST 53A	History and Culture of the Caribbean / Central America (3)	
HIST 53B	History and Culture of the Caribbean / Central America (3)	
HIST 55A	History of the Philippines (3)	
HUMAN 51A*	Latin-American Folklore (3)	
	or	
M/LAT 2A*	Latin-American Folklore (3)	
HUMAN 51B*	Latin-American Folklore (3)	
	or	
M/LAT 2B*	Latin-American Folklore (3)	
HUMAN 51C*	Latin-American Folklore (3)	
	or	
M/LAT 2C*	Latin-American Folklore (3)	
SOC 1	Introduction to Sociology (3)	
SOC 2	Social Problems (3)	
SOC 3	Sociology of Women (3)	
	Total Required Units:	<u>9</u> 18

*Credit limited to one course only.

ANTHR 1

Introduction to Physical Anthropology

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

(CAN ANTH 2)

Study of human beings and their ancestors: Emphasis on relationships to other mammals, physical record of evolution, and processes responsible for evolution. 2202.00

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

ANTHR 1L

Physical Anthropology Laboratory

1 unit, 4 hours laboratory (GR or CR/NC)

Prerequisite or corequisite: ANTHR 1

Acceptable for credit: CSU, UC

Adjunct laboratory to ANTHR 1: Emphasis on working with replicas of bones and visits to museums and zoos to study primate behavior and hominid evolution. 2202.00

CSU area B3; IGETC area 5

ANTHR 2

Introduction to Archaeology and Prehistory

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

(CAN ANTH 6)

World prehistory as reconstructed from the archaeological and physical evidence of cultural beginnings through the early agricultural civilizations of Africa, America and Euro-Asia: Archaeological methods, techniques and problems. 2202.20

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



ANTHR 3**Introduction to Social and Cultural Anthropology**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

(CAN ANTH 4)

Cross-cultural analysis of social and cultural factors of human behavior in the recent past and present. 2202.00

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

ANTHR 5**American Indian History and Culture**

3 units, 3 hours lecture (GR)

Also offered as HIST 1. Not open for credit to students who have completed or are currently enrolled in HIST 1.

Acceptable for credit: CSU, UC

Survey of North American Indians: Traditional ways of life and history both before and after contact with Europeans; current trends in American Indian socio-economic and cultural development. 2202.00

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

ANTHR 14**American Mosaic: The Cultures of the United States**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of the cultures of the United States from the perspective of ethnic identity, ethnic relations, sex and gender, socio-economic class, religion, music and politics: Emphasis on anthropological methods and approaches to enhance exploration of the United States' history and socio-cultural lifeways. 2202.00

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

ANTHR 48AA-FZ**Selected Topics in Anthropology**

.5-5 units, 0-5 hours lecture, 0-15 hours lab (GR or CR/NC)

Acceptable for credit: CSU

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

See section on Independent Study. 2202.00

ANTHR 248AA-FZ**Selected Topics in Anthropology**

.5-5 units, 0-5 hours lecture, 0-15 hours lab (GR or CR/NC)

See section on Selected Topics. 2202.00



APPAREL DESIGN AND MERCHANDISING (ADAM)

The ADAM program is designed to prepare students for entry-level employment in the apparel industry. A student who successfully completes the requirements listed below will be eligible for a **Certificate of Completion in Apparel Design and Merchandising**. The **AA degree in Apparel Design and Merchandising** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degree, Programs & Transfer Requirements section of this Catalog

During the first week of instruction, students will receive a list of tools and materials which they are expected to obtain.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
ADAM 101	Apparel Textiles	2
ADAM 103	Apparel History	2
ADAM 211	Apparel Design and Sketching I	2
ADAM 212	Apparel Design and Sketching II	2
ADAM 214	Advanced Design and Line Development I	5
ADAM 215	Advanced Design and Line Development II	5
ADAM 216	Production Pattern and Size Grading I	2
ADAM 217	Production Pattern and Size Grading II	2
ADAM 221	Pattern Drafting I	3
ADAM 222	Pattern Drafting II	3
ADAM 224	Pattern Draping I	2
ADAM 225	Pattern Draping II	2
ADAM 231	Apparel Construction I	3
ADAM 232	Apparel Construction II	3
	Total Required Units:	38

ADAM 48AA-FZ

Selected Topics in Apparel Design and Merchandising

.5-9 units: 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1303.10

ADAM 49

Independent Study in Apparel Design and Merchandising

.5-5 units: .5-5 hours lecture (GR or CR/NC)

Acceptable for credit: CSU

See section on Independent Study. 1303.10

ADAM 101

Apparel Textiles

2 units, 2 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Introduction to the components of fabrics: Emphasis on the composition and relationship of fibers, yarns, construction, and finishes used in the creation of apparel textiles. 1303.10

ADAM 103

Apparel History

2 units, 2 hours lecture (GR or CR/NC)

Acceptable for credit: CSU

Overview of ethnic and fashion apparel history: Emphasis on historic costume as a source of influence and inspiration to the clothing of current as well as past cultures. 1303.10

ADAM 210A

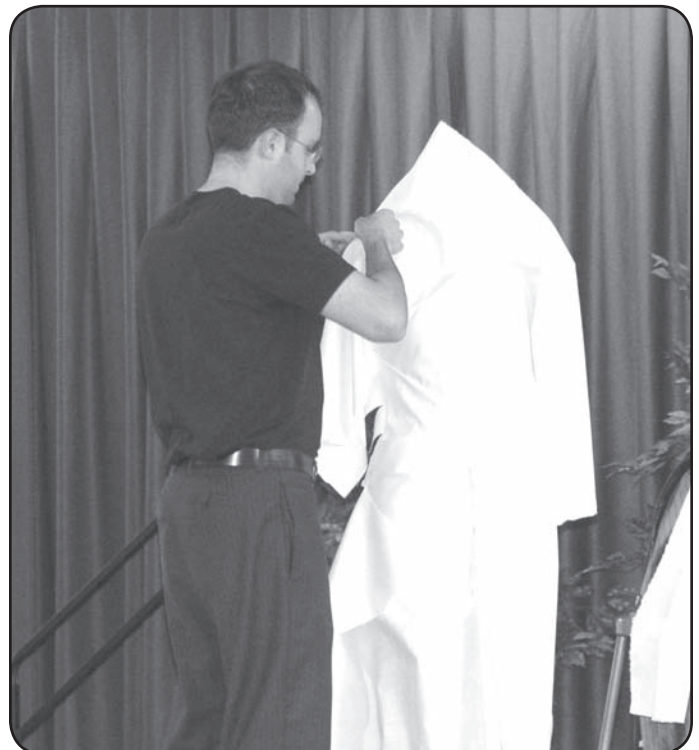
Millinery

3 units, 2 hours lecture, 4 hours laboratory (GR or CR/NC)

Recommended preparation: Hand and machine sewing skills

Course is not required for ADAM Certificate of Completion.

Introduction to millinery: Design and blocking of felt and straw hats with emphasis on straw styling. 1303.10



ADAM 210B**Millinery**

3 units, 2 hours lecture, 4 hours laboratory (GR or CR/NC)

Prerequisite: ADAM 210A

Course is not required for ADAM Certificate of Completion.

Continuation of ADAM 210A: Construction and finishing techniques for delicate fabric hats such as velvet and satin. 1303.10

ADAM 210C**Millinery**

3 units, 2 hours lecture, 4 hours laboratory (GR or CR/NC)

Prerequisite: ADAM 210B

Course is not required for ADAM Certificate of Completion.

Continuation of ADAM 210B: Creation of draped hats and advanced trim constructions. 1303.10

ADAM 210D**Millinery**

3 units, 2 hours lecture, 4 hours laboratory (GR or CR/NC)

Prerequisite: ADAM 210C

Course is not required for ADAM Certificate of Completion.

Continuation of ADAM 210C: Construction techniques for hats with fake fur, feathers, and beading. 1303.10

ADAM 211**Apparel Design and Sketching I**

2 units, 2 hours lecture (GR or CR/NC)

Recommended preparation: ENGL 201A or ability to speak, read, and write English

Survey of the structure and relationship of the three major divisions of the apparel industry—raw materials production, design and manufacturing, and retail merchandising; Beginning instruction in fashion sketching with emphasis placed on accurate standard body proportions and clearly defined apparel construction details needed to create sample-room work sketches. 1303.10

ADAM 212**Apparel Design and Sketching II**

2 units, 2 hours lecture (GR or CR/NC)

Prerequisite: ADAM 211

Recommended preparation: ENGL 201A or ability to speak, read, and write English

Continuation of ADAM 211: Continuing sketch exercises in various black and white and color media; execution of specific design projects with emphasis on the organization of original design concepts within a variety of assigned industry price, size, style and selling-season categories. 1303.10

ADAM 214**Advanced Design and Line Development I**

5 units, 2 hours lecture, 9 hours laboratory (GR or CR/NC)

Prerequisite: ADAM 212, 222, 225, and 232

Development of simulated apparel industry exercises: Designing, sketching, costing, merchandising, pattern making, cutting, fitting, and construction of sample garments for the wholesale market; original concepts in a fabric/trim group for the wholesale market; original design concepts in assigned categories to fit standard-size industry body-form measurements. 1303.10

ADAM 215**Advanced Design and Line Development II**

5 units, 2 hours lecture, 9 hours laboratory (GR or CR/NC)

Prerequisite: ADAM 214

Continuation of ADAM 214: Continued development of simulated apparel industry exercises with completion of a term project and development of a portfolio of design concepts. 1303.10

ADAM 216**Production Pattern and Size Grading I**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Prerequisite: ADAM 205 and 206

Methods and applications in the development of wholesale industrial production pattern making, size grading and marker making; Production in various style, size and price categories; introduction to the use of a size grading machine and computer technology. 1303.10

ADAM 217**Production Pattern and Size Grading II**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Prerequisite: ADAM 216

Continuation of ADAM 216: Continued development of wholesale industrial production pattern making, size grading and marker making; production in various style, size and price categories; use of a size grading machine and computer technology. 1303.10

ADAM 220A-D**Apparel Design and Merchandising Special Projects Laboratory**

.5-2 units each level, 1.5-6 hours laboratory (CR/NC)

Open-entry/open-exit course

Course is not required for ADAM Certificate of Completion.

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). 1303.10

ADAM 221**Pattern Drafting I**

3 units, 2 hours lecture, 4 hours laboratory (GR or CR/NC)

Recommended preparation: Basic sewing skills and/or ADAM 224 and 231

Two-dimensional method of apparel patternmaking: Basic drafting methods and techniques, sample pattern development in paper and oaktag, fit muslin development, and original design creation conforming to industrial standard-sized body forms. 1303.10

ADAM 222**Pattern Drafting II**

3 units, 2 hours lecture, 4 hours laboratory (GR or CR/NC)

Prerequisite: ADAM 221

Continuation of ADAM 221: Continuing exercises in two-dimensional method of apparel patternmaking; intermediate drafting methods and techniques, sample pattern development in paper, fit muslin development, and original design creation conforming to industrial standard-sized body forms. 1303.10

ADAM 224**Pattern Draping I**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Recommended preparation: Basic sewing skills and/or ADAM 221 and 231

Three-dimensional method of apparel patternmaking: Basic draping methods and techniques, sample muslin pattern development including original design creation, fitting, and testing on industrial standard-sized body forms. 1303.10

ADAM 225**Pattern Draping II**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Prerequisite: ADAM 224

Continuation of ADAM 224: Continuing exercises in three-dimensional method of apparel patternmaking; intermediate draping methods and techniques, sample muslin pattern development on industrial standard-sized body forms. 1303.10

ADAM 231**Apparel Construction I**

3 units, 2 hours lecture, 4 hours laboratory (GR or CR/NC)

Recommended preparation: Basic sewing skills

Industry garment construction techniques: Basic instruction and application of industrial machine operations, hand sewing methods, sequence of assembly, construction and pressing methods, and techniques used in apparel sample making and volume production for all price categories; emphasis on casual and sportswear garment categories. 1303.10

ADAM 232**Apparel Construction II**

3 units, 2 hours lecture, 4 hours laboratory (GR or CR/NC)

Prerequisite: ADAM 231

Continuation of ADAM 231: Continuing techniques in industry garment construction; intermediate instruction and practical application of industrial machine operations, hand sewing methods, sequence of assembly, under-construction and shaping, construction and pressing methods, and techniques used in apparel sample making and volume production for all price categories; emphasis on tailored and evening wear apparel. 1303.10

ADAM 234**Custom Tailoring I**

3 units, 2 hours lecture, 4 hours laboratory (GR or CR/NC)

Recommended preparation: Basic sewing skills

Course is not required for ADAM Certificate of Completion.

Introduction to custom tailoring: Beginning hand and machine tailoring methods, techniques, and skills used in the construction of apparel for men and women. 1303.10

ADAM 235**Custom Tailoring II**

3 units, 2 hours lecture, 4 hours laboratory (GR or CR/NC)

Prerequisite: ADAM 234

Course is not required for ADAM Certificate of Completion.

Continuation of ADAM 234: Intermediate hand and machine tailoring methods, techniques, and skills used in the construction of apparel for men and women. 1303.10

ADAM 237**Apparel Alterations I**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Recommended preparation: Basic sewing skills

Apparel alteration techniques: Beginning hand and machine apparel alteration techniques and skills; emphasis on women's and men's ready-to-wear apparel, measuring and fitting methods, design analysis and adjustments, deconstruction and re-assembly process, apparel mending and repair, pressing, hemming and finishing techniques. 1303.10

ADAM 238**Apparel Alteration II**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Prerequisite: ADAM 237

Continuation of ADAM 237: Continuing hand and machine apparel alteration techniques and skills; emphasis on women's and men's tailored and specialty and knit apparel, measuring and fitting methods, design analysis and adjustments, de-construction and re-assembly process, apparel mending and repair, pressing, hemming and finishing techniques. 1303.10

ADAM 248AA-FZ**Selected Topics in Apparel Design and Merchandising**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1303.10

ADAM 250A-D**Custom Apparel Sewing**

2 units, 1 hour lecture, 3 hours laboratory (CR/NC)

Non-degree applicable

Course study under this section may be repeated three times.

Custom apparel cutting, fitting, sewing, pressing, and assembly methods and techniques: Appropriate selection of retail patterns, fabrics, interfacings, trims and notions. 1303.10



APPRENTICESHIP (APPR)

Courses in related and supplemental instruction are offered for apprentice indentured under the California Apprenticeship Law.

APPR 401A

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Introductory principles, hand and power tool usage, safety, oxyacetylene welding. 0949.01

APPR 401B

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: MIG welding, safety, proper uses theory; roughing, shaping, shrinking sheetmetal (metallurgy). 0949.01

APPR 401C

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Plastic fillers, plastics, fiberglass, urethane substrates. 0949.01

APPR 401D

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Automotive glass and its installation, removal and adjustment; water leaks, wind noise. 0949.01

APPR 401E

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Automotive construction types (unibody, conventional frame, subframe). 0949.01

APPR 401F

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Gauging and analyzing frame damage. 0949.01

APPR 401G

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Frame straightening and equipment methods. 0949.01

APPR 401H

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Estimating damages and repair costs. 0949.01

APPR 405A

Auto Painting

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto painting: Safety and health. 0949.02

APPR 405B

Auto Painting

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto painting: Paint equipment. 0949.02

APPR 405C

Auto Painting

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto painting: Paint preparation. 0949.02

APPR 405D

Auto Painting

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto painting: Detailing. 0949.02

APPR 405E

Auto Painting

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto painting: Color application. 0949.02

APPR 405F**Auto Painting**

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto painting: Paint failures. 0949.02

APPR 405G**Auto Painting**

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto painting: Painting of flexible parts. 0949.02

APPR 405H**Auto Painting**

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto painting: BAAQMD regulations for auto painting. 0949.02

APPR 451**Truck Mechanics Chassis System I**

6 units, 6 hours lecture (GR)

Also offered as DMECH 11. Not open for credit to students who have completed or are currently enrolled in DMECH 11.

Non-degree applicable

Operation, service, maintenance, and problem solving of heavy-duty truck chassis systems: Clutches, transmission, rear axles, and front-end alignment; uses Internet- and factory-based computerized research materials. 0947.01

APPR 452**Truck Mechanics Chassis Systems II**

6 units, 6 hours lecture (GR)

Also offered as DMECH 12. Not open for credit to students who have completed or are currently enrolled in DMECH 12.

Non-degree applicable

Operation, service, and maintenance of heavy-duty truck brake and electrical systems: Emphasis on critical thinking and problem solving of the air brake and electrical systems, including computer diagnostics and computer on-board networking programs. 0947.01

APPR 453**Diesel Engines I**

4 units, 4 hours lecture (GR)

Also offered as DMECH 14. Not open for credit to students who have completed or are currently enrolled in DMECH 14.

Non-degree applicable

Theory and operation of truck diesel engines and related sub-systems: Newest available technology on the commercial market. 0947.01

APPR 454**Diesel Engines II**

4 units, 4 hours lecture (GR)

Also offered as DMECH 15. Not open for credit to students who have completed or are currently enrolled in DMECH 15.

Non-degree applicable

Advanced theory and operation of truck diesel engines and related sub-systems: Newest available technology on the commercial market. 0947.01

APPR 471**Introduction to Auto Mechanics**

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

Also offered as ATECH 22. Not open for credit to students who have completed or are currently enrolled in ATECH 22.

Non-degree applicable

How cars work: Construction and operation of engines, engine support systems, drivetrains and chassis; vehicle maintenance services; shop procedures including safety, proper use of tools, equipment and shop manuals; how to write repair orders. 0948.01

APPR 472**Introduction to Automotive Electrical Systems**

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

Recommended preparation: MATH 225 and BUS 208

Also offered as ATECH 26. Not open for credit to students who have completed or are currently enrolled in ATECH 26.

Non-degree applicable

Introduction to automotive electrical systems: Electrical theory, chassis wiring, batteries, cranking, charging, and ignition systems; special emphasis placed on diagnosis and repair of vehicle chassis wiring. 0948.01

APPR 473A**Computer Controls and Fuel Injection**

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

Prerequisite: APPR 482 or ATECH 11

Also offered as ATECH 24A. Not open for credit to students who have completed or are currently enrolled in ATECH 24A.

Non-degree applicable

Automotive computer-control and fuel-injection systems: Service and repair of computer-control and fuel-injection systems by all manufacturers, with emphasis on "hands-on" electronic testing and diagnostic procedures of ignition, fuel, emission-control, and generic electronic fuel-injection systems. 0948.01

**APPR 473B****Computer Controls and Fuel Injection**

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

Prerequisite: APPR 473A or ATECH 24A

Also offered as ATECH 24B. Not open for credit to students who have completed or are currently enrolled in ATECH 24B.

Non-degree applicable

Automotive computer-control and fuel-injection systems: Service and repair of computer-control and fuel-injection systems by all manufacturers, with emphasis on “hands-on” electronic testing and diagnostic procedures of atmospheric and intake manifold injection for General Motors, Ford and Chrysler manufacturers. 0948.01

APPR 473C**Computer Controls and Fuel Injection**

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

Prerequisite: APPR 473B or ATECH 24B

Also offered as ATECH 24C. Not open for credit to students who have completed or are currently enrolled in ATECH 24C.

Non-degree applicable

Automotive computer-control and fuel-injection systems: Service and repair of computer-control and fuel-injection systems by all manufacturers, with emphasis on “hands-on” electronic testing and diagnostic procedures of turbo-charger controls and all common imported fuel-injection systems. 0948.01

APPR 473D**Computer Controls and Fuel Injection**

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

Prerequisite: APPR 473C or ATECH 24C

Also offered as ATECH 24D. Not open for credit to students who have completed or are currently enrolled in ATECH 24D.

Non-degree applicable

Automotive computer-control and fuel-injection systems: Service and repair of computer-control and fuel-injection systems by all manufacturers, with emphasis on “hands-on” electronic testing and diagnostic procedures of automatic transmission and brake computer controls, scanner usage and OBD (On Board Diagnostics), a series of federal government-mandated regulations which require automobile manufacturers to monitor total emissions output of vehicles more closely. 0948.01

APPR 481**Computer Carburetion**

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

Not open for credit to students who have completed ATECH 231.

Non-degree applicable

Introduction to electronic computer-controlled carburetion: Single-, dual- and four-barrel carburetors; nomenclature, circuit tracing, disassembly and reassembly, overhaul, adjustment and troubleshooting of carburetor systems; fuel safety, refining, fuel pumps and tanks, engine operation and other related topics. 0948.01

APPR 482**Introduction to Electronic Engine Controls**

4 units: 3 hours lecture, 3 hours laboratory (GR)

Not open for credit to students who have completed ATECH 232.

Non-degree applicable

Course includes 60 hours of the required 120-hour training program necessary to take the California State I/M license examination. Also see APPR 483.

Introduction to the principles and operations of major computerized electronic engine-control systems: Ignition, emission, and computer carburetor controls, and fuel-injection systems preparation for the California State I/M license examination. 0948.01

APPR 483**Emission Control Systems**

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

Not open for credit to students who have completed ATECH 233.

Non-degree applicable

Course includes 60 hours of the required 120-hour training program necessary to take the California State I/M license examination. Also see APPR 482.

Familiarization with the California State Smog Check program: Rules, regulations, vehicle testing, and operations necessary to certify vehicles under the program; preparation for the California State I/M license examination. 0948.01

APPR 484**Introduction to Brakes, Alignment and Headlamp Aiming**

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

Also offered as ATECH 234. Not open for credit to students who have completed or are currently enrolled in ATECH 234.

Non-degree applicable

Introduction to brake, alignment, and headlamp aiming systems: Operation, maintenance, troubleshooting, and adjustment of steering, suspension, braking, and headlamp aiming systems; emphasis on proper use of manuals and safe use of tools and equipment; preparation for the California State Brake and Lamp licensing exams. 0948.01

APPR 485**Advanced Emissions Diagnostics: Smog Check II**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Prerequisite: ATECH 24A

Also offered as ATECH 27. Not open for credit to students who have completed or are currently enrolled in ATECH 27.

Non-degree applicable

Five-gas analysis using BAR 97: Advanced emissions diagnostics and related topics. 0948.01

APPR 486**Automotive Air Conditioning**

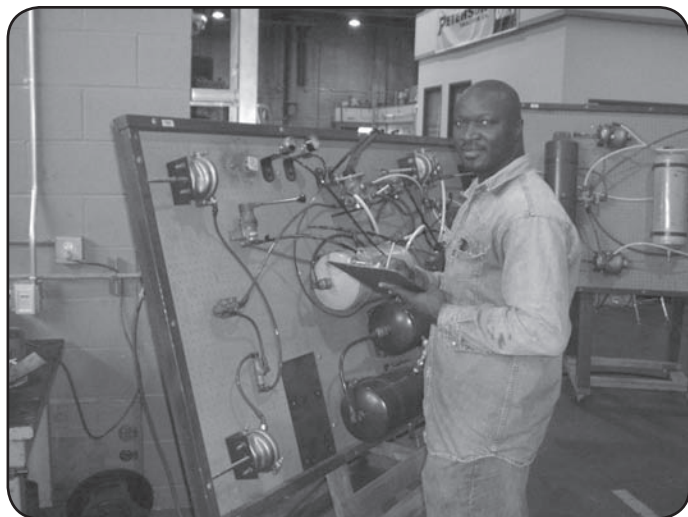
4 units, 3 hours lecture, 3 hours laboratory (GR)

Recommended preparation: ATECH 21 and 22 and MATH 225 and BUS 208

Also offered as ATECH 23. Not open for credit to students who have completed or are currently enrolled in ATECH 23.

Non-degree applicable

Study of automotive air conditioning systems: Principles and systems necessary for the installation, design, function, and repair of air conditioning units; maintenance, troubleshooting procedures, proper use of air conditioning charging station and recovery/recycle equipment; emphasis on proper use of manuals and safe use of tools and equipment. 0948.01



ART (ART)

The **AA degree in Art** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
ART 1	Introduction to Art History (3)	
	or	
ART 122	World Art (3)	3
ART 20	Beginning Drawing and Composition	2
ART 21	Continuing Drawing and Composition	2
Select 11 units from the following:		
ART 8A	Ethnic Arts of Middle America (3)	
ART 8B	Ethnic Arts of Middle America (3)	
ART 50	Beginning Painting (2)	
ART 51	Continuing Painting (2)	
ART 52	Intermediate Painting (3)	
ART 53	Advanced Painting (3)	
ART 60	Beginning Painting: Watercolor (2)	
ART 61	Continuing Painting: Watercolor (2)	
ART 62	Intermediate Painting: Watercolor (3)	
ART 63	Advanced Painting: Watercolor (3)	<u>11</u>
	Total Required Units:	18

ART 1

Introduction to Art History

3 units, 3 hours lecture (GR or CR/NC)

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 3

ART 2

History of Ancient Art (Prehistoric to 1100 A.D.)

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

(CAN ART 2)

Survey of major visual art forms of early civilizations: Mesopotamian, Egyptian, Aegean, Greek, Roman, Early Christian, and Byzantine painting, sculpture, and architecture. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3

ART 3

History of Medieval, Renaissance, Baroque Art (1100-1800 A.D.)

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Major visual art forms of Western cultures during Medieval, Renaissance, Baroque and Rococo periods: Survey of the foremost artists and their works. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3

ART 4

History of Modern Art (1800 to Present)

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Major visual art forms and movements of the nineteenth and twentieth centuries: Concentration on the foremost painters, sculptors, and architects of the modern period and their works. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3

ART 8A

Ethnic Arts of Middle America

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

History and appreciation of the civilization and arts in Central America: Emphasis on aesthetic achievements and styles of the major cultures including Olmec, Teotihuacan, Toltec, Zapotec and Aztec. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3

ART 8B

Ethnic Arts of Middle America

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

History and appreciation of the civilization and arts in Central America: Emphasis on aesthetic achievements and styles of the major cultures including Olmec, Teotihuacan, Toltec, Zapotec and Mayan. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3

ART 20

Beginning Drawing and Composition

2-3 units, 1-2 hours lecture, 3-4 hours laboratory (GR or CR/NC)

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 CR/NC)

Acceptable for credit: CSU, UC

Special problems of composition and drawing techniques in relation to drawing as a fine art: Study of form in black and white and in color. 1002.10

ART 41**Basic Design**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated one time.

Fundamental elements of design: Dot, line, plane, volume, space, color, texture, and light; laboratory experience in visual composition and layout emphasizing two-dimensional design. 1002.10

ART 42**Intermediate Design: Color**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Studio problems in color and design: Emphasis on the use of color in visual composition; may include two- and three-dimensional design in a variety of media. 1002.10

ART 43**Advanced Design: Color**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Continuation of ART 42 exploring problems in visual composition: Emphasis on the interaction of color and form; may include two-dimensional and/or three-dimensional design. 1002.10

ART 48AA-FZ**Selected Topics in Art**

.5-5 units: 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1002.00

ART 49**Independent Study in Art**

.5-5 units: .5-5 hours lecture (GR or CR/NC)

Acceptable for credit: CSU

See section on Independent Study. 1002.00

ART 50**Beginning Painting**

2-3 units, 1-2 hours lecture, 3-4 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Basic techniques of oil or acrylic painting: Preparation and use of canvas and supports, color mixing, composition in a variety of styles, development of imaginative and objective images. 1002.10

**ART 51****Continuing Painting**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Continuation of ART 50: Emphasis on composition using oils, acrylics, and mixed media; may include live models. 1002.10

ART 52**Intermediate Painting**

3 units, 2 hours lecture, 4 hours laboratory (GR or CR/NC)

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 CR/NC)

Acceptable for credit: CSU, UC

Continuation of ART 52: Emphasis on developing greater clarity in personal imagery and painting style; development of a professional portfolio. 1002.10

ART 60**Beginning Painting: Watercolor**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

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 CR/NC)

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 CR/NC)

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)

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 121A**Graphic Design Studio Techniques**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

Introduction to tools, materials, processes, and preparation of designs in black and white: Graphic design for business cards, brochures, newsletters, annual reports, calendars, airbrush illustration and techniques. 1013.00

ART 121B**Graphic Design Studio Techniques**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

Continuation of ART 121A: Graphic design for business cards, brochures, newsletters, annual reports, calendars, airbrush illustration and techniques. 1013.00

ART 121C**Graphic Design Studio Techniques**

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

Continuation of ART 121B: Graphic design for business cards, brochures, newsletters, annual reports, calendars, airbrush illustration and techniques. 1013.00

ART 122**World Art**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of the origins and development of the painting, sculpture, architecture, artifacts of the great civilizations from around the world. 1002.00

AA/AS area 3; CSU area C1

ART 248AA-FZ**Selected Topics in Art**

.5-5 units: 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1002.00

ASIAN AND ASIAN-AMERICAN STUDIES (ASAME)

ASAME 45A

Asian-American History to 1945

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Asian-American history from the Pre-Columbian period to 1945: The "old" Asian immigrants and their experiences: Labor, settlement, community, racist opposition, and eventual acceptance. 2203.02

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

ASAME 45B

Asian-American History from 1945 to the Present

3 units, 3 hours lecture (GR or CR/NC)

ASAME 45A is not a prerequisite to ASAME 45B.

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

ASTRONOMY (ASTR)

ASTR 1

Introduction to Astronomy

3 units, 3 hours lecture (GR or CR/NC)

Recommended preparation: MATH 201 or 210D, and 202
Not open for credit to students who have completed or are concurrently enrolled in ASTR 10.

Acceptable for credit: CSU, UC

Introduction to the universe and insight into its mysteries: Development of modern astronomy, light, astronomical instruments, a brief survey of the solar system, the Sun, the stars, novae and supernovae, neutron stars, black holes, galaxies, and cosmology. 1911.00

AA/AS area 1; CSU area B1; IGETC area 5



AUTO BODY AND PAINT (AUTOB)

The Auto Body and Paint program prepares students to enter the job market as trained and qualified technicians, and allows students to continue toward a Baccalaureate degree in advanced schools of technology, as teachers or to broaden their skills in management, design or business. Lecture and laboratory instruction covers safety, trade ethics, use of hand and power tools, as well as theory, repair and painting of automobiles.

Upon registering for a class in the Auto Body and Paint program, the student will receive a list of required basic tools. **The student will be expected to provide tools that relate to the particular course in which he/she has enrolled.** The purpose of this requirement is to assure that students graduating from the program who wish to enter the trade possess the necessary tools.

The **AS degree** will be awarded upon satisfactory completion of the major course requirements listed below for each option and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

A **Certificate of Completion in Auto Body** will be awarded to those students completing a minimum of 27 units as outlined below with a 2.0 GPA.



A **Certificate of Completion in Auto Paint** will be awarded to those students completing a minimum of 27 units as outlined below with a 2.0 GPA.

AUTO BODY

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
AUTOB 10	Basic Auto Body Repair Concepts	10
AUTOB 20	Advanced Repair Concepts	10
MATH 225	Math for Technicians (or higher)	3
ATECH 26	Introduction to Auto Electric Systems	<u>4</u>
Total Required Units:		27

AUTO PAINT

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
AUTOB 30	Paint Preparation/Equipment	10
AUTOB 40	Advanced Study/Refinishing	10
MATH 225	Math for Technicians (or higher)	3
ATECH 26	Introduction to Auto Electric Systems	<u>4</u>
Total Required Units:		27

AUTOB 10

Basic Auto Body Repair Concepts

10 units, 6 hours lecture, 12 hours laboratory (GR)

Recommended preparation: AUTOB 12

Acceptable for credit: CSU

Basic techniques of auto body repair: Repair of collision-damaged automobiles, and power tools and welding and cutting equipment used in the collision repair industry; emphasis on the "invisible" repair. 0949.00

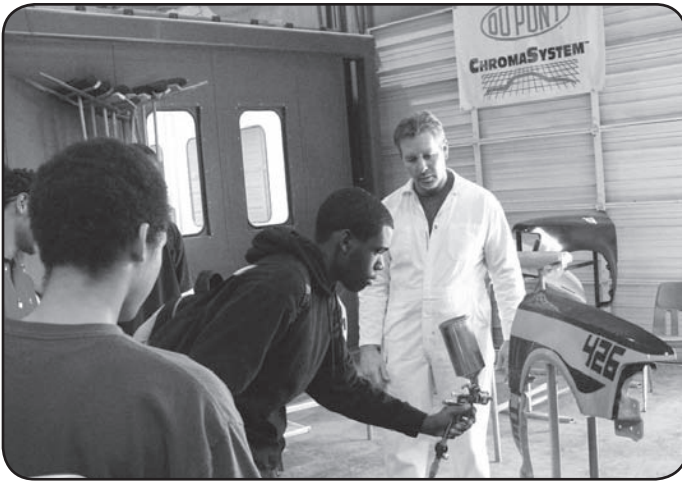
AUTOB 12

Service Welding for Transportation Technology

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

Acceptable for credit: CSU

Transportation welding technology: Basic techniques of welding; safety, set-up, and operational procedures performed in Oxyacetylene, MIG, and welding operations. 0949.00



AUTOB 20

Advanced Auto Body Repair Concepts

10 units, 6 hours lecture, 12 hours laboratory (GR)

Recommended preparation: AUTOB 10

Acceptable for credit: CSU

Advanced techniques of auto body repair: State-of-the-art measuring systems and frame pulling techniques, safe and efficient use of hydraulic equipment; analysis of the repair or replacement of sheetmetal, fiberglass, and SMC panels; cost estimating of damage repairs using computerized or printed manuals. 0949.00

AUTOB 30

Basic Methods of Paint Preparation and Equipment

10 units, 6 hours lecture, 12 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

Introduction to automotive refinishing: Theory, principles, techniques, equipment requirements, and legal responsibilities for the safe application of automotive finishes. 0949.00

AUTOB 40

Advanced Study in Refinishing

10 units, 6 hours lecture, 12 hours laboratory (GR)

Recommended preparation: AUTOB 30

Acceptable for credit: CSU

Methodology and associated skills to perform spot, panel, and complete refinishing of substrates: Catalyzed and non-catalyzed materials and their safe usage; causes, cures and prevention of paint failures; custom finishes and their usage. 0949.00

AUTOB 48AA-FZ

Selected Topics in Auto Body and Paint

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 0949.00

AUTOB 49

Independent Study in Auto Body and Paint

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

Acceptable for credit: CSU

See section on Independent Study. 0949.00

AUTOB 248AA-FZ

Selected Topics in Auto Body and Paint

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

See section on Selected Topics. 0949.00

AUTOMOTIVE TECHNOLOGY (ATECH)

The Automotive Technology curriculum is designed to prepare students for employment as apprentice auto mechanics or to allow students to continue toward a Baccalaureate degree in other advanced schools of technology in preparation for future management and teaching careers in the automotive industry.

The College of Alameda ATECH program is certified by the National Institute for Automotive Service Excellence (ASE), and was recognized as the "Best Auto Mechanics Training Program" in California in 1999 and again in 2002 by the Industry Planning Council of the Motor Vehicle Manufacturers Association. College of Alameda is also part of the Toyota Associates Program, providing College of Alameda ATECH students with specialized Toyota training and affording them special opportunities towards job placement in local Toyota dealerships.

Instruction covers safety, trade ethics, use of hand and power tools, as well as the theory, repair and testing of automobiles and their components. Special emphasis is placed on the diagnosis and repair of electronic and computer control systems in late model automobiles.

Upon registering for a class in the automotive major area, a student will receive a list of required basic tools. **The student will be expected to purchase tools that relate to the course in which he/she has enrolled.** The purpose of this requirement is to assure that all students graduating from the program possess tools in a quantity sufficient for trade entry as an apprentice.

Upon graduating with an Associate in Science (AS) degree, the beginning apprentice will have the union four-year night school requirement waived. The graduate with only a Certificate of Completion will have two of the required four years of night school waived. The National Institute for Automotive Service Excellence (ASE) will give one-year experience credit for the two-year program towards the ASE certification program in Auto Mechanics.

Confer with the division counselor for the specific course pattern of requirements and prerequisites. Students may not take more than one of the following 10-unit "major" courses in a single semester: ATECH 10, 11, 12, 14, 15, 40, 41, 42, and 45. Priority for enrollment in any "major" class will be given to students with the most seniority in the program. A minimum grade of "C" in ATECH 21 and 26 may be required for enrollment in a student's first "major" course.

Associate in Science (AS) Degree and Certificate of Completion Programs:

It is recommended that these courses be completed prior to enrollment in any of the "major" Auto Mechanics classes:

- Completion of ENGL 268A-268B or ESL 253A-253B, or equivalent with a grade of "C" or better.
- One year of high school algebra or completion of MATH 225 with a grade of "C" or better.

The **AS degree** will be awarded upon satisfactory completion of the major course requirements listed below for each option and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

A **Certificate of Completion** will be awarded upon satisfactory completion of the major course requirements listed below for each option with a minimum GPA of 2.0. A **Certificate of Achievement in Light-Duty Auto Repair** is also available upon satisfactory completion of the required courses listed below.

ENGINE PERFORMANCE

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
ATECH 21	Transportation Technology Principles	4
ATECH 22	Introduction to Auto Mechanics	4
BUS 208*	Communication Skills for Technicians	3
MATH 225*	Math for Technicians	<u>3</u>
	Semester Total	14
SECOND SEMESTER		
ATECH 11	Engines and Fuel Systems	<u>10</u>
	Semester Total	10
THIRD SEMESTER		
ATECH 12	Electrical/Electronic Systems	10
ATECH 24A-D*	Computer Controls and Fuel Injection	<u>4</u>
	Semester Total	14
FOURTH SEMESTER		
ATECH 14*	Advanced Engine Performance	10
ATECH 25*	Clean Air Course, Phase II	4
ATECH 27*	Advanced Emissions Diagnostics:	
	Smog Check II	<u>2</u>
	Semester Total	16
Total Required Units:		54

*Candidates for the AS Degree should take Mathematics and English classes required for that degree.

**ATECH 11 is a prerequisite for ATECH 24. ATECH 11 and ATECH 12 are prerequisites for ATECH 14 and 25. ATECH 24A is a prerequisite for ATECH 27.

CHASSIS AND DRIVETRAIN**Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
FIRST SEMESTER		
ATECH 21	Transportation Technology Principles	4
ATECH 22	Introduction to Auto Mechanics	4
BUS 208*	Communication Skills for Technicians	3
MATH 225*	Math for Technicians	<u>3</u>
	Semester Total	14
SECOND SEMESTER		
ATECH 10	Automotive Chassis	10
ATECH 26	Auto Electrical Systems	<u>4</u>
	Semester Total	14
THIRD SEMESTER		
ATECH 15	Drivetrain/Transmissions	10
ATECH 23	Automotive Air Conditioning	<u>4</u>
	Semester Total	14
	Total Required Units:	42

*Candidates for the AS Degree should take Mathematics and English classes required for that degree.

CHASSIS SPECIALIST**Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
FIRST SEMESTER		
ATECH 21	Transportation Technology Principles	4
ATECH 22	Introduction to Auto Mechanics	4
BUS 208*	Communication Skills for Technicians	3
MATH 225*	Math for Technicians	<u>3</u>
	Semester Total	14
SECOND SEMESTER		
ATECH 10	Automotive Chassis	<u>10</u>
	Semester Total	10
THIRD SEMESTER		
ATECH 40	Advanced Automotive Chassis	<u>10</u>
	Semester Total	10
	Total Required Units:	34

*Candidates for the AS Degree should take Mathematics and English classes required for that degree.

ENGINE REPAIR SPECIALIST**Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
FIRST SEMESTER		
ATECH 21	Transportation Technology Principles	4
ATECH 22	Introduction to Auto Mechanics	4
BUS 208*	Communication Skills for Technicians	3
MATH 225*	Math for Technicians	<u>3</u>
	Semester Total	14
SECOND SEMESTER		
ATECH 11	Engines, Fuel and Ignition Systems	<u>10</u>
	Semester Total	10
THIRD SEMESTER		
ATECH 41	Advanced Engine Repair	<u>10</u>
	Semester Total	10
	Total Required Units:	34

*Candidates for the AS Degree should take Mathematics and English classes required for that degree.

AUTOMOTIVE ELECTRONICS SPECIALIST**Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
FIRST SEMESTER		
ATECH 21	Transportation Technology Principles	4
ATECH 22	Introduction to Auto Mechanics	4
BUS 208*	Communication Skills for Technicians	3
MATH 225*	Math for Technicians	<u>3</u>
	Semester Total	14
SECOND SEMESTER		
ATECH 12	Electrical/Electronic Systems	<u>10</u>
	Semester Total	10
THIRD SEMESTER		
ATECH 42	Advanced Auto Electronics	<u>10</u>
	Semester Total	10
	Total Required Units:	34

*Candidates for the AS Degree should take Mathematics and English classes required for that degree.

DRIVETRAIN SPECIALIST

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
ATECH 21	Transportation Technology Principles	4
ATECH 22	Introduction to Auto Mechanics	4
BUS 208*	Communication Skills for Technicians	3
MATH 225*	Math for Technicians	<u>3</u>
	Semester Total	14
SECOND SEMESTER		
ATECH 15	Drivetrain/Transmissions	<u>10</u>
	Semester Total	10
THIRD SEMESTER		
ATECH 45	Adv Automotive Transaxles	<u>10</u>
	Semester Total	10
	Total Required Units:	34

*Candidates for the AS Degree should take Mathematics and English classes required for that degree.

LIGHT-DUTY AUTO REPAIR

Students completing the following required courses will be eligible for the **Certificate of Achievement in Light-Duty Auto Repair**. Confer with a counselor or division dean concerning the specific pattern of requirements for this program.

Certificate of Achievement Requirements:

Dept/No.	Title	Units
ATECH 22	Introduction to Auto Mechanics	4
ATECH 26	Introduction to Automotive Electrical Systems	4
ATECH 24A	Computer Controls and Fuel Injection	4
ATECH 234	Introduction to Brakes, Alignment and Headlamp Aiming	<u>4</u>
	Total Required Units:	16



ATECH 10

Automotive Chassis

10 units, 6 hours lecture, 12 hours laboratory (GR)

Recommended preparation: ATECH 21 and 22 and MATH 225 and BUS 208

Acceptable for credit: CSU

Introduction to automotive chassis systems: Principles of automotive brake and suspension systems, wheel balance, tire service, suspension and headlamp alignment; maintenance, troubleshooting procedures, and proper use of alignment and balancing machines, brake lathes and other diagnostic equipment; diagnosis, disassembly, inspection, and rebuilding of suspension and brake systems; emphasis on proper use of manuals and safe use of tools and equipment; preparation for CA State Brake and Lamp licensing exams. 0948.00

ATECH 11

Engines, Fuel and Ignition Systems

10 units, 6 hours lecture, 12 hours laboratory (GR)

Recommended preparation: ATECH 21 and 22 and MATH 225 and BUS 208

Acceptable for credit: CSU

Principles of automotive engines, fuel and ignition systems: Tool and equipment safety, maintenance procedures, use of diagnostic equipment, minor head and block machining; diagnosis, disassembly, inspection, and rebuilding of engines, fuel and ignition systems. 0948.00

ATECH 12

Automotive Electrical and Electronic Systems

10 units, 6 hours lecture, 12 hours laboratory (GR)

Recommended preparation: ATECH 21 and 22 and MATH 225 and BUS 208

Acceptable for credit: CSU

Basic electrical theory and the function, diagnosis, and repair of modern automotive electrical systems: Emphasis on the use of instrumentation in the diagnosis of electrical circuits and component failures. 0948.00

ATECH 14

Advanced Engine Performance (Clean Air Course, Phase I)

10 units, 6 hours lecture, 12 hours laboratory (GR)

Prerequisite: ATECH 11 and 12

Recommended preparation: ATECH 21 and 22 and MATH 225 and BUS 208

Course includes 22 of the 120 hours of training mandated by the California State Smog Inspection program.

Acceptable for credit: CSU

Advanced engine performance principles and procedures: Generic computer and fuel-injection controls and emission-control systems; preparation for the ASE Engine Performance examination, as well as partial preparation for the California State Test and Repair Technician examination. 0948.00

ATECH 15**Drivetrain and Automatic Transmissions**

10 units, 6 hours lecture, 12 hours laboratory (GR)

Recommended preparation: Atech 21 and 22 and MATH 225 and BUS 208

Acceptable for credit: CSU

Theory, operation, diagnosis, repair and maintenance of drivetrain and automatic transmissions: Single dry-disc clutches, manual transmissions/transaxles, universal joints, final drives, and hydraulically-controlled automatic transmissions and transaxles. 0948.00

ATECH 21**Transportation Technology Principles**

4 units, 4 hours lecture (GR)

Recommended preparation: MATH 225 & ENGL 250A-D

Acceptable for credit: CSU

Introduction to materials, mechanics, fluids, heat and electricity: Applications of physical principles to motor vehicle systems and repair; practice researching information in technical publications. 0948.00

ATECH 22**Introduction to Auto Mechanics**

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

Also offered as APPR 471. Not open for credit to students who have completed or are currently enrolled in APPR 471.

Acceptable for credit: CSU

How cars work: Construction and operation of engines, engine support systems, drivetrains and chassis; vehicle maintenance services; shop procedures including safety, proper use of tools, equipment and shop manuals; how to write repair orders. 0948.00

ATECH 23**Automotive Air Conditioning**

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

Recommended preparation: ATECH 21 and 22 and MATH 225 and BUS 208

Also offered as APPR 486. Not open for credit to students who have completed or are currently enrolled in APPR 486.

Acceptable for credit: CSU

Study of automotive air conditioning systems: Principles and systems necessary for the installation, design, function, and repair of air conditioning units; maintenance, troubleshooting procedures, proper use of air conditioning charging station and recovery/recycle equipment; emphasis on proper use of manuals and safe use of tools and equipment. 0948.00

ATECH 24A**Computer Controls and Fuel Injection**

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

Prerequisite: ATECH 11 or APPR 482

Also offered as APPR 473A. Not open for credit to students who have completed or are currently enrolled in APPR 473A.

Acceptable for credit: CSU

Automotive computer-control and fuel-injection systems: Service and repair of computer-control and fuel-injection systems by all manufacturers, with emphasis on "hands-on" electronic testing and diagnostic procedures of ignition, fuel, emission-control, and generic electronic fuel-injection systems. 0948.00

ATECH 24B**Computer Controls and Fuel Injection**

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

Prerequisite: ATECH 24A or APPR 473A

Also offered as APPR 473B. Not open for credit to students who have completed or are currently enrolled in APPR 473B.

Acceptable for credit: CSU

Automotive computer-control and fuel-injection systems: Service and repair of computer-control and fuel-injection systems by all manufacturers, with emphasis on "hands-on" electronic testing and diagnostic procedures of atmospheric and intake manifold injection for General Motors, Ford, and Chrysler manufacturers. 0948.00

ATECH 24C**Computer Controls and Fuel Injection**

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

Prerequisite: ATECH 24B or APPR 473B

Also offered as APPR 473C. Not open for credit to students who have completed or are currently enrolled in APPR 473C.

Acceptable for credit: CSU

Automotive computer-control and fuel-injection systems: Service and repair of computer-control and fuel-injection systems by all manufacturers, with emphasis on "hands-on" electronic testing and diagnostic procedures of turbo-charger controls and all common imported fuel-injection systems. 0948.00

ATECH 24D**Computer Controls and Fuel Injection**

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

Prerequisite: ATECH 24C or APPR 473C

Also offered as APPR 473D. Not open for credit to students who have completed or are currently enrolled in APPR 473D.

Acceptable for credit: CSU

Automotive computer-control and fuel-injection systems: Service and repair of computer-control and fuel-injection systems by all manufacturers, with emphasis on "hands-on" electronic testing and diagnostic procedures of automatic transmission and brake computer controls, scanner usage and OBD (On Board Diagnostics), a series of federal government-mandated regulations which require automobile manufacturers to monitor total emissions output of vehicles more closely. 0948.00

ATECH 25**Clean Air Course Phase II**

4 units, 4 hours lecture (GR)

Prerequisite: ATECH 11 and 12

Recommended preparation: ATECH 21 and 22 and MATH 225 and BUS 208

Acceptable for credit: CSU

Course covers the second phase of the 120-hour Clean Air Course required by California's Biennial Inspection and Maintenance Program ("Smog Check Program"). Successful completion of the 120 hours of training qualifies the student to take the Test and Repair Technician examination.

Advanced engine performance principles and procedures: Carburetor/low-emission adjustments, spark controls, positive crankcase ventilation and fuel evaporation systems, thermostatic air cleaners, exhaust gas recirculation, air injection and catalytic converter systems, administrative rules, inspection procedures, nitrates of oxide (Nox) readings, and computer-controlled testing. 0948.00

ATECH 26**Introduction to Automotive Electrical Systems**

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

Recommended preparation: MATH 225 and BUS 208

Also offered as APPR 472. Not open for credit to students who have completed or are currently enrolled in APPR 472.

Acceptable for credit: CSU

Introduction to automotive electrical systems: Electrical theory, chassis wiring, batteries, cranking, charging, and ignition systems; special emphasis placed on diagnosis and repair of vehicle chassis wiring. 0948.00

ATECH 27**Advanced Emissions Diagnostics: Smog Check II**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or CR/NC)

Prerequisite: ATECH 24A

Also offered as APPR 485. Not open for credit to students who have completed or are currently enrolled in APPR 485.

Acceptable for credit: CSU

Five-gas analysis using BAR 97: Advanced emissions diagnostics and related topics. 0948.00

ATECH 40**Advanced Automotive Chassis**

10 units, 6 hours lecture, 12 hours laboratory (GR)

Prerequisite: ATECH 10

Recommended preparation: ATECH 21 and 22 and MATH 225 and BUS 208

Acceptable for credit: CSU

Advanced and in-depth study of automotive brake and suspension systems, wheel balance, tire service, and suspension alignment: Tool and equipment safety; maintenance and troubleshooting procedures; proper use of alignment and balancing machines, brake lathes, and other diagnostic equipment; diagnosis, disassembly, inspection, and rebuilding of suspension and brake systems; emphasis on proper use of manuals and safe use of tools and equipment. 0948.00

ATECH 41**Advanced Engine Repair**

10 units, 6 hours lecture, 12 hours laboratory (GR)

Prerequisite: ATECH 11

Recommended preparation: ATECH 21 and 22 and MATH 225 and BUS 208

Acceptable for credit: CSU

Advanced principles of automotive engine construction, design, and repair: Tool and equipment safety, use of diagnostic equipment, advanced head and block diagnosis, repair and machining; diagnosis, disassembly, inspection, reconditioning, and rebuilding of engines; troubleshooting engine problems. 0948.00

ATECH 42**Advanced Automotive Electronics**

10 units, 6 hours lecture, 12 hours laboratory (GR)

Prerequisite: ATECH 12

Recommended preparation: ATECH 21 and 22 and MATH 225 and BUS 208

Acceptable for credit: CSU

Advanced diagnosis and repair techniques for modern automotive electrical systems: Stresses heavy use of instrumentation in the diagnosis of electrical circuitry and component failure. 0948.00



ATECH 45
Advanced Automotive Transaxles and Transmissions

10 units, 6 hours lecture, 12 hours laboratory (GR)

Prerequisite: ATECH 15

Acceptable for credit: CSU

Advanced automotive transaxle and transmission theory: Theory of operation, diagnosis, and service techniques on a variety of computer-controlled automatic transmissions and transaxles for imported and domestic passenger vehicles or light trucks. 0948.00

ATECH 48AA-FZ
Selected Topics in Automotive Technology

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 0948.00

ATECH 49
Independent Study in Automotive Technology

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

Acceptable for credit: CSU

See section on Selected Topics. 0948.00

ATECH 234
Introduction to Brakes, Alignment and Headlamp Aiming

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

Also offered as APPR 484. Not open for credit to students who have completed or are currently enrolled in APPR 484.

Introduction to brake, alignment, and headlamp aiming systems: Operation, maintenance, troubleshooting, and adjustment of steering, suspension, braking, and headlamp aiming systems; emphasis on proper use of manuals and safe use of tools and equipment; preparation for the California State Brake and Lamp licensing exams. 0948.00

ATECH 235
ASE L1 Alternative

1.5 units, 1.5 hours lecture (GR or CR/NC)

Short-term course

Analysis of five gases; diagnosis of emission failure; ignition, computerized powertrain controls, and I/M failure diagnosis. 0948.00

ATECH 248AA-FZ
Selected Topics in Auto Mechanics

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

See section on Selected Topics. 0948.00

AVIATION MAINTENANCE TECHNOLOGY (AMT)

The Aviation Maintenance Technology program provides the opportunity for students to qualify for the Airframe and Powerplant license as issued by the Federal Aviation Administration (FAA) upon satisfactory completion of required coursework and successful passage of the FAA examinations.

Evening Program – Airframe and Powerplant

There is an evening program for both the Airframe and Powerplant certificates in which each class is a nine-week course offered five nights a week. There is a lecture course and a laboratory course offered each night. By enrolling in both courses the student may complete the program in two years. If the student has a time constraint only one class may be taken each night with a corresponding addition of time required to complete the program. Regular attendance is mandatory for AMT students. Students are required to clock in and out for courses and must meet minimum time requirements for each class to receive credit for the course since the course is FAA approved and meets FAA regulations. Students should only enroll if they can meet the published schedule. **Students will need to accumulate approximately \$800 worth of tools and equipment during the program.** In addition students will be required to purchase textbooks and other publications.

Afternoon Program – Airframe Only

There is an alternative Afternoon Program option for the Airframe certificate numbered in the AMT 80 course series in which each class is a nine-week course offered five afternoons a week. Completion of this alternative sequence also qualifies the student for certification as an Airframe Technician. The same enrollment conditions apply as for the Evening Program.

Courses for the Evening and the Afternoon Programs **cannot be mixed**. Students must choose either the Evening Program course sequence or the Afternoon Program course sequence.

The AS degree will be awarded upon satisfactory completion of the major course requirements for each option and the General Education requirements listed in the Degrees and Programs section of this Catalog.

The **Airframe and Powerplant Certificates of Completion** curricula include theory and practical experience in construction, inspection, overhaul, repair, and maintenance of aircraft structures, systems, and powerplants. The program is approved by the Federal Aviation Administration. Upon completion of each course with a minimum grade of "C," the student will be eligible

to apply for the FAA examination for the Airframe and Powerplant license.

AIRFRAME

Degree Major/Certificate Requirements:

Evening Program Sequence:

Dept/No.	Title	Units
AMT 056L	Basic Science of Aviation Maintenance Technology	3.0
AMT 056	Basic Science of Aviation Maintenance Technology	6.5
AMT 058L	Survey of Aviation Maintenance Technology	3.0
AMT 058	Survey of Aviation Maintenance Technology	6.5
AMT 062L	Airframe Systems I	3.0
AMT 062	Airframe Systems I	6.5
AMT 064L	Airframe Systems II	3.0
AMT 064	Airframe Systems II	6.5
AMT 066L	Airframe Systems and Review	3.0
AMT 066	Airframe Systems and Review	<u>6.5</u>
	Total Required Units:	43.0

OR Afternoon Program Sequence:

Dept/No.	Title	Units
AMT 80	Aircraft Component Inspection I	3.0
AMT 81	Aircraft Component Inspection II	3.0
AMT 82	Aircraft Component Inspection III	3.0
AMT 83	Aircraft Component Repair I	5.5
AMT 84	Aircraft Component Repair II	5.5
AMT 85	Aircraft Component Repair III	3.0
AMT 86	Advanced Aircraft Component Inspection I	8.5
AMT 87	Advanced Aircraft Component Inspection II	8.5
AMT 88	Advanced Aircraft Component Inspection III	<u>3.0</u>
	Total Required Units:	43.0

POWERPLANT

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
AMT 056L	Basic Science of Aviation Maintenance Technology	3.0
AMT 056	Basic Science of Aviation Maintenance Technology	6.5
AMT 058L	Survey of Aviation Maintenance Technology	3.0
AMT 058	Survey of Aviation Maintenance Technology	6.5

AMT 70L	Theory of Powerplants I	3.0
AMT 70	Theory of Powerplants I	5.0
AMT 74L	Theory of Powerplants II	3.0
AMT 74	Theory of Powerplants II	5.0
AMT 76L	Theory of Advanced Powerplants I	3.0
AMT 76	Theory of Advanced Powerplants I	5.0
AMT 78L	Theory of Advanced Powerplants II	3.0
AMT 78	Theory of Advanced Powerplants II	5.0
	Total Required Units:	51.0

Recommended:

AMT 270, Aviation Maintenance Technology Preparation (1-3) (if needed)

CERTIFICATES OF ACHIEVEMENT (CA)

Students completing the following required courses will be eligible for the **Certificate of Achievement**. Confer with a counselor or the division dean concerning the specific pattern of requirements for this program.

Certificate of Achievement I

Dept/No.	Title	Units
AMT 73A	Theory of Powerplants I	8.5

Certificate of Achievement II

Dept/No.	Title	Units
AMT 73B	Theory of Powerplants II	8.5

Certificate of Achievement III

Dept/No.	Title	Units
AMT 73C	Advanced Avionics and Powerplants I	8.5

Certificate of Achievement IV

Dept/No.	Title	Units
AMT 73D	Advanced Avionics and Powerplants II	8.5

AMT 48AA-FZ

Selected Topics in Aviation Maintenance

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 0950.00

AMT 49

Independent Study in Aviation Maintenance

.5-5 units: .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 0950.00



AMT 50

Basic Science for Aviation Maintenance Technology

8 units, 5.5 hours lecture, 8 hours laboratory (GR)

Acceptable for credit: CSU

Introduction to widely diversified field of aviation maintenance technology: Basic electricity and electrical systems, shop and physics, aircraft structure, aerodynamics, and corrosion control. 0950.00

AMT 55

Survey of Aviation Maintenance Technology

8 units, 5.5 hours lecture, 8 hours laboratory (GR)

Acceptable for credit: CSU

Introduction to F.A.R, Part 65, Federal Aviation Regulations: Weight and balance, non-destructive testing, aircraft drawings, fluid lines and fittings, maintenance forms and records, materials and processes, maintenance publications, and ground operation and servicing. 0950.00

AMT 56

Basic Science of Aviation Maintenance Technology

6.5 units, 6.5 hours lecture (GR)

Acceptable for credit: CSU

Introduction to maintenance of both large and small aircraft: Rivet installation, basic shop math and physics, aircraft structures, aerodynamics, basic electricity, cleaning and corrosion control; and Federal Aviation Administration regulation, Part 65, Appendix D. 0950.00

AMT 56L

Basic Science of Aviation Maintenance Technology

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU

Introduction to maintenance of both large and small aircraft: Rivet installation, basic shop math and physics, aircraft structures, aerodynamics, basic electricity, and cleaning and corrosion control. 0950.00

AMT 58**Survey of Aviation Maintenance Technology**

6.5 units, 6.5 hours lecture (GR)

Acceptable for credit: CSU

Survey of aviation maintenance technology: Federal Aviation Administration regulations, weight and balance, non-destructive testing, aircraft drawings, fluid lines and fittings, maintenance publications and forms and records, materials and processes, ground operations, aircraft finishes, and plastic and bonded structures. 0950.00

AMT 58L**Survey of Aviation Maintenance Technology**

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU

Survey of aviation maintenance technology: Federal Aviation Administration regulations, weight and balance, non-destructive testing, aircraft drawings, fluid lines and fittings, maintenance publications and forms and records, materials and processes, ground operations, aircraft finishes, and plastic and bonded structures. 0950.00

AMT 61A**Airframe Systems I**

8.5 units, 6 hours lecture, 8.5 hours laboratory (GR)

Prerequisite: AMT 50 and 55

Acceptable for credit: CSU

Advanced airframe systems: Aircraft sheet metal structures; electrical, aircraft instrument, cabin environmental, ice and rain control, fuel, landing gear warning, and pneumatic power systems. 0950.10

AMT 61B**Airframe Systems II**

8.5 units, 6 hours lecture, 8 hours laboratory (GR)

Prerequisite: AMT 61A

Acceptable for credit: CSU

Continuation of airframe systems: Assembly and rigging, hydraulic and landing gear systems, wheels and tires, brakes, anti skid and landing gear retraction systems. 0950.10

AMT 61C**Airframe Systems and Review**

6 units, 4 hours lecture, 6 hours laboratory (GR)

Prerequisite: AMT 61B

Acceptable for credit: CSU

Continuation of airframe systems with review: Communication and navigation, wood structures, welding, and take-off warning systems; review and preparation for the FAA examination. 0950.10

**AMT 62****Airframe Systems I**

6.5 units, 6.5 hours lecture (GR)

Acceptable for credit: CSU

Introduction to airframe systems: Advanced airframe electrical systems, sheet metal structures; aircraft instrument, cabin environmental control, ice and rain control, and pneumatic systems. 0950.10

AMT 62L**Airframe Systems I**

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU

Introduction to airframe systems: Advanced airframe electrical systems, sheet metal structures; aircraft instrument, cabin environmental control, ice and rain control, and pneumatic systems. 0950.10

AMT 64**Airframe Systems II**

6.5 units, 6.5 hours lecture (GR)

Acceptable for credit: CSU

Continuation of airframe systems: Assembly and rigging; hydraulic, fuel, and landing gear systems. 0950.10

AMT 64L**Airframe Systems II**

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU

Continuation of airframe systems: Assembly and rigging; hydraulic, fuel, and landing gear systems. 0950.10

AMT 66**Airframe Systems and Review**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Review in preparation for the Federal Aviation Administration examination: Airframe, communication and navigation, and take-off warning systems; welding, and airframe inspection. 0950.10

AMT 66L**Airframe Systems and Review**

2 units, 6 hours laboratory (GR)

Acceptable for credit: CSU

Review in preparation for the Federal Aviation Administration examination: Airframe, communication and navigation, and take-off warning systems; welding, and airframe inspection. 0950.10

AMT 70**Theory of Powerplants I**

5 units, 5 hours lecture (GR)

Acceptable for credit: CSU

Basic powerplant theory and systems: Reciprocating engine overhaul, operation, installation and removal; powerplant lubrication, and engine fuel and cooling systems. 0950.20

AMT 70L**Theory of Powerplants I**

2.5 units, 7.5 hours laboratory (GR)

Acceptable for credit: CSU

Basic powerplant theory and systems: Reciprocating engine overhaul, operation, installation and removal; powerplant lubrication, and engine fuel and cooling systems. 0950.20

AMT 73A**Theory of Powerplants I**

8.5 units, 6 hours lecture, 8.5 hours laboratory (GR)

Acceptable for credit: CSU

Aircraft powerplant maintenance: Theory of the operation of reciprocating and turbine engines, and engine disassembly and assembly. 0950.20

AMT 73B**Theory of Powerplants II**

8.5 units, 6 hours lecture, 8.5 hours laboratory (GR)

Acceptable for credit: CSU

Continuation of aircraft powerplant maintenance: Fuel metering, induction and exhaust systems; powerplant installations, fire protection, and unducted fans. 0950.20

AMT 73C**Advanced Avionics and Powerplants**

8.5 units, 6 hours lecture, 8.5 hours laboratory (GR)

Acceptable for credit: CSU

Continuation of aircraft powerplant maintenance: Propeller systems, helicopter powerplants, turboprops, and powerplant inspections. 0950.20

AMT 73D**Advanced Avionics and Powerplants**

8.5 units, 6 hours lecture, 8.5 hours laboratory (GR)

Acceptable for credit: CSU

Continuation of aircraft powerplant maintenance: Digital circuits, flight management systems, autopilots; avionics troubleshooting, installation and removal; instrument landing systems, and power supply systems. 0950.20

AMT 74**Theory of Powerplants II**

5 units, 5 hours lecture (GR)

Acceptable for credit: CSU

Continuation of basic powerplant theory and systems: Fuel metering, induction and exhaust, powerplant electrical, and engine instrument systems. 0950.20

AMT 74L**Theory of Powerplants II**

2.5 units, 7.5 hours laboratory (GR)

Acceptable for credit: CSU

Continuation of basic powerplant theory and systems: Fuel metering, induction and exhaust, powerplant electrical, and engine instrument systems. 0950.20

AMT 76**Advanced Powerplants I**

5 units, 5 hours lecture (GR)

Acceptable for credit: CSU

Advanced powerplant systems: Propeller systems, reciprocating engine inspection and troubleshooting, engine fire protection systems, and powerplant inspection. 0950.20

AMT 76L**Advanced Powerplants I**

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU

Advanced powerplant systems: Propeller systems, reciprocating engine inspection and troubleshooting, engine fire protection systems, and powerplant inspection. 0950.20

AMT 78**Advanced Powerplants II**

5 units, 5 hours lecture (GR)

Acceptable for credit: CSU

Continuation of advanced powerplant systems: Ignition systems; gas turbine engine classification, construction, nomenclature, installation and operation, overhaul, inspection and repair; turboprop engines; helicopter powerplants and installation; auxiliary power units; and review in preparation for FAA written examinations. 0950.20

AMT 78L**Advanced Powerplants II**

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU

Continuation of advanced powerplant systems: Ignition systems; gas turbine engine classification, construction, nomenclature, installation and operation, overhaul, inspection and repair; turboprop engines; helicopter powerplants and installation; auxiliary power units; and review in preparation for FAA written examinations. 0950.20

AMT 80**Aircraft Component Inspection I**

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

Introduction to airframe basics: Orientation and shop safety, ground operations, non-destructive testing, corrosion control, and fluid lines and fittings. 0950.10

AMT 81**Aircraft Component Inspection II**

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

Continuation of AMT 80: Orientation and shop safety, plastic and bonded structures, aircraft structures, wood structures, welding, and fabric structures. 0950.10

AMT 82**Aircraft Component Inspection III**

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

Continuation of AMT 81: Orientation and shop safety, FAR 65, FAR's, aircraft drawings, maintenance forms and records, electrical circuits, electrical meters, batteries, aircraft electrical systems, and electrical schematics. 0950.10

AMT 83**Aircraft Component Repair I**

5.5 units, 3.5 hours lecture, 6 hours laboratory (GR)

Intermediate airframe principles and practices: Orientation and shop safety, advanced electrical, aircraft instruments, cabin environmental systems, ice and rain protection, landing gear warning systems, takeoff warning systems, and materials and processes. 0950.10

AMT 84**Aircraft Component Repair II**

5.5 units, 3.5 hours lecture, 6 hours laboratory (GR)

Continuation of AMT 83: Orientation and shop safety, ice and rain protection, landing gear warning systems, takeoff warning systems, and materials and processes. 0950.10

AMT 85**Aircraft Component Repair III**

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

Continuation of AMT 84: Orientation and shop safety, sheet metal structures, and aircraft finishes. 0950.10

AMT 86**Advanced Aircraft Component Inspection I**

8.5 units, 5 hours lecture, 10.5 hours laboratory (GR)

Advanced airframe principles and practices: Orientation and shop safety, Comm/Nav systems, fire detection, assembly and rigging, and hydraulic systems. 0950.10

AMT 87**Advanced Aircraft Component Inspection II**

8.5 units, 5 hours lecture, 10.5 hours laboratory (GR)

Continuation of AMT 86: Orientation and shop safety, landing gear systems, wheel and tires, retraction systems, fuel systems, pneumatic power systems, and brakes and anti-skid systems. 0950.10

AMT 88**Advanced Aircraft Component Inspection III**

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

Continuation of AMT 87: Orientation and shop safety, airframe inspections, and preparation for the airframe examination. 0950.10

AMT 248AA-FZ**Selected Topics in Aviation Maintenance**

.5-9 units: 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

See section on Selected Topics. 0950.00

AMT 270**Aviation Maintenance Technology Preparation**

1-3 units, 3-9 hours laboratory (GR)

Course partially meets certification requirements of Part 147 of Federal Aviation Administration regulations covering airframe and powerplant mechanics.

Non-degree applicable

Preparation for the oral, practical, and written portions of the Federal Aviation Administration examination: Covers the general, airframe, and powerplant sections of the examination. 0950.00

AVIATION OPERATIONS (AVIAO)

AVIAO 10

Private Pilot's Ground School

4 units, 4 hours lecture (GR or CR/NC)

Recommended preparation: 9th-grade reading level (must be able to read, write, and understand the English language)

Acceptable for credit: CSU

Preparation for private pilot certification: Development of basic knowledge, skill, and aeronautical experience to fulfill requirements for the private pilot certificate with an airplane category and single-engine land class ratings. Student must be able to read, write, and understand the English language per Federal Aviation Regulation 61.103. Flight training not included. 3020.20

AVIAO 12

Instrument/Commercial Pilot

4 units, 4 hours lecture (GR or CR/NC)

Prerequisite: AVIAO 10

Acceptable for credit: CSU

Introduction to flight instrument/commercial pilot training: Flight planning, aircraft performance, aviation weather, interpretation and use of flight instruments, air navigation, Federal Aviation Regulations, air traffic control, and commercial flight maneuvers. 3020.20

AVIAO 48AA-FZ

Selected Topics in Aviation Operations

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 3020.20

AVIAO 49

Independent Study in Aviation Operations

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

Acceptable for credit: CSU

See section on Independent Study. 3020.20

AVIAO 248AA-FZ

Selected Topics in Aviation Operations

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

See section on Selected Topics. 3020.20

BIOLOGY (BIOL)

The AS degree in Biology will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
BIOL 1A	General Biology	5
BIOL 1B	General Biology	5
CHEM 1A	General Chemistry	5
CHEM 1B	General Chemistry	5
PHYS 4A	General Physics w/ Calculus	5
PHYS 4B	General Physics w/Calculus	5
Total Required Units:		30

BIOL 1A

General Biology

5 units, 3 hours lecture, 6 hours laboratory (GR or CR/NC)

Prerequisite: CHEM 1A

Acceptable for credit: CSU, UC

(BIOL 1A+1B: CAN BIOL Sequence A)

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 5

BIOL 1B

General Biology

5 units, 3 hours lecture, 6 hours laboratory (GR or CR/NC)

Prerequisite: BIOL 1A

Acceptable for credit: CSU, UC

(BIOL 1A+1B: CAN BIOL Sequence A)

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 5

BIOL 10

Introduction to Biology

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

Not open for credit to students who have completed or are currently enrolled in BIOL 1A or 1B or 25.

Students with previous credit in BIOL 11 receive only 1 unit of credit for BIOL 10.

Acceptable for credit: CSU, UC

Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. Includes laboratory exercises designed to complement lectures. 0401.00

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

BIOL 11

Principles of Biology

3 units, 3 hours lecture (GR)

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

Acceptable for credit: CSU, UC

Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. 0401.00

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

BIOL 12A

General Ecology

3 units, 2 hours lecture, 3 hours laboratory/field (GR or CR/NC)

Acceptable for credit: CSU, UC

Survey of ecological principles: Physical and biotic nature of environments and interrelationships of all species in major biomes of the world. 0408.00

AA/AS area 1; CSU area B2, B3

BIOL 12B

Ecology—Major World Ecosystems

3 units, 2 hours lecture, 3 hours laboratory/field (GR or CR/NC)

Prerequisite: BIOL 12A

Acceptable for credit: CSU, UC

Physical and biotic basis of each major ecosystem of the world: Study of major plant and animal forms found in each ecosystem and their interrelationships; field trips required. 0408.00

AA/AS area 1; CSU area B2, B3



BIOL 14**Field Ecology of California**

3 units, 2 hours lecture, 3 hours laboratory/field (GR or CR/NC)

Recommended preparation: BIOL 10

Acceptable for credit: CSU, UC

Introduction to field ecology of California: Interactions of plants and animals of California with each other and with their environment; some weekend field trips may be required. 0408.00

AA/AS area 1; CSU area B2, B3

BIOL 18**Human Anatomy**

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

(BIOL 18+BIOL 19: CAN BIOL Sequence B)

Study of gross and microscopic anatomy (structure) of the human body: Anatomy of all systems; includes laboratory study of human and other mammalian tissues with mammalian (including human) dissection. 0410.00

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

BIOL 19**Human Physiology**

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

(CAN BIOL 12) (BIOL 18+BIOL 19: CAN BIOL Sequence B)

Study of the functioning of the human body: Includes laboratory work with physiological apparatus. 0410.00

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

BIOL 26**Human Biology**

3 units, 2 hours lecture, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Study of biology as it relates to the human organism: Cellular function, survey of body systems, reproduction and genetics, nutrition, ecology, and evolution. 0401.00

AA/AS area 1; CSU area B2, B3

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 31**Nutrition**

4 units, 4 hours lecture (GR or CR/NC)

Not open for credit to students who have completed or are currently enrolled in BIOL 28 at Laney College or NUTR 10 at Merritt College.

Acceptable for credit: CSU, UC

(CAN FCS 2)

Principles of human nutrition: Nutrients, their function and food sources; problems of excess and deficiency; dietary goals for health promotion and disease prevention. 0401.00

CSU area E

BIOL 48AA-FZ**Selected Topics in Biological Sciences**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 0401.00

BIOL 49**Independent Study in Biology**

.5-5 units, .5-5 hours lecture (GR or CR/NC)

Acceptable for credit: CSU

See section on Independent Study. 0401.00

BIOL 80A-H**Birds of Central California and the Bay Area**

The following course is offered under this rubric

BIOL 80A**Raptors of Central California and the Bay Area**

.5-2.5 units, .5-2.5 hours lecture (GR or CR/NC)

Also offered as ENVST 80A at Merritt College. Not open for credit to students who have completed or are currently enrolled in ENVST 80A.

Acceptable for credit: CSU

Introduction to the basic biology of birds with an emphasis on hawks, eagles, falcons, kites, owls, vultures and other raptors of Central California and the Bay Area: Identification, classification, evolution, migration and ecology of the raptors; field sessions in outstanding fall migration and overwintering areas presenting these birds in their natural habitats. 0408.00

BIOL 248AA-FZ**Selected Topics in Biological Sciences**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 0401.00

BUSINESS (BUS)

There are three **Associate in Arts (AA) Degree options** in Business: Accounting, Business Administration, and Office Administration. Certificate options are also available, as follows:

Associate in Arts Degrees:

Accounting
Business Administration
Office Administration

Certificates of Completion:

Accounting
Office Administration

Certificates of Achievement:

Accounting
Business Administration
General Office Clerk/Customer Service
Legal Secretarial Studies
Small Business Administration
Word Processor

ACCOUNTING

The **AA degree and Certificate of Completion in Accounting** are designed to qualify students for employment in accounting and/or to provide a foundation for those students wishing to transfer to a four-year institution with a major in Accounting or Business Administration.

Students planning to transfer to state colleges or universities should review that institution's catalog regarding:

- Transfer admission requirements
- Major requirements
- General education or breadth requirements
- Application deadlines

The **AA degree** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.



The **Certificate of Completion** is designed to qualify a student for immediate employment in the field of accounting and will be awarded upon satisfactory completion of the major course requirements listed below.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
BUS 20*	General Accounting	3
	or	
BUS 1A	Financial Accounting	4
ECON 1	Principles of Economics (Macro)	3
ECON 2	Principles of Economics (Micro)	3
BUS 2	Introduction to Business Law	3
BUS 1B	Managerial Accounting	4
CIS 42	Introduction to Spreadsheet Applications	4
BUS 209	Fundamentals of Income Tax	4
BUS 24	Computerized Accounting Principles	3

Select one course from the following:

BUS 5	Human Relations in Business (3)	
BUS 10	Introduction to Business (3)	
BUS 54	Small Business Management (3)	
BUS 207B	Business Correspondence (3)	
CIS 1	Introduction to Computer Information Systems (4)	<u>3-4</u>
	Total Required Units:	31-32

Recommended:

*BUS 20, General Accounting, while not a requirement, does provide a good foundation for BUS 1A, Financial Accounting.

BUSINESS ADMINISTRATION

The **AA degree in Business Administration** is designed to provide business students with the necessary foundation to transfer to a four-year institution.

Students planning to transfer to state colleges or universities should review that institution's catalog regarding:

- Transfer admission requirements
- Major requirements
- General education or breadth requirements
- Application deadlines.

The **AA degree** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
BUS 20*	General Accounting	3
	or	
BUS 1A*	Financial Accounting	4
ECON 1	Principles of Economics (Micro)	3
ECON 2	Principles of Economics (Micro)	3
BUS 2	Introduction to Business Law	3
BUS 1B	Managerial Accounting	4

Select one course from the following:

BUS 10	Introduction to Business (3)	
CIS 1	Introduction to Computer Information Systems (4)	<u>3-4</u>
	Total Required Units:	20-21

Recommended:

*BUS 20, General Accounting, while not required, provides good preparation for BUS 1A, Financial Accounting.

OFFICE ADMINISTRATION

Students may earn an **AA degree and/or a Certificate of Completion in Office Administration.**

The **AA degree** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

The suggested sequence of courses required for the **Certificate of Completion** is listed below.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
BUS 230D-F	Beginning Keyboarding	1
BUS 225	The Professional Office Environment	3
BUS 207C	Business Communications in the Modern Office	2
BUS 211A	Business Success Strategies Lab	.5
BUS 202	Business Mathematics	3
BUS 238A	Word Processing I (3)	
	or	
CIS 238A	Word Processing I (3)	<u>3</u>
	Semester Total	12.5
SECOND SEMESTER		
BUS 207A	Business English	3
BUS 202	Business Math	3
BUS 211B	Business Success Strategies Lab	.5
CIS 1	Introduction to Computer Information Systems	4
CIS 42	Introduction to Spreadsheet Applications (4)	
	or	
BUS 238B	Word Processing II (3) or CIS 238B (3)	
	and	
BUS 231D-F	Intermediate Keyboarding (1)	<u>4</u>
	Semester Total	14.5
THIRD SEMESTER		
BUS 5	Human Relations in Business (3)	
	or	
BUS 20	General Accounting (3)	3
BUS 10	Introduction to Business	3
BUS 211C	Business Success Strategies Lab	1
ENG 201A	Preparation for Composition and	



Reading	4
Semester Total	11

FOURTH SEMESTER

BUS 211D	Business Success Strategies Lab	1
COPEd 456L	Occupational Work Experience in Office Administration	2
CIS 40	Introduction to Database Management (4)	or
CIS 42	Introduction to Spreadsheet Applications (4)	4
	Semester Total	<u>7</u>
	Total Required Units:	45

Recommended:

Students may wish to take additional courses from the following list, in consultation with a counselor:

- BUS 2, Introduction to Business Law (3)
- BUS 10, Introduction to Business (3)
- BUS 20, General Accounting (3)
- CIS 1, Introduction to Computer Information Systems (4)
- CIS 40, Introduction to Database Management (4)
- ECON 1, Principles of Economics (Macro) (3)
- ECON 2, Principles of Economics (Micro) (3)
- COMM 1A, Introduction to Speech (3)

A **Certificate of Proficiency** in skills will be awarded to students who do not receive the AA degree or Certificate of Completion, but who need certification for employment.

CERTIFICATES OF ACHIEVEMENT (CA)

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Achievement**. Confer with a counselor or the division dean concerning the specific pattern of requirements for these programs.

ACCOUNTING

Certificate of Achievement Requirements:

Dept/No.	Title	Units
BUS 20	General Accounting	3
BUS 24	Computerized Accounting Principles	3
BUS 207C	Business Communications in the Modern Office	2
BUS 225	The Professional Office Environment	3
BUS 230D*	Beginning Keyboarding	1
BUS 239	Quickbooks Pro	1.5
CIS 42	Introduction to Spreadsheet Applications	<u>4</u>
	Total Required Units:	17.5

*An equivalent course may be substituted for BUS 230D.

BUSINESS ADMINISTRATION

Certificate of Achievement Requirements:

Dept/No.	Title	Units
BUS 1A	Financial Accounting	4
BUS 2	Introduction to Business Law	3
BUS 10	Introduction to Business (3)	or
CIS 1	Introduction to Computer Information Systems (4)	3-4
ECON 1	Principles of Economics (Macro) (3)	or
ECON 2	Principles of Economics (Micro) (3)	<u>3</u>
	Total Required Units:	13-14

GENERAL OFFICE CLERK/ CUSTOMER SERVICE

Certificate of Achievement Requirements:

Dept/No.	Title	Units
BUS 202	Business Mathematics	3
BUS 207C	Business Communications in the Modern Office	2
BUS 225	The Professional Office Environment	3
BUS 230D-F	Beginning Keyboarding	1
BUS 238A	Word Processing I (3)	or
CIS 238A	Word Processing I (3)	3
CIS 1	Introduction to Computer Information Systems	<u>4</u>
	Total Required Units:	16

LEGAL SECRETARIAL STUDIES

Certificate of Achievement Requirements:

Dept/No.	Title	Units
BUS 216	Legal Secretarial Studies (Family/Corporate/Criminal/Real Estate)	3
BUS 217	Legal Secretarial Studies (Probate/Personal Injury/Intellectual Property/Bankruptcy)	3
BUS 226	Word Processing for Legal Professionals	<u>2</u>
	Total Required Units:	8

SMALL BUSINESS ADMINISTRATION

Certificate of Achievement Requirements:

Dept/No.	Title	Units
BUS 55A	Small Business Administration	3
BUS 55B	Small Business Administration	3
BUS 10	Introduction to Business	3
BUS 225	The Professional Office Environment (3)	
	or	
BUS 208	Communication Skills for Technicians (3)	3
	Total Required Units:	12

WORD PROCESSOR

Certificate of Achievement Requirements:

Dept/No.	Title	Units
BUS 202	Business Math	3
BUS 231D-F	Intermediate Keyboarding	1
BUS 207A	Business English	3
ENGL 225	The Professional Office Environment	3
BUS 238B	Word Processing II (3)	
	or	
CIS 238B	Word Processing II (3)	3
CIS 1	Introduction to Computer Information Systems	4
	Total Required Units	17

BUS 1A

Financial Accounting

4 units, 4 hours lecture (GR)

Acceptable for credit: CSU, UC

(CAN BUS 2) (BUS 1A+BUS 1B: CAN BUS Seq A)

Study of purpose, theory, and specific methods of accounting: Systems and methods employed in accumulating data for financial statements; income measurement including cost measurement, classification, and expiration; revenue recognition and measurement. 0502.00

BUS 1B

Managerial Accounting

4 units, 4 hours lecture (GR)

Prerequisite: BUS 1A

Acceptable for credit: CSU, UC

(CAN BUS 4) (BUS 1A+BUS 1B: CAN BUS Seq A)

Uses of accounting data for planning, controlling and decision making: Sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses, and limitations of financial statements and reports. 0502.00

BUS 2

Introduction to Business Law

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

(CAN BUS 8)

General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code. 0501.00

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 20

General Accounting

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

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

Theory and practice of accounting: Double-entry process on accrual basis; complete accounting cycle with use of work sheet and preparation of end-of-the-year financial statements; petty cash, banking procedures, notes, drafts, and introduction to payroll taxes. 0502.00

BUS 24

Computerized Accounting Principles

3 units, 2 hrs lecture, 3 hrs laboratory (GR)

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 30

Survey in Real Estate Investment

2 units, 2 hours lecture (GR)

Acceptable for credit: CSU

Exploration of investments in real estate and discounted mortgages: Real estate, as well as investments in the stock market, bond market, and commodities; the "time value of money," using a financial calculator, and evaluating an investment. 0511.00

BUS 48AA-FZ**Selected Topics in Business**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 0501.00

BUS 49**Independent Study in Business**

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

Acceptable for credit: CSU

See section on Independent Study. 0501.00

BUS 54**Small Business Management**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Functions and objectives of an executive: Definition of duties, and basic knowledge of administration and organization; practice through case studies in making business decisions. 0506.40

BUS 55A**Small Business Administration**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Small business administration designed for those who wish to manage and/or own a small business: Features career exploration, job search, management styles and techniques, and development of business plans, with emphasis on self inventories, assessment, exploration of entrepreneurship, and opportunities in small business and industry. 0506.40

BUS 55B**Small Business Administration**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Small business administration designed for those who wish to manage and/or own a small business: Emphasis on developing and implementing occupational goals, objectives, and plans; and establishing individual activities toward achieving success in small business or in management. 0506.40

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 207A**Business English**

3 units, 3 hours lecture (GR or CR/NC)

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 207B**Business Correspondence**

3 units, 3 hours lecture (GR)

Recommended preparation: BUS 207A, and BUS 233A-B or 230D-F or 215A-B or (233) or (230A-C)

Development of skills in organizing and writing clear and precise business correspondence: Letters, memoranda, reports, resumes, and letters of application with emphasis on rules for punctuation, spelling, and grammar which meet the needs of modern business. 0514.00

BUS 207C**Business Communications in the Modern World**

2 units, 2 hours lecture (GR)

Development of oral and writing skills for effective business communications: Sending and receiving information, organizing information in a cogent manner, leading group discussions effectively, and listening to others with the intention of fully understanding messages. 0514.00

BUS 208**Communication Skills for Technicians**

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

Development of writing, reading, speaking and listening skills for successful communication in technical careers: Researching and learning technical material from textbooks; taking notes; communication with customers, employers, and co-workers; writing repair orders and invoices; producing job applications and resumes; and practicing for formal job interviews. 0501.00

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 209F**Income Tax Preparation: Field Studies (Vita)**

2 units, 2 hours lecture (GR or CR/NC)

Short-term course

Training and practical field experience in the preparation of basic federal and state income tax returns: Skills needed to prepare the current year's tax returns and training as volunteer assistants to provide free tax assistance to elderly and low-income taxpayers at community locations; content varies from year to year. 0502.10

BUS 210**Financial Management and Investments**

3 units, 3 hours lecture (GR or CR/NC)

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 216**Legal Secretarial Studies (Family/Corporate/Criminal/Real Estate)**

3 units, 3 hours lecture (GR)

Overview of the California and U.S. Federal court systems relative to family, corporate, criminal, and real estate law: Civil procedures and the processes of civil litigation, including the preparation of legal forms and documents, instruction on court filing parameters, calendaring, local rules of court and legal procedures, legal terminology, office procedures and office demeanor in a legal environment. 0514.10

BUS 217**Legal Secretarial Studies (Probate/Personal Injury/Intellectual Property/Bankruptcy)**

3 units, 3 hours lecture (GR)

Overview of the California and U.S. Federal court systems relative to probate, personal injury, intellectual property, and bankruptcy law: Civil procedures and the processes of civil litigation, including the preparation of legal forms and documents, instruction on court filing parameters, calendaring, local rules of court and legal procedures, legal terminology, office procedures and office demeanor in a legal environment. 0514.10

BUS 225**The Professional Office Environment**

3 units, 2 hours lecture, 3 hours laboratory (GR or CR/NC)

Recommended preparation: BUS 230DEF

Development of employable entry-level office skills: Using office equipment and software, word processing, e-mail, electronic records management; business communications including decision-making, time management, producing quality reports, teamwork, and interpersonal communication; and preparation for the job-application process. 0514.00

BUS 226**Word Processing for Legal Professionals**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or CR/NC)

Use of Microsoft Office Word application features to create legal-oriented documents: Legal correspondence and pleadings, memorandum of points and authorities, tables of contents and authorities, indexes, and forms. 0514.10

AA/AS area 4c

**BUS 230D****Beginning Keyboarding**

1 unit, .67 hours lecture, 1 hour laboratory (GR)

Modular, open-entry/open-exit course

Introduction to the computer keyboard: Basic skill development. 0501.00

BUS 230E**Beginning Keyboarding**

1 unit, .67 hours lecture, 1 hour laboratory (GR)

Modular, open-entry/open-exit course

Introduction to the computer keyboard: Basic formats for various business forms. 0501.00

BUS 230F**Beginning Keyboarding**

1 unit, .67 hours lecture, 1 hour laboratory (GR)

Modular, open-entry/open-exit course

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 hours lecture, 1 hour laboratory (GR)

Modular, open-entry/open-exit course

Continued computer keyboarding skills: Emphasis on accuracy control. 0501.00

BUS 231E**Intermediate Keyboarding**

1 unit, .67 hours lecture, 1 hour laboratory (GR)

Modular, open-entry/open-exit course

Continued computer keyboarding skills: Developing tables with various features. 0501.00

**BUS 231F****Intermediate Keyboarding**

1 unit, .67 hours lecture, 1 hour laboratory (GR)

Modular, open-entry/open-exit course

Continued computer keyboarding skills: Variations of business forms and financial statements; speed development to 42 words per minute. 0501.00

BUS 238A**Word Processing I**

3 units, 2 hours lecture, 3 hours laboratory (GR or CR/NC)

Also offered as CIS 238A. Not open for credit to students who have completed or are currently enrolled in CIS 238A.

Introduction to word processing concepts and basic computer operations: File management; creating, editing and printing documents; spell checker, thesaurus, and grammar tools; graphics; text formatting and manipulation; tables; and basic desktop publishing. 0514.00

AA/AS area 4c

BUS 238B**Word Processing II**

3 units, 2 hours lecture, 3 hours laboratory (GR or CR/NC)

Prerequisite: BUS 238A or 247B or 245B or 245E or 244B or 242C

Also offered as CIS 238B. Not open for credit to students who have completed or are currently enrolled in CIS 238B.

Intermediate level word processing skills: Templates and styles, preparing and managing long documents, mail merge, integrating word processing applications with other applications and the World Wide Web, customizing word processing applications, creating and using forms, writing macros, and desktop publishing. 0514.00

AA/AS area 4c

BUS 239**Quickbooks Pro**

1.5 units, 1 hour lecture, 1.5 hours laboratory (GR or CR/NC)

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

BUS 248AA-FZ**Selected topics in Business**

.5-9 units: 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

See section on Selected Topics. 0501.00

CHEMISTRY (CHEM)

CHEM 1A

General Chemistry

5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR)

Prerequisite: MATH 203 or 211D

Recommended preparation: CHEM 30A or 50

Acceptable for credit: CSU, UC

(CAN CHEM 2) (CHEM 1A+CHEM 1B: CAN CHEM Sequence A)

General principles of chemistry: Measurements, atomic theory, chemical nomenclature, chemical composition, stoichiometry, reactions in aqueous solution, thermochemistry, electron configurations, periodic properties, chemical bonding, gases, liquids, solids, and solutions. 1905.00

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

CHEM 1B

General Chemistry

5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR)

Prerequisite: CHEM 1A

Acceptable for credit: CSU, UC

(CAN CHEM 4) (CHEM 1A+CHEM 1B: CAN CHEM Sequence A)

General principles of chemistry: Kinetics, equilibrium, acid-base equilibria, buffers, solubility equilibria, entropy and free energy, electro-chemistry, nuclear chemistry, coordination chemistry, and an introduction to organic chemistry. 1905.00

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

CHEM 8A

Survey of Organic Chemistry

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

Prerequisite: CHEM 1A

Acceptable for credit: CSU, UC

Introduction to structures, properties, and reactions of carbon compounds: Hydrocarbons, monofunctional and polyfunctional compounds; emphasis on structures and mechanisms, spectroscopy, and other analytical techniques. 1905.00

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

CHEM 8B

Survey of Organic Chemistry

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

Prerequisite: CHEM 8A

Acceptable for credit: CSU, UC

Continuation of CHEM 8A: Reactions of functional groups and interactions of polyfunctional compounds, infrared spectroscopy, nuclear magnetic resonance, mass spectrometry. 1905.00

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

CHEM 30A

Introductory Inorganic Chemistry

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

Prerequisite: MATH 201 or 210D

Acceptable for credit: CSU, UC

(CHEM 30A+CHEM 30B: CAN CHEM Sequence B)

Fundamental principles of inorganic 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 5

CHEM 30B

Introductory Organic and Biochemistry

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

Prerequisite: CHEM 30A

Acceptable for credit: CSU, UC

(CHEM 30A+CHEM 30B: CAN CHEM Sequence B)

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 5

CHEM 48AA-FZ

Selected Topics in Chemistry

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1905.00

CHEM 49

Independent Study in Chemistry

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

Acceptable for credit: CSU

See section on Independent Study. 1905.00

CHEM 248AA-FZ

Selected Topics in Chemistry

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1905.00

CHINESE (CHIN)

CHIN 10A

Elementary Cantonese A

5 units, 5 hours lecture (GR)

Course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

Introductory study and practice of basic language skills and related Chinese cultural contexts: Basic vocabulary and structures in cultural contexts. 1107.00

AA/AS area 3; CSU area C2; IGETC Language

CHIN 10B

Elementary Cantonese B

5 units, 5 hours lecture (GR)

Prerequisite: CHIN 10A

Acceptable for credit: CSU, UC

Continuation of CHIN 10A with further study and practice of basic language skills and related Chinese cultural contexts: Grammar and vocabulary building. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3

CHIN 11A

Intermediate Cantonese A

5 units, 5 hours lecture (GR)

Prerequisite: CHIN 10B

Acceptable for credit: CSU, UC

Intermediate level study and practice of all basic language skills: Grammar and vocabulary building, exploration of Cantonese structure, and growth in cultural understanding. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3

CHIN 11B

Intermediate Cantonese B

5 units, 5 hours lecture (GR)

Prerequisite: CHIN 11A

Acceptable for credit: CSU, UC

Continuation of CHIN 11B with further study and practice of all basic language skills: Grammar, vocabulary building, language structure and use, and further knowledge of cultural understanding and appreciation. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3

CHIN 12A

Advanced Cantonese Reading and Writing: Modern and Classical Literature

5 units, 5 hours lecture (GR)

Prerequisite: CHIN 11B

Acceptable for credit: CSU, UC

Introduction to modern and classical poems and other literary forms such as novels, prose, drama and songs: Literary-cultural analysis, theories of literary writing and styles, and writing skills; exploration of Chinese history and art. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3

CHIN 12B

Advanced Cantonese Reading and Writing: Modern and Classical Literature

5 units, 5 hours lecture (GR)

Prerequisite: CHIN 12A

Acceptable for credit: CSU, UC

Continuation of modern and classical poems and other literary forms such as novels, prose, drama, and song: Literary-cultural analysis, theories of literary writing and styles, and reading and writing skills; exploration of Chinese history and art. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3

CHIN 30A

Conversational Cantonese A

5 units, 5 hours lecture (GR)

Acceptable for credit: CSU

Introduction to conversational Cantonese: Listening, speaking and grammar skills; systematic practice of everyday topics of conversation; enhancement of cultural awareness. 1107.00

CHIN 30B

Conversational Cantonese B

5 units, 5 hours lecture (GR)

Prerequisite: CHIN 30A

Acceptable for credit: CSU

Continuation of CHIN 30A: Further development of oral comprehension skills as well as additional growth in cultural awareness. 1107.00

COMMUNICATION (COMM)

COMM 1A

Introduction to Speech

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Rhetorical and argumentative analysis of significant contemporary political and social issues: Developing, stating, organizing, and researching ideas; critical thought and evaluative listening. 1506.00

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

COMM 1B

Introduction to Speech

3 units, 3 hours lecture (GR)

COMM 1A is not prerequisite to COMM 1B.

Acceptable for credit: CSU, UC

Theories of human communication through association and function in group and organizational settings: Ethics, values, attitudes and problem solving. 1506.00

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

COMM 2A

The Fundamentals of Oral Interpretation of Literature

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC.

Principles of effective delivery, reading aloud, analysis and appreciation of literature: Reading prose, poetry, and drama. 1506.00

AA/AS area 3, 4d; CSU area C2

COMM 2B

The Fundamentals of Oral Interpretation of Literature

3 units, 3 hours lecture (GR)

COMM 2A is not prerequisite to COMM 2B.

Acceptable for credit: CSU, UC

Principles of effective delivery, reading aloud, analysis and appreciation of literature: Reading the short story, myths, and fables. 1506.00

AA/AS area 3, 4d; CSU area C2

COMM 4

The Dynamics of Group Discussion

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Study of communication in a group setting: Emphasis on listening, leadership, and teamwork; theoretical and experiential learning to build on individual communication skills with the goal of understanding and practicing successful group relations. 1506.00

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

COMM 5

Persuasion and Critical Thinking

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU, UC

Critical thinking skills: Principles of reasoning and persuasion, and analysis and evaluation of communication; emphasis on structure of arguments, quality of evidence, formal and informal fallacies, and effect of media on argumentation. 1506.00

AA/AS area 3, 4a, 4d, 4e; CSU area A3; IGETC area 1B

COMM 20

Interpersonal Communication Skills

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Analysis of communication needs and improvement of skills: Listening, perception, nonverbal communication, semantics, and conflict resolution. 1506.00

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

COMM 45

Public Speaking

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

(CAN SPCH 4)

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

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

COMM 48AA-FZ

Selected Topics in Speech

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1506.00

COMM 49

Independent Study in Speech

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

Acceptable for credit: CSU

See section on Independent Study. 1506.00

COMM 248AA-FZ

Selected Topics in Speech

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1506.00

COMPUTER INFORMATION SYSTEMS (CIS)

The Computer Information Systems (CIS) program prepares students for entry level business positions requiring the use of computer applications, and will qualify students in the use of word processing, spreadsheet and database management applications. More advanced students may enroll in telecommunications and computer networking courses. In some instances, students with work experience in the above mentioned areas may challenge courses based on that experience. Students seeking advanced placement must meet with an instructor to verify knowledge and skills.

Students satisfactorily completing the following required courses will be eligible for the **AA degree** and the **Certificate of Completion in Computer Information Systems**. Confer with a counselor or the division dean concerning the specific pattern of requirements for this program and refer to the Degrees, Programs and Transfer Requirements section of the Catalog for information on the Associate in Arts degree.



Degree Major/Certificate Requirements:

Dept/No.	Title	Units
CIS 1	Introduction to Computer Information Systems (4)	
	or	
CIS 5	Introduction to Computer Science (5)	4-5
CIS 40	Database Management	4
CIS 42	Spreadsheet Applications	4
BUS 238A	Word Processing I (3)	
	or	
CIS 238A	Word Processing I (3)	3
Select a minimum of 9-10 units from the following:		
BUS 238B	Word Processing II (3)	
	or	
CIS 238B	Word Processing II (3)	
CIS 23	C# Programming (4)	
CIS 25	Object-Oriented Programming Using C++ (4)	
CIS 26	C Programming (4)	
CIS 36A	Java Programming Language I (4)	
CIS 36B	Java Programming Language II (4)	
CIS 39A	Unix/Linux Operating Systems (4)	
CIS 43A	Network Architecture I (4)	
CIS 43B	Network Architecture II (4)	
CIS 43C	Network Architecture III (4)	
CIS 47	Visual Basic Programming (4)	
CIS 69	Network Administration: Windows 2003 (4)	
CIS 73	Networking Concepts (4)	
CIS 97A	Oracle SQL and PL/SQL (4)	
CIS 201	Introduction to Computer Hardware (4)	
CIS 209	Introduction to Windows (1)	
CIS 210	Microcomputer Operating Systems (2)	
CIS 226A	Desktop Support Technician I (3)	
CIS 226B	Desktop Support Technician II (3)	
CIS 233	Introduction to the Internet (2)	
CIS 234A	World Wide Web Publishing I (2)	
CIS 234B	World Wide Web Publishing II (2)	
CIS 234D	Web Authoring (2)	
CIS 234E	Creating an E-Commerce Web Site (2)	
CIS 239	Help Desk Tools and Techniques (2)	
CIS 242A	Digital Animation with Flash (2)	<u>9-10</u>
	Total Required Units:	24-26

CERTIFICATES OF ACHIEVEMENT (CA)

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Achievement**. Confer with a counselor or the division dean concerning the specific pattern of requirements for these programs.

CISCO NETWORKING ACADEMY**Certificate of Achievement Requirements:**

Dept/No.	Title	Units
CIS 1	Introduction to Computer Information Systems (4)	
	or	
CIS 205	Computer Literacy (1)	
	and	
CIS 209	Introduction to Windows (1)	2-4
CIS 43A	Network Architecture I	4
CIS 43B	Network Architecture II	4
CIS 43C	Network Architecture III	<u>4</u>
	Total Required Units:	14-16

COMPUTER APPLICATIONS – WEEKEND COMPUTER COLLEGE**Certificate of Achievement Requirements:**

Dept/No.	Title	Units
CIS 223A	Introduction to Word	1
CIS 223B	Introduction to Excel	1
CIS 209	Introduction to Windows	1

Select 3 units from the following:

CIS 223C	Introduction to PowerPoint (1)	
CIS 223D	Introduction to Access (1)	
CIS 224	Introduction to the Internet I (1)	
	or	
CIS 233	Introduction to the Internet (2)	
CIS 225A	Creating Web Pages I (1)	
	or	
CIS 234A	World Wide Web Publishing I (2)	<u>3</u>
	Total Required Units:	6

DESKTOP SUPPORT TECHNICIAN**Certificate of Achievement Requirements:**

Dept/No.	Title	Units
CIS 1	Introduction to Computer Information Systems	4
CIS 201	Introduction to Computer Hardware	4
CIS 226A	Desktop Support Technician I	4
CIS 226B	Desktop Support Technician II	3
CIS 239	Help Desk Tools and Techniques	<u>2</u>
	Total Required Units:	17

NETWORKING ADMINISTRATION**Certificate of Achievement Requirements:**

Dept/No.	Title	Units
CIS 1	Introduction to Computer Information Systems	4
CIS 201	Introduction to Computer Hardware	4
CIS 73	Networking Concepts	4
CIS 74B	Network Administration: Windows 2000 (4)	
	or	
CIS 69	Network Administration: Windows 2003 (4)	<u>4</u>
	Total Required Units:	16

PROGRAMMING**Certificate of Achievement Requirements:**

Dept/No.	Title	Units
CIS 6	Introduction to Programming	5
CIS 26	C Programming (4)	
	or	
CIS 25	Object Oriented programming Using C++ (4)	4
CIS 36A	Java Programming Language I	4
CIS 47	Visual Basic Programming	<u>4</u>
	Total Required Units:	17

WEB PUBLISHING**Certificate of Achievement Requirements:**

Dept/No.	Title	Units
CIS 233	Introduction to the Internet	2
CIS 234A	World Wide Web Publishing I	2
CIS 234B	World Wide Web Publishing II	2
CIS 234D	Web Authoring	2
CIS 234E	Creating an E-Commerce Web Site	<u>2</u>
	Total Required Units:	10

CIS 1**Introduction to Computer Information Systems**

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

Acceptable for credit: CSU, UC

General nature of computer hardware, software and systems: Hands-on applications include introduction to word processing, spreadsheet, database management and presentation software, and a brief introduction to web browsing and e-mail. 0702.00

AA/AS area 4c; CSU area E

CIS 5**Introduction to Computer Science**

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

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 CR/NC)

Recommended preparation: CIS 5

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 23**C# Programming**

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

Acceptable for credit: CSU, UC

C# programming: Basic unified modeling language (UML) notation in object-oriented software design and development using the C# programming language in a .Net environment; focus on the program structure, syntax, constructs and keywords of the C# programming language, concepts of intermediate languages (ILs), the common language runtime (CLR), and .Net standard data types. 0707.10

AA/AS area 4c

CIS 25**Object-Oriented Programming Using C++**

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

Recommended preparation: CIS 6 or 10 or 12 or 24 or 26

Acceptable for credit: CSU, UC

Object-oriented methods of software development using C++: Design and implementation of objects, class construction and destruction, encapsulation, inheritance, and polymorphism. 0707.10

AA/AS area 4c

CIS 26**C Programming**

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 3 and 6 or 12 or 20 or 24

Acceptable for credit: CSU, UC

Fundamental program and data structures that comprise C programs: Functions, control flow, data types, storage classes, arrays, pointers, structures, and input/output. 0707.10

AA/AS area 4c

**CIS 35****Microcomputer Operating Systems**

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 1 or 5

Acceptable for credit: CSU

Microcomputer operating systems: Selection, use and programming with operating systems, concentrating on the personal computer. 0702.00

AA/AS area 4c

CIS 36A**Java Programming Language I**

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

Prerequisite: CIS 25 or 26 or 215

Recommended preparation: CIS 233 or 237

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 CR/NC)

Prerequisite: CIS 36A

Acceptable for credit: CSU, UC

Object-oriented program design using the Java programming language: Designing and programming with exceptions, threads, file input/output (I/O); networking and graphics classes; developing codes 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 39A**Unix/Linux Operating Systems**

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

Prerequisite: CIS 5

Acceptable for credit: CSU

The Unix/Linux operating system: Emphasis on file system, e-mail, shell commands and programming, editing, programming tools, administrative structures, and utilities. 0702.00

AA/AS area 4c

CIS 40**Database Management**

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

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 42**Spreadsheet Applications**

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 1 or 5 or 200

Not open for credit to students who have completed or are currently enrolled in CIS 42A and/or 42B.

Acceptable for credit: CSU

Principles of electronic spreadsheets using features available with currently popular spreadsheet software:

Worksheet creation and formatting; entering of data, formulas, and functions; editing and printing; basic charting; basic database functions of sorting and querying; financial functions; logical functions; forecasting trends; lookup tables; "pivot tables"; graphic design for financial statements; statistical operations (regression analysis); macro programming. 0702.10

AA/AS area 4c

CIS 42A**Spreadsheet Applications I**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 1 or 200

Not open for credit to students who have completed or are currently enrolled in CIS 42.

Acceptable for credit: CSU

Principles of electronic spreadsheets using features available with currently popular spreadsheet software:

Worksheet creation and formatting; entering of data, formulas, and functions; editing and printing; basic charting; basic database functions of sorting and querying. 0702.10

AA/AS area 4c

CIS 42B**Spreadsheet Applications II**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or CR/NC)

Prerequisite: CIS 42A

Not open for credit to students who have completed or are currently enrolled in CIS 42.

Acceptable for credit: CSU

Principles of electronic spreadsheets using features available with currently popular spreadsheet software: Financial functions, logical functions, forecasting trends, lookup tables, "pivot tables", graphic design for financial statements, statistical operations (regression analysis), macro programming. 0702.10

AA/AS area 4c

CIS 43A**Network Architecture I**

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

Prerequisite: CIS 1, or 205 and 209

Acceptable for credit: CSU

Introduction to current and emerging network architecture technology. Safety, network terminology, protocols, network standards, LANs, WANs, OSI model, cabling options, routers, and topologies. 0708.10

AA/AS area 4c

CIS 43B**Network Architecture II**

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

Prerequisite: CIS 43A

Acceptable for credit: CSU

Continuation of CIS 43A: Routing theory, components, setup and startup, individual router configuration, testing configurations of networks of routers, router protocols, building and trouble shooting simple LANs, TCP/IP and IP addressing; developing skills using associated hardware and software tools and techniques. 0708.10

AA/AS area 4c

CIS 43C**Network Architecture III**

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

Prerequisite: CIS 43B

Acceptable for credit: CSU

Continuation of CIS 43B: Case studies in sophisticated router and switch configurations using various protocols, LAN and WAN design, access lists, network troubleshooting, team building, project management and preparation for CCNA exam. 0708.10

AA/AS area 4c

CIS 47**Visual Basic Programming**

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 5

Acceptable for credit: CSU, UC

Introduction to Visual Basic programming and problem solving: Using loops and arrays; implementing labels, buttons, textboxes, menus, dialog boxes and multiple forms; error handling and debugging. 0707.10

AA/AS area 4c

CIS 48AA-FZ**Selected Topics in Computer Information Systems**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 0702.00

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

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

Acceptable for credit: CSU

See section on Independent Study. 0702.00

CIS 69**Network Administration: Windows 2003**

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

Windows 2003 network administration: Skills necessary to perform day-to-day administration tasks for a workstation and server in a Microsoft 2003-based network. 0708.10

AA/AS area 4c

CIS 73**Networking Concepts**

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

Prerequisite: CIS 1 or 5

Acceptable for credit: CSU

Networking concepts: Network architecture, hardware, software, concepts, protocols and standards. 0708.10

AA/AS area 4c



CIS 76A**CISCO Certified Networking Professional****– Routing**

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

Prerequisite: CIS 43C or CCNA (CISCO Certified Network Associate) Certification

Acceptable for credit: CSU

Routing of Cisco networks: Advanced study of the requirements and selection of scalable internet work routes and routing protocols; hands-on experience with hardware and software used to configure the network and its environment. 0708.10

AA/AS area 4c

CIS 76B**CISCO Certified Networking Professional****– Remote Access Networks**

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

Prerequisite: CIS 43C or CCNA (Cisco Certified Network Associate) Certification

Acceptable for credit: CSU

Building Cisco remote access networks: Protocols such as ISDN, DDR, ODR, dialup networking, Frame Relay and AAA; interconnecting central sites to branch offices and home offices, controlling access to the central site; and maximizing bandwidth utilization over the remote links; hands-on experience with hardware and software used to configure the network and its environment. 0708.10

AA/AS area 4c

CIS 76C**CISCO Certified Networking Professional****– Multilayer Switching**

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

Prerequisite: CIS 43C or CCNA (Cisco Certified Network Associate) Certification

Acceptable for credit: CSU

Building Cisco multilayer switching networks: Advanced VLAN configuration, InterVLAN routing, Catalyst switch architecture, and CiscoWorks; hands-on experience with hardware and software used to configure the network and its environment. 0708.10

AA/AS area 4c

CIS 76D**CISCO Certified Networking Professional****– Internetwork Troubleshooting**

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

Prerequisite: CIS 76A and 76B and 76C

Acceptable for credit: CSU

Cisco internetwork troubleshooting: Troubleshooting methodology, network documentation, and network and VLAN debugging; hands-on experience with hardware and software used to configure the network and its environment. 0708.10

AA/AS area 4c

CIS 97A**Oracle SQL and PL/SQL**

4 units, 3 hours lecture, 3 hours laboratory (GR or CR/NC)

Prerequisite: CIS 1

Acceptable for credit: CSU

Introduction to the design and development of multi-user relational database systems: Oracle SQL and fundamentals of PL/SQL programming. 0707.20

AA/AS area 4c

CIS 200**Computer Concepts and Applications**

1.5 units, 1 hour lecture, 2 hours laboratory (GR or CR/NC)

Eligible for credit by exam.

Introduction to computer concepts: Terminology, word processing, spreadsheets, database management, presentation graphics, and the Internet. 0702.10

AA/AS area 4c

CIS 201**Introduction to Computer Hardware**

4 units, 3 hours lecture, 4 hours laboratory (GR or CR/NC)

Not open for credit to students who have completed or are currently enrolled in CIS 201A and/or 201B at Laney.

Introduction to computer hardware: Maintaining and servicing computer equipment, fundamental concepts and architecture, major computer subsystems and peripheral devices, common computer problems, troubleshooting techniques, repair procedures and preventive maintenance; examines traditional, current and emerging computer technologies. 0708.20

AA/AS area 4c

CIS 205**Computer Literacy**

1 unit, 14 term hours lecture, 14 term hours laboratory (GR or CR/NC)

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

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

AA/AS area 4c

CIS 209**Introduction to Windows**

1 unit, .75 hours lecture, .75 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 205

Introduction to graphical user interfaces using Microsoft Windows. 0702.00

AA/AS area 4c

CIS 210**Using Microcomputer Operating Systems**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 200 or 205

Guide to personal computer operating systems: Using MS DOS commands and utility programs, and writing batch files; comparison of MS DOS command-oriented operating system with mouse/icon graphical interface. 0702.00

AA/AS area 4c

CIS 223A**Introduction to Word**

1 unit, 13.5 term hours lecture, 13.5 term hours laboratory (GR or CR/NC)

Introduction to word processing using Microsoft Word: Basic functions such as open, close, save, and print; creating and editing documents, text and print formatting techniques, spell checking, assimilating graphs and tables in documents. 0702.10

AA/AS area 4c

CIS 223B**Introduction to Excel**

1 unit, 13.5 term hours lecture, 13.5 term hours laboratory (GR or CR/NC)

Introduction to computerized spreadsheets using Microsoft Excel: Basic functions such as open, close, save and print; formulas and functions, creating charts, and formatting commands for setting up worksheets. 0702.10

AA/AS area 4c

CIS 223C**Introduction to Access**

1 unit, 13.5 term hours lecture, 13.5 term hours laboratory (GR or CR/NC)

Introduction to database management using Microsoft Access: Basic functions such as open, close, save and print; creating, maintaining, organizing, sorting, and presenting data using querying, forms and report functions. 0702.10

AA/AS area 4c

CIS 223D**Introduction to PowerPoint**

1 unit, 13.5 term hours lecture, 13.5 term hours laboratory (GR or CR/NC)

Introduction to presentation graphics software: Basic concepts such as creating on-screen slides using graphics, tables, charts, and formatted text. 0702.10

AA/AS area 4c

**CIS 225A****Web Pages I**

1 unit, 13.5 term hours lecture, 13.5 term hours laboratory (GR or CR/NC)

Introduction to creating and publishing Web pages on the Internet. 0709.00

AA/AS area 4c

CIS 226A**Desktop Support Technician I**

3 units, 2 hours lecture, 3 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 1

Windows desktop operating system: Configuring and troubleshooting, access to resources, hardware devices, desktop and user environments, and network services. 0708.20

AA/AS area 4c

CIS 226B**Desktop Support Technician II**

3 units, 2 hours lecture, 3 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 1

Windows desktop applications: Support for users running applications on Windows desktops. 0708.20

AA/AS area 4c

CIS 233**Introduction to the Internet**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 205

Also offered as BUS 223. Not open for credit to students who have completed or are currently enrolled in BUS 223.

Using the Internet for access to information resources: Access methods, resources, and how to use them. 0709.00

AA/AS area 4c

CIS 234A**World Wide Web Publishing I**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 233 and GRART 112

Creating and publishing Web pages over the Internet using the Hypertext Markup Language (HTML). 0709.00

AA/AS area 4c

CIS 234B**World Wide Web Publishing II**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or CR/NC)

Prerequisite: CIS 233 and 234A

Recommended preparation: GRART 112

Continuation of CIS 234A: Emphasis on advanced HTML and layout techniques, client-side image maps, CGI scripting, introduction to cascading style sheets and dynamic scripting. 0709.00

AA/AS area 4c

CIS 234D**Web Authoring**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 234A

Art of web design and the power of web authoring in website content management and functionality: Website templates, customization, layout tables, interactive forms, frames, database interface, wizards, source controls, dynamic layers, instant updates, multimedia content, subsite and website management. 0709.00

AA/AS area 4c

CIS 234E**Creating an E-Commerce Web Site**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 234A

Business strategies and programming techniques in the design and development of an electronic commerce web presence: Banner ads, auto responders, product catalogs, shopping carts, cookies, electronic payment systems, online database and website security management. 0709.00

AA/AS area 4c

CIS 238A**Word Processing I**

3 units, 2 hours lecture, 3 hours laboratory (GR or CR/NC)

Also offered as BUS 238A. Not open for credit to students who have completed or are currently enrolled in BUS 238A.

Introduction to word processing concepts and basic computer operations: File management; creating, editing and printing documents; spell checker, thesaurus, and grammar tools; graphics; text formatting and manipulation; tables; and basic desktop publishing. 0702.10

AA/AS area 4c

CIS 238B**Word Processing II**

3 units, 2 hours lecture, 3 hours laboratory (GR or CR/NC)

Prerequisite: BUS 238A or CIS 238A

Also offered as BUS 238B. Not open for credit to students who have completed or are currently enrolled in BUS 238B.

Intermediate level word processing skills: Templates and styles, preparing and managing long documents, mail merge, integrating word processing applications with other applications and the World Wide Web, customizing word processing applications, creating and using forms, writing macros, and desktop publishing. 0702.10

AA/AS area 4c

CIS 239**Help-Desk Tools and Techniques**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or CR/NC)

Recommended preparation: CIS 1

Help-desk tools and techniques: Troubleshooting problems on computer systems, both networked and stand-alone; customer-service skills for success; use of help-desk software. 0708.20

AA/AS area 4c

CIS 242A**Digital Animation with Flash**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or CR/NC)

Introduction to digital animation using Macromedia Flash: Creating digital animation and interactive vector graphics/content for the Internet and other applications. 0702.10

AA/AS area 4c

CIS 248AA-FZ**Selected Topics in Computer Information Systems**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

See section on Selected Topics. 0702.00

COOPERATIVE WORK EXPERIENCE EDUCATION (COPED)

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

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

During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.

Students may enroll in no more than four units of Cooperative Work Experience Education per semester, on the basis of 75 hours of paid work experience per semester per each unit of credit, or 60 hours of unpaid or volunteer work experience per semester per each unit of credit.

COPED 450 General Work Experience

1-3 units, hours to be arranged (GR)

Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.

Acceptable for credit: CSU

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

Supervised employment to assist in acquiring desirable work habits and attitudes, increase educational motivation, and develop improved human relations skills. Employment need not be related to educational or occupational goals. 4932.00

COPED 456A-462A

Occupational Work Experience

1-4 units each course, hours to be arranged (GR or CR/NC)

Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.

Acceptable for credit: CSU

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).

Supervised employment 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 or CR/NC) 0502.00

Also offered as BUS 456A.

COPED 456D

Occupational Work Experience in Business Administration

1-4 units, hours to be arranged (GR or CR/NC) 0505.00

Also offered as BUS 456D.

COPED 456E

Occupational Work Experience in General Business

1-4 units, hours to be arranged (GR or CR/NC) 0501.00

COPED 456J

Occupational Work Experience in Marketing and Sales

1-4 units, hours to be arranged (GR or CR/NC) 0509.00

Also offered as BUS 456J.

COPED 456M

Occupational Work Experience in Small Businesses

1-4 units, hours to be arranged (GR or CR/NC) 0506.40

COPED 456Q

Occupational Work Experience in Administrative Office Systems and Applications

1-4 units, hours to be arranged (GR or CR/NC) 0514.00

Also offered as BUS 456Q.

COPED 462A**Occupational Work Experience in Computer and Information Sciences**

1-4 units, hours to be arranged (GR or CR/NC) 0701.00

ALTERNATE PLAN

The Alternate Plan in Cooperative Work Experience Education is designed for the student who wishes to alternate between semesters of full-time work and full-time academic study. The student uses full-time community field experience as a learning laboratory for accomplishment of educational objectives that are planned in advance. **Students may enroll in no more than one academic class while enrolled in this course, and may not take this course in two consecutive semesters.**

COPED 457A-463A**Cooperative Education**

1-8 units, hours to be arranged (GR or CR/NC)

Prerequisite: Satisfactory completion of at least 12 units in an approved major.

Acceptable for credit: CSU

Course study under this section may be repeated one time 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 457A**Cooperative Education in Accounting**

1-8 units, hours to be arranged (GR or CR/NC) 0502.00

COPED 457D**Cooperative Education in Business Administration**

1-8 units, hours to be arranged (GR or CR/NC) 0505.00

COPED 457E**Cooperative Education in General Business**

1-8 units, hours to be arranged (GR or CR/NC) 0501.00

COPED 457J**Cooperative Education in Marketing and Sales**

1-8 units, hours to be arranged (GR or CR/NC) 0509.00

COPED 457M**Cooperative Education in Small Business**

1-8 units, hours to be arranged (GR or CR/NC) 0506.40

COPED 457Q**Cooperative Education in Administrative Office Systems and Applications**

1-8 units, hours to be arranged (GR or CR/NC) 0514.00

COPED 463A**Cooperative Education in Computer and Information Sciences**

1-8 units, hours to be arranged (GR or CR/NC) 0701.00

COUNSELING (COUN)

COUN 24

College Success

3 units, 3 hours lecture (GR or CR/NC)

Recommended preparation: ENGL 201B

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 57

Career and Life Planning

3 units, 3 hours lecture (GR or CR/NC)

Recommended preparation: ENGL 201B

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 units, .5 hours lecture (GR or CR/NC)

Information for new students: College programs, policies and procedures, campus resources and assessment. 4930.10

COUN 200B

Orientation to College

.5 units, .5 hours lecture (GR or CR/NC)

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 207A

Career Exploration

1 unit, 1 hour lecture (GR or CR/NC)

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 CR/NC)

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 CR/NC)

Not open for credit to students who have completed or are currently enrolled in COUN 207.

Job search skills: Resumes, cover letters, telephone skills, and interviewing techniques. 4930.10

COUN 221

Preparing for College/University Transfer

.5 units, .5 hours lecture (GR or CR/NC)

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 CR/NC)

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

DANCE (DANCE)

DANCE 10A-D

Ballet

1 unit each level, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of ballet. 1008.00

CSU area E

DANCE 24A-D

Ballroom Dance

1 unit each level, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of ballroom dance: Latin-American dances which range from familiar social dances popular in past decades (Rumba, Cha-Cha, Tango, Samba, Meringue, and Pachanga) to the pulsating and physically exciting contemporary Hispanic dances, such as Lambada, Salsa, and the Macarena. 1008.00

CSU area E

DANCE 30A-D

Jazz Dance

1 unit each level, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of jazz dance: Development of proficiency in skills related to rhythm, dance production, stagecraft and choreography. 1008.00

CSU area E



DANCE 31A-D

Basic Dance Techniques (Modern, Ballet, and Jazz)

.5 units each level, 1.5 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Introduction to the most widely-used techniques of modern, ballet and jazz dance. 1008.00

CSU area E

DANCE 40A-D

Modern Dance

1 unit each level, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of modern dance. 1008.00

CSU area E

DANCE 43

Swing Dance

1 unit, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of swing dance: Commonality of various swing dance forms such as East Coast, West Coast, "Jive," "Linoy," "Jitterbug," Country/Western, and historical significance as the national dance of the United States. 1008.00

CSU area E

DANCE 44A-D

Salsa

1 unit each level, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and development of the skills and techniques of salsa dance: Examination of the roots of salsa; rumba, cha-cha-cha, mambo, meringue, rueda, casino and club-style dancing; emphasis on dance technique, rhythmic training and culture. 1008.00

CSU area E

DANCE 45A-D**Swing, Salsa, and Tango**

.5 units each level, 1.5 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Development of the skills and techniques of swing, salsa and tango dance. 1008.00

CSU area E

DANCE 48AA-FZ**Selected Topics in Dance**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1008.00

DANCE 49**Independent Study in Dance**

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

Acceptable for credit: CSU

See section on Independent Study. 1008.00

DANCE 248AA-FZ**Selected Topics in Dance**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1008.00



DENTAL ASSISTING (DENTL)

This full-time curriculum is designed to meet the requirements of the American Dental Association Council on Dental Education for Dental Assistants. The program includes lecture and laboratory practice in the classroom. Clinical experience is required in the dental clinics of the University of California and the University of Pacific Dental Schools in San Francisco, as well as in private dental offices. Students completing all required courses with a minimum grade point average of 2.0 ("C") will earn a **Certificate of Completion** and be qualified to take the Certification Examination of the DANB, the State of California RDA examinations, and will be prepared to assume the responsibilities of assisting the dentist in all phases of general practice. The program requires 28.5 semester units in Dental Assisting, plus 9 semester units in other general education required courses.

Admission is by special application directly to the Dental Assisting Department. All eligibility requirements, including having official transcripts on file, must be completed prior to applying to the program. The application deadline is April 1 of each year for admission into the program starting the following fall semester. Applicants will be notified by mail of acceptance into the Dental Assisting program. Applications received after April 1st will be accepted only on a space-available basis.

The **AS degree in Dental Assisting** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree listed in the Degrees and Programs section of this Catalog.

Eligibility/Admission/Prerequisite and Degree/Certificate Requirements:

- Possession of a high school diploma or the equivalent prior to application to and admission into the program.
- Official transcripts must be on file in the Admissions and Records Office prior to program application.
- It is **highly recommended** that the following be completed prior to admission into the program and enrollment in Fall term courses:
 - DENTL 251, Overview of the Dental Assisting Profession
 - DENTL 348AB, Dental Terminology
 - BUS 230D-F, Keyboarding
 - CIS 205, Computer Literacy
- Completion of HLTED 9, Standard First Aid and Safety (2 units); **and** HLTED 11, CPR (.5 units); **OR** possession of current cards as evidence of completion are required prior to enrollment in DENTL 223.

- Physical and dental examinations, and negative TB and hepatitis test results are required to be submitted to the Dental Assisting Department prior to enrollment in DENTL 223.
- Completion of all Dental Assisting courses with a grade of 2.0 ("C") or better is required to be eligible for the AS degree and Certificate of Completion in Dental Assisting.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FALL SEMESTER		
DENTL 220	Infection Control and Oral Health	1.5
DENTL 221	Professional Standards	.5
DENTL 222	Oral Anatomy, Morphology and Body Systems	3.5
DENTL 223	Chairside Procedures	2
DENTL 224A	Dental Radiology I	2.5
DENTL 225	Dental Materials and Laboratory Procedures	<u>3</u>
	Semester Total	13
SPRING SEMESTER		
DENTL 224B	Dental Radiology II	2.5
DENTL 226	Advanced Chairside Procedures	2.5
DENTL 227	Biodental Sciences	2
DENTL 228	Clinical Rotations and Review	7
DENTL 229	Practice Management	<u>1.5</u>
	Semester Total	15.5
Complete the following 9 units at any time:		
ENGL 201B*	Preparation for Composition and Reading	3
PSYCH 1A	Introduction to General Psychology	3
COMM 1A	Introduction to Speech (3)	
	or	
COMM 45	Public Speaking (3)	<u>3</u>
	Subtotal	9
	Total Required Units:	37.5

*A higher level English course, such as ENGL 1A, may be substituted for ENGL 201B.

DENTL 220**Infection Control and Oral Health**

1.5 units, 1.5 hours lecture, 2 hours laboratory (GR)
 Corequisites: DENTL 222 and 223 and 224A and 225
 Recommended preparation: DENTL 251 and 252, and ENGL 201B or higher, and PSYCH 1A, and COMM 1A or 45

Introduction to infection control and oral health: Emphasis on infection control and disinfection techniques for patient and personal protection; disease transmission, microbiology, and application of OSHA and Infection Control guidelines; and oral hygiene, periodontal disease, and preventative products. 1240.10

DENTL 221**Professional Standards**

.5 units, 10 term hours lecture (GR)

Prerequisite: DENTL 220

Corequisites: DENTL 222 and 223 and 224A and 225
 Recommended preparation: DENTL 251 and 252, and ENGL 201B or higher, and PSYCH 1A, and COMM 1A or 45

Introduction and hands-on orientation to the dental assisting profession and the career of dentistry: Study of nutrition, health, professionalism, history of dentistry and allied organizations; emphasis on licensure and certification, the duties of chairside assistants, the legal ramifications of dentistry, ethics and jurisprudence. 1240.10

DENTL 222**Oral Anatomy, Morphology and Body Systems**

3.5 units, 3 hours lecture, 1.5 hours laboratory (GR)
 Corequisites: DENTL 220 and 221 and 223 and 224A and 225

Recommended preparation: DENTL 251 and 252, and ENGL 201B or higher, and PSYCH 1A, and COMM 1A or 45

Introduction to general anatomy, body systems, and head and neck anatomy: Emphasis on the teeth and their supporting structures. 1240.10

DENTL 223**Chairside Procedures**

2 units, 1.5 hours lecture, 2.5 hours laboratory (GR)
 Prerequisite: HLTED 9 and 11, or current First Aid and CPR cards; and health clearances: physical and dental examinations, and negative TB and hepatitis test results.
 Corequisites: DENTL 220 and 221 and 222 and 224A and 225

Recommended preparation: DENTL 251 and 252, and ENGL 201B or higher, and PSYCH 1A, and COMM 1A or 45

Principles of chairside assisting: Operative procedures including chairside responsibilities, instrument identification, four-handed techniques, sequences of dental procedures and dental anesthesia; maintenance of dental equipment and operatory systems. 1240.10

DENTL 224A**Dental Radiology I**

2.5 units, 1.5 hour lecture, 3 hours laboratory (GR)
 Corequisites: DENTL 220 and 221 and 222 and 223 and 225

Recommended preparation: DENTL 251 and 252, and ENGL 201B or higher, and PSYCH 1A, and COMM 1A or 45

Principles of radiation and radiological techniques: Radiological terminology and vocabulary, elementary anatomic landmarks for exposing dental radiographs on x-ray mannequins; radiation safety and protection, and radiologic infection control. 1240.10

DENTL 224B**Dental Radiology II**

2.5 units, 1.5 hour lecture, 3 hours laboratory (GR)

Prerequisite: DENTL 224A

Recommended preparation: DENTL 251 and 252, and ENGL 201B or higher, and PSYCH 1A, and COMM 1A or 45

Continuation of DENTL 224A: Advanced radiation safety and protection principles; intermediate and advanced principles of radiology including film placement, angulation and exposures; anatomical identification and interpretation of radiologic images; hands-on experience in exposing film on human subjects and advanced darkroom/processing procedures; clinical rotation. 1240.10

DENTL 225**Dental Materials and Lab Procedures**

3 units, 2 hours lecture, 3 hours laboratory (GR)
 Corequisites: DENTL 220 and 221 and 222 and 223 and 224A

Recommended preparation: DENTL 251 and 252, and ENGL 201B or higher, and PSYCH 1A, and COMM 1A or 45

Study and safe manipulation of dental materials used in operative and restorative dental procedures: Use of instruments and lab equipment, safety and health hazards, and patient safety. 1240.10



DENTL 226**Advanced Chairside Procedures**

2.5 units, 2 hours lecture, 2.5 hours laboratory (GR)

Prerequisite: DENTL 223

Corequisites: DENTL 228

Recommended preparation: DENTL 251 and 252, and ENGL 201B or higher, and PSYCH 1A, and COMM 1A or 45

Advanced study of dental specialties: Endodontics, pediatrics, oral surgery, orthodontics, perio, coronal polish, and public health. 1240.10

DENTL 227**Biodental Sciences**

2 units, 2 hours lecture (GR)

Prerequisite: DENTL 222

Corequisite: DENTL 228

Recommended preparation: DENTL 251 and 252, and ENGL 201B or higher, and PSYCH 1A, and COMM 1A or 45

Introduction to biodental sciences: Emphasis on oral pathology relating to occupational hazards; identification of oral lesions and dental pharmacology; preparation for office emergencies, both medical and dental; legal responsibility of assistants; and patient health and safety. 1240.10

DENTL 228**Clinical Rotations and Review**

7 units, 2 hours lecture, 16 hours laboratory (GR)

Corequisites: DENTL 224B and 226, or California State X-ray Certification

Recommended preparation: DENTL 251 and 252, and ENGL 201B or higher, and PSYCH 1A, and COMM 1A or 45

Clinical rotations at private offices and dental schools: Review of dental office evaluation, interviewing techniques, resume writing, and employment agreements; written mock and practical exams to prepare for the state board exams. 1240.10

DENTL 229**Practice Management**

1.5 units, 1.5 hours lecture, 2 hours laboratory (GR)

Corequisite: DENTL 228

Recommended preparation: BUS 230D-F, and CIS 205, and DENTL 251 and 252, and ENGL 201B or higher, and PSYCH 1A, and COMM 1A or 45

Practice of dental office management duties and responsibilities: Receptionist and office management duties including patient relationships, telephone techniques, inventory control, chart management, dental records, correspondence, filing, appointment and recall systems; computer program skills to include dental software relating to accounts payable/receivable, insurance forms, and banking procedures. 1240.10

**DENTL 248AA-FZ****Selected Topics in Dental Assisting**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1240.10

DENTL 251**Dental Terminology**

1 unit, 1 hours lecture (GR)

Introduction to dental terminology: Terminology related to body structure, pathological conditions and diseases; operative terms and techniques including laboratory diagnostic procedures. 1240.10

DENTL 252**Overview of the Dental Assisting Program**

1 unit, 1 hour lecture (GR)

Introductory study and basic overview of the dental assisting profession: Professionalism, restorative materials, infection control procedures, and dental techniques including laboratory procedures. 1240.10

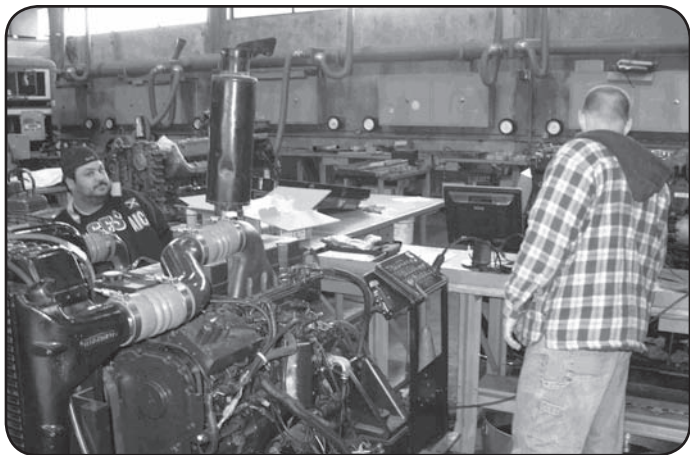
DIESEL MECHANICS (DMECH)

The Diesel Mechanics program in heavy duty truck and diesel mechanics prepares students to enter the job market as beginning mechanics or apprentices in this field, and allows students to continue their education toward the Baccalaureate degree in advanced schools of technology or as teachers in this field of specialization, or to broaden their skills in areas of management. Instruction includes the use of hand and power tools, elementary through advanced principles of diesel engines theory and operation; maintenance and repair of automotive and marine-type diesel engines and auxiliary equipment; and use of testing equipment.

Upon registering for a class in Diesel Mechanics, the student will receive a list of required basic tools. **In addition, the student will be expected to provide tools that relate to the particular course in which he/she has enrolled.** The purpose of this requirement is to assure that students graduating from the program possess tools in sufficient quantity to enter the trade adequately prepared.

A **Certificate of Completion in Diesel Mechanics** will be awarded upon satisfactory completion of the major course requirements listed below.

The **AS degree** will be awarded upon completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree listed in the Degrees and Programs section of this Catalog.



Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
DMECH 11	Truck Mechanics Chassis Systems I	6
DMECH 20A	Truck Mechanics I	<u>4</u>
	Semester Total	10
SECOND SEMESTER		
DMECH 12	Truck Mechanics Chassis Systems II	6
DMECH 20B	Truck Mechanics II	4
AUTOB 12	Service Welding for Transportation Technology	<u>2</u>
	Semester Total	12
THIRD SEMESTER		
DMECH 14	Diesel Engines I	4
DMECH 21A	Diesel Engines Lecture/Laboratory	6
A TECH 23	Automotive Air Conditioning	<u>4</u>
	Semester Total	14
FOURTH SEMESTER		
DMECH 15	Diesel Engines II	4
DMECH 21B	Diesel Engines Lecture/Laboratory	<u>6</u>
	Semester Total	10
	Total Required Units:	46

Recommended:

Students may wish to take additional courses from the following, in consultation with a counselor:

- DMECH 20C, Truck Mechanics III (4)
- DMECH 20D, Truck Mechanics IV (4)
- DMECH 21C, Diesel Engines Lecture/Laboratory (6)
- DMECH 21D, Diesel Engines Lecture/Laboratory (6)

DMECH 11

Truck Mechanics Chassis System I

6 units, 6 hours lecture (GR)

Acceptable for credit: CSU

Also offered as APPR 451. Not open for credit to students who have completed or are currently enrolled in APPR 451.

Operation, service, maintenance, and problem solving of heavy-duty truck chassis systems: Clutches, transmission, rear axles, and front-end alignment; uses Internet- and factory-based computerized research materials. 0947.00

DMECH 12**Truck Mechanics Chassis System II**

6 units, 6 hours lecture (GR)

Acceptable for credit: CSU

Also offered as APPR 452. Not open for credit to students who have completed or are currently enrolled in APPR 452.

Operation, service, and maintenance of heavy-duty truck brake and electrical systems: Emphasis on critical thinking and problem solving of the air brake and electrical systems, including computer diagnostics and computer on-board networking programs. 0947.00

DMECH 14**Diesel Engines I**

4 units, 4 hours lecture (GR)

Acceptable for credit: CSU

Also offered as APPR 453. Not open for credit to students who have completed or are currently enrolled in APPR 453.

Theory and operation of truck diesel engines and related sub-systems: Newest available technology on the commercial market. 0947.00

DMECH 15**Diesel Engines II**

4 units, 4 hours lecture (GR)

Acceptable for credit: CSU

Also offered as APPR 454. Not open for credit to students who have completed or are currently enrolled in APPR 454.

Advanced theory and operation of truck diesel engines and related sub-systems: Newest available technology on the commercial market. 0947.00

DMECH 20A**Truck Mechanics I**

4 units, 12 hours laboratory (GR)

Corequisite: DMECH 11

Acceptable for credit: CSU

Hands-on experience in diagnosing, servicing, and maintaining heavy-duty truck chassis systems: Clutches, transmission, rear axles, and front-end alignment; uses Internet- and factory-based computerized support programs. 0947.00

DMECH 20B**Truck Mechanics II**

4 units, 12 hours laboratory (GR)

Corequisite: DMECH 12

Acceptable for credit: CSU

Hands-on experience in diagnosing, servicing, and maintaining heavy-duty truck brake and electrical systems: Emphasizes on problem solving and troubleshooting of heavy-duty brake and electrical systems. 0947.00

**DMECH 20C****Truck Mechanics III**

4 units, 12 hours laboratory (GR)

Prerequisite: DMECH 20A and 20B

Acceptable for credit: CSU

Advanced practical application of scientific principles of truck mechanics in servicing and repairing the powertrain: Transmission, clutches, hydraulic and rear-axle systems and other components of the chassis. 0947.00

DMECH 20D**Truck Mechanics IV**

4 units, 12 hours laboratory (GR)

Prerequisite: DMECH 20C

Acceptable for credit: CSU

Advanced practical application of scientific principles of truck mechanics in servicing and repairing truck air brake and electrical systems: Air valves, pots, electrical system, starter lighting, computer engine controls and programming. 0947.00

DMECH 21A**Diesel Engine Lecture/Laboratory**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Corequisite: DMECH 14

Acceptable for credit: CSU

Theory, operation, and practical application of truck diesel engines and related sub-systems: Engine oil and filters, fuel system, air-induction system, cooling system, fan belts, engine tune-up, water pump, fuel injectors, fuel pump, and other related components. 0947.00

DMECH 21B**Diesel Engine Lecture/Laboratory**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Corequisite: DMECH 15

Acceptable for credit: CSU

Theory, operation, and practical application of truck diesel engines and related sub-systems: Cylinder head, pistons and liners, main bearings, turbo/blower, Cummins accessory drive, cam timing, and other related components; engine troubleshooting. 0947.00

**DMECH 21C****Diesel Engine Lecture/Laboratory**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Prerequisite: DMECH 21A and 21B

Acceptable for credit: CSU

Advanced theory, operation, and practical application of truck diesel engines and related sub-systems: Engine oil and filters, fuel system, air-induction system, cooling system, fan belts, engine tune-up, water pump, fuel injectors, fuel pump, and other related components. 0947.00

DMECH 21D**Diesel Engine Lecture/Laboratory**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Prerequisite: DMECH 21C

Acceptable for credit: CSU

Advanced theory, operation, and practical application of truck diesel engines and related sub-systems: Replacement and removal of cylinder heads, pistons and liners, main bearings, turbo/blower, Cummins accessory drive, cam timing, and other related components; advanced engine troubleshooting. 0947.00

DMECH 48AA-FZ**Selected Topics in Diesel Mechanics**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 0947.00

DMECH 49**Independent Study in Diesel Mechanics**

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

Acceptable for credit: CSU

See section on Independent Study. 0947.00

DMECH 248AA-FZ**Selected Topics in Diesel Mechanics**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or CR/NC)

See section on Selected Topics. 0947.00

ECONOMICS (ECON)

ECON 1

Principles of Economics (Macro-Economics)

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

(CAN ECON 2)

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 prerequisite to ECON 2.

Acceptable for credit: CSU, UC

(CAN ECON 4)

Principles of micro-economics: Forms of business organization, theory of the firm within competitive and noncompetitive markets, distribution of income, poverty, labor issues, agriculture. 2204.00

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

ECON 5

Introduction to Economics

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to macro- and micro-economics: Methods and principles of economics, such as understanding economic behavior, economic decision-making, and government policy. 2204.00

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

ECON 48AA-FZ

Selected Topics in Economics

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 2204.00

ECON 49

Independent Study in Economics

.5-5 units, .5-5 units lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 2204.00

ECON 248AA-FZ

Selected Topics in Economics

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 2204.00

EDUCATION (EDUC)

EDUC 1

Introduction to the Field of Education

3 units, 3 hours lecture (GR or CR/NC)

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 48AA-FZ

Selected Topics in Education

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU.

See section on Selected Topics. 0801.00

EDUC 248AA-FZ

Selected Topics in Education

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 0801.00

EDUC 348AA-FZ

Selected Topics in Education

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 0801.00



ENGINEERING (ENGIN)

ENGIN 17

Introduction to Electrical Engineering

3 units, 3 hours lecture (GR)

Prerequisite: PHYS 4B

Prerequisite or corequisite: MATH 3F or 3D

Acceptable for credit: CSU, UC

(CAN ENGR 12)

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 35

Engineering Mechanics—Statics

3 units, 3 hours lecture (GR)

Prerequisite: MATH 3C and PHYS 4A

Acceptable for credit: CSU, UC

(CAN ENGR 8)

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



ENGLISH (ENGL)

The **AA degree in English** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
ENGL 1A	Composition and Reading	4
ENGL 1B	Composition and Reading	4
Select four courses (12 units) from the following:		
ENGL 10A	Creative Writing (3)	
ENGL 10B	Creative Writing (3)	
ENGL 17A	Shakespeare (3)	
ENGL 17B	Shakespeare (3)	
ENGL 27A	Bible as Literature: Old Testament (3)	
ENGL 27B	Bible as Literature: New Testament (3)	
ENGL 30A	Introduction to American Literature (3)	
ENGL 30B	Introduction to American Literature (3)	
ENGL 31	African-American Literature (3)	
ENGL 32A	Contemporary Women Writers (3)	
ENGL 32B	Contemporary Women Writers (3)	
ENGL 33A	Introduction to Contemporary Literature (3)	
ENGL 33B	Introduction to Contemporary Literature (3)	
ENGL 36	Women in Literature (3)	
ENGL 67	African-American Writers (Poets) (3)	12
Total Required Units:		20

ENGL 1A

Composition and Reading

4 units, 4 hours lecture (GR or CR/NC)

Prerequisite: ENGL 201B or ESL 21B or appropriate placement through multiple-measures assessment process

Acceptable for credit: CSU, UC

(CAN ENGL 2) (ENGL 1A+ENGL 1B: CAN ENGL Seq A)

Reading and writing expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively. 1501.00

AA/AS area 4a, 4d, 4e; CSU area A2; IGETC area 1A

ENGL 1B

Composition and Reading

4 units, 4 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU, UC

(CAN ENGL 4) (ENGL 1A+ENGL 1B: CAN ENGL Seq A)

Continued expository writing: Careful reading of selected plays, poems, and novels. 1501.00

AA/AS area 3, 4a, 4d; CSU area C2; IGETC area 3

ENGL 5

Critical Thinking in Reading and Writing

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU, UC

Development of the ability to analyze, criticize and advocate ideas: Relationship of language to logic, induction and deduction, facts, inferences, judgments, and formal and informal fallacies of language and thought. Instructs in writing about issues of critical thinking to develop both thinking and writing skills. 1501.00

AA/AS area 4a, 4d, 4e; CSU area A3; IGETC area 1B

ENGL 10A

Creative Writing

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU, UC

(CAN ENGL 6)

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 or CR/NC)

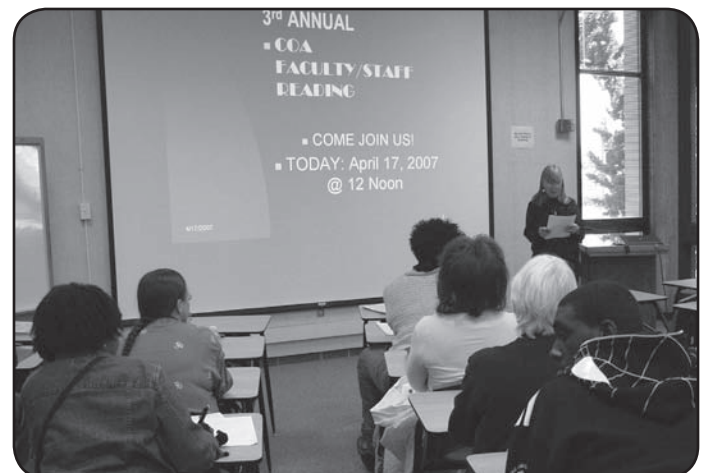
Prerequisite: ENGL 1A

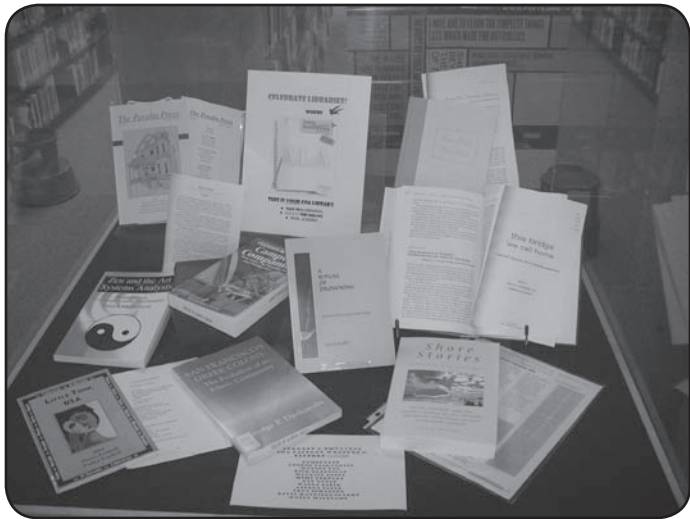
ENGL 10A is not prerequisite to ENGL 10B.

Acceptable for credit: CSU, UC

Continuation of writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS area 3, 4d; CSU area C2



**ENGL 16****African-American Writers (Poetry)**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU, UC

Study of major African-American poets, past and present: Emphasis on the interpretation of ideas in poetry from the African-American perspective. 1503.00

AA/AS area 3, 4d, 5; CSU area C2; IGETC area 3

ENGL 17A**Shakespeare**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU, UC

Study of selected works of Shakespeare. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC 3

ENGL 17B**Shakespeare**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

ENGL 17A is not prerequisite to ENGL 17B.

Acceptable for credit: CSU, UC

Continued study of selected works of Shakespeare. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

ENGL 27A**The Bible as Literature: Old Testament**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU, UC

Close reading and discussion of the Old Testament: Emphasis on literary forms, philosophical ideas, literary themes, and symbolism; nonsectarian. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

ENGL 27B**The Bible as Literature: New Testament**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

ENGL 27A is not prerequisite to ENGL 27B.

Acceptable for credit: CSU, UC

Close reading and discussion of the New Testament and Apocrypha: Emphasis on literary forms, philosophical ideas, literary themes, and symbolism; nonsectarian. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

ENGL 30A**Introduction to American Literature**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU, UC

(CAN ENGL 14)

Survey of American literature: From pre-colonial beginnings to Walt Whitman. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

ENGL 30B**Introduction to American Literature**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

ENGL 30A is not prerequisite to ENGL 30B.

Acceptable for credit: CSU, UC

(CAN ENGL 16)

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 3

ENGL 31**Survey of African-American Literature**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU, UC

Major works in African-American literature: From the earliest literature through the Harlem Renaissance to the present. 1503.00

AA/AS area 3, 4d, 5; CSU area C2; IGETC area 3

ENGL 32A**Contemporary Women Writers**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU, UC

Survey of contemporary fiction, poetry, and autobiography by women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native-American, Hispanic, Jewish, and Northern European women writers. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

ENGL 32B**Contemporary Women Writers**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

ENGL 32A is not prerequisite to ENGL 32B.

Acceptable for credit: CSU, UC

Continuation of survey of contemporary fiction, poetry, and autobiography by women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native-American, Hispanic, Jewish, and Northern European women writers. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

ENGL 33A**Introduction to Contemporary Literature**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU, UC

Study of selected literature of the twentieth century: Thematic and stylistic aspects of the individual works; emphasis on European writers to 1970. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

ENGL 33B**Introduction to Contemporary Literature**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

ENGL 33A is not prerequisite to ENGL 33B.

Acceptable for credit: CSU, UC

Study of selected literature of the twentieth century: Thematic and stylistic aspects of the individual works; 1970 to the present with emphasis on American and British writers. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

ENGL 36**Women in Literature**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU, UC

Study of women in literature written by both men and women: Social effects of images of women; the creative process in literary works written by women. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

ENGL 47**Children's Literature**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU

Introduction to children's literature: Fairy tales and tale types; interpretation of children's literature from the perspectives of children, teachers, and parents; study of books by authors such as Brown, Dahl, Juster, Rowling, Sendak, Soto, and others. 1503.00

AA/AS area 3, 4d; CSU area C2

ENGL 48AA-FZ**Selected Topics in English**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1501.00

ENGL 49**Independent Study in English**

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

Acceptable for credit: CSU

See section on Independent Study. 1501.00

ENGL 53**Technical Writing**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU

Analysis of the organization, style, and format of both technical and non-technical writing; Training in preparation of informal and formal reports related to the student's field of interest; research and progress reports, proposals, status reports, and user manuals. 1501.00

ENGL 61**Advanced Creative Writing/Literary Magazine Production**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ENGL 1A

Acceptable for credit: CSU

Review of techniques in writing poetry and fiction: Small press production techniques and writing for publication. 1507.00

AA/AS area 3, 4d; CSU area C2

ENGL 201A**Preparation for Composition and Reading**

4 units, 4 hours lecture (GR or CR/NC)

Prerequisite: ENGL 250D/267B or 252B or 259D/269B or 292B (or 292EB) 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 4a, 4d

ENGL 201B**Preparation for Composition and Reading**

4 units, 4 hours lecture (GR or CR/NC)

Prerequisite: ENGL 201A

Continuation of college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/proofreading. 1501.00

AA/AS area 4a, 4d

ENGL 202**Reading for Information**

3 units, 3 hours lecture (GR or CR/NC)

Recommended preparation: Appropriate placement through multiple-measures assessment process

Reading skills to prepare for college-level reading: Comprehension, vocabulary, and rate-improvement techniques. 1501.00

ENGL 205**Vocabulary and Context**

3 units, 3 hours lecture (GR or CR/NC)

Enrichment of vocabulary through words used in context. 1501.00

ENGL 206A**English Grammar**

3 units, 3 hours lecture (GR or CR/NC)

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 or CR/NC)

Prerequisite: ENGL 206A

Continued review of basic principles of grammar: Sentence patterns including compound-complex sentence patterns, functions of parts of speech and punctuation, and development of paragraph structure. 1501.00

ENGL 210A**Creative Writing**

3 units, 3 hours lecture (GR)

Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS area 3, 4d

ENGL 210B**Creative Writing**

3 units, 3 hours lecture (GR)

ENGL 210A is not prerequisite to ENGL 210B.

Continuation of writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS area 3, 4d

ENGL 211**Introduction to Critical Thinking**

3 units, 3 hours lecture (GR or CR/NC)

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, 4e

ENGL 216**African-American Writers (Poetry)**

3 units, 3 hours lecture (GR or CR/NC)

Study of major African-American poets, past and present: Emphasis on the interpretation of ideas in poetry from the African-American perspective. 1503.00

AA/AS area 3, 4d, 5

ENGL 217A**Shakespeare**

3 units, 3 hours lecture (GR or CR/NC)

Study of selected works of Shakespeare. 1503.00

AA/AS area 3, 4d

ENGL 217B**Shakespeare**

3 units, 3 hours lecture (GR or CR/NC)

ENGL 217A is not prerequisite to ENGL 217B.

Continued study of selected works of Shakespeare. 1503.00

AA/AS area 3, 4d



ENGL 227A**The Bible as Literature: Old Testament**

3 units, 3 hours lecture (GR or CR/NC)

Close reading and discussion of the Old Testament: Emphasis on literary forms, philosophical ideas, literary themes, and symbolism; nonsectarian. 1503.00

AA/AS area 3, 4d

ENGL 227B**The Bible as Literature: New Testament**

3 units, 3 hours lecture (GR or CR/NC)

ENGL 227A is not prerequisite to ENGL 227B.

Close reading and discussion of the New Testament and Apocrypha: Emphasis on literary forms, philosophical ideas, literary themes, and symbolism; nonsectarian. 1503.00

AA/AS area 3, 4d

ENGL 230A**Introduction to American Literature**

3 units, 3 hours lecture (GR or CR/NC)

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 or CR/NC)

ENGL 230A is not prerequisite to ENGL 230B.

Survey of American literature: From American romanticism to literature of the twentieth century. 1503.00

AA/AS area 3, 4d

ENGL 231**Survey of African-American Literature**

3 units, 3 hours lecture (GR or CR/NC)

Major works in African-American literature: From the earliest literature through the Harlem Renaissance to the present. 1503.00

AA/AS area 3, 4d, 5

ENGL 232A**Contemporary Women Writers**

3 units, 3 hours lecture (GR)

Survey of contemporary fiction, poetry, and autobiography by women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native-American, Hispanic, Jewish, and Northern European women writers. 1503.00

AA/AS area 3, 4d

**ENGL 232B****Contemporary Women Writers**

3 units, 3 hours lecture (GR)

ENGL 232A is not prerequisite to ENGL 232B.

Continuation of survey of contemporary fiction, poetry, and autobiography by women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native-American, Hispanic, Jewish, and Northern European women writers. 1503.00

AA/AS area 3, 4d

ENGL 233A**Introduction to Contemporary Literature**

3 units, 3 hours lecture (GR)

Study of selected literature of the twentieth century: Thematic and stylistic aspects of the individual works; emphasis on European writers to 1970. 1503.00

AA/AS area 3, 4d

ENGL 233B**Introduction to Contemporary Literature**

3 units, 3 hours lecture (GR)

ENGL 233A is not prerequisite to ENGL 233B.

Study of selected literature of the twentieth century: Thematic and stylistic aspects of the individual works; 1970 to the present with emphasis on American and British writers. 1503.00

AA/AS area 3, 4d

ENGL 236**Women in Literature**

3 units, 3 hours lecture (GR)

Study of women in literature written by both men and women: Social effects of images of women; the creative process in literary works written by women. 1503.00

AA/AS area 3, 4d

ENGL 247**Children's Literature**

3 units, 3 hours lecture (GR)

Introduction to children's literature: Fairy tales and tale types; interpretation of children's literature from the perspectives of children, teachers, and parents; study of books by authors such as Brown, Dahl, Juster, Rowling, Sendak, Soto, and others. 1503.00

AA/AS area 3, 4d

ENGL 248AA-FZ**Selected Topics in English**

.5-5 units, 0-5 hours lecture, 0-15 hours lab (GR or CR/NC)

See section on Selected Topics. 1501.00

ENGL 254**Spelling and Word Structures**

3 units, 3 hours lecture (GR or CR/NC)

Non-degree applicable

Improvement of spelling ability: Systematic study and application of rules which are basic to English spelling. 4930.20

ENGL 256**Basic Grammar**

1-3 units, 1-3 hours lecture (GR or CR/NC)

Non-degree applicable

Developmental grammar: Sentence patterns, functions of parts of speech and punctuation, and the development of paragraph structure. 4930.20

ENGL 257**Writing Strategies**

1-4 units, 1-4 hours lecture (GR or CR/NC)

Open-entry/open-exit course

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Non-degree applicable

Introduction to techniques and strategies for writing. 4930.30

ENGL 261A**Introductory Thinking Skills/Learning Strategies**

1-3 units, 1-3 hours lecture (GR or CR/NC)

Open-entry/open-exit course

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Non-degree applicable

Introduction to thinking skills and learning strategies: Emphasis on critical thinking and reading comprehension, especially as it relates to college texts. 4930.30

ENGL 261B**Introductory Thinking Skills/Learning Strategies**

1-3 units, 1-3 hours lecture (GR or CR/NC)

Open-entry/open-exit course

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Non-degree applicable

Introduction to thinking skills and learning strategies: Emphasis on word analysis, vocabulary and spelling strategies. 4930.30

ENGL 263A**Academic Skills Lab (Modular/Self-Paced)**

.5-5 units, 1.5-15 hours laboratory (GR or CR/NC)

Modular, open-entry/open-exit course

Non-degree applicable

Modular course designed for review and/or mastery of basic English skills: Spelling and pronunciation, handwriting, dictionary skills, grammar, paragraph writing. 4930.20

ENGL 263B**Academic Skills Lab (Modular/Self-Paced)**

.5-5 units, 1.5-15 hours laboratory (GR or CR/NC)

Modular, open-entry/open-exit course

Non-degree applicable

Modular course designed for review and/or mastery of basic library skills: Introduction to the basic concepts and tools used to find and use information. 4930.20

ENGL 263C**Academic Skills Lab (Modular/Self-Paced)**

.5-5 units, 1.5-15 hours laboratory (GR or CR/NC)

Modular, open-entry/open-exit course

Non-degree applicable

Modular course designed for review and/or mastery of basic study skills: Effective study techniques to complete college assignments. 4930.20



ENGL 263D**Academic Skills Lab (Modular/Self-Paced)**

.5-5 units, 1.5-15 hours laboratory (GR or CR/NC)

Modular, open-entry/open-exit course

Non-degree applicable

Modular course designed for review and/or mastery of basic geography skills: World, national, and regional geography. 4930.20

ENGL 267A**Basic Writing**

1-3 units, 1-3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in ENGL 252A-B or 259A-D/269A-B.

Non-degree applicable

Course study under this section may be repeated two times.

Review of writing skills: Spelling, grammar and punctuation, organizing strategies, and use of the writing process. 4930.21

ENGL 267B**Basic Writing**

1-3 units, 1-3 hours lecture (GR)

Prerequisite: ENGL 267A (or 250A-C)

Not open for credit to students who have completed or are currently enrolled in ENGL 252A-B or 259A-D/269A-B

Non-degree applicable

Continuation of ENGL 267A with further review of writing skills: Spelling, grammar and punctuation, organizing strategies, and use of the writing process. 4930.21

ENGL 268A**Basic Reading**

1-3 units, 1-3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in ENGL 252A-B or 259A-D/269A-B

Non-degree applicable

Course study under this section may be repeated two times.

Practice in techniques to improve basic reading skills: Fundamentals of basic reading and analysis and correction of individual reading problems. 4930.70

ENGL 268B**Basic Reading**

1-3 units, 1-3 hours lecture (GR)

Prerequisite: ENGL 268A (or 251A-C)

Not open for credit to students who have completed or are currently enrolled in ENGL 252A-B or 259A-D/269A-B

Non-degree applicable

Continuation of ENGL 268A with further practice in techniques to improve basic reading skills: Fundamentals of basic reading and analysis and correction of individual reading problems. 4930.70

ENGL 270A-D**The Writing Center**

.5-3 units each level, 1.5-9 hours lab (GR or CR/NC)

Open-entry/open-exit course

Non-degree applicable

Course study under this section may be repeated three times.

One-on-one assistance with any writing-related problem, project, or assignment in any discipline. 4930.21

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL 21A

Writing 5 (Composition/Reading)

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: ESL 201B or appropriate placement through multiple-measures assessment process

Recommended preparation: ESL 202C (can be taken concurrently)

Acceptable for credit: CSU, UC

Advanced level of writing: Focus on reading, developing ideas, and writing expository essays. 4930.81

AA/AS area 4a, 4d

ESL 21B

Writing 6 (Composition/Reading)

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: ESL 21A or appropriate placement through multiple-measures assessment process

Recommended preparation: ESL 202C (can be taken concurrently)

Recommended for those taking, or planning to take ENGL 1A.

Acceptable for credit: CSU, UC

High advanced level of reading and writing: Focus on developing critical thinking skills, writing expository essays, and introduction to writing a research paper. 4930.81

AA/AS area 4a, 4d

ESL 23

Reading 5

4 units, 4 hours lecture (GR or CR/NC)

Prerequisite: ESL 203B or appropriate placement through multiple-measures assessment process

Acceptable for credit: CSU

Advanced level of reading for students planning to take ENGL 1A: Analytical and critical reading of college-level materials. 4930.81

ESL 48AA-FZ

Selected Topics in English as a Second Language

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 4930.81

ESL 49

Independent Study in English as a Second Language

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

Acceptable for credit: CSU

See section on Independent Study. 4930.81

Suggested Guideline for Student Level of Difficulty

Courses	Basic Level		College Level		Transfer Level	
	I	II	III	IV	V	VI
Speaking	250A	250B	200A	200B		
Grammar	252A	252B	202A	202B	202C	
Writing	251A	251B	201A	201B	21A	21B
Reading	253A	253B	203A	203B	23	
Vocabulary			205A	205B		
Conversation		258A				
Pronunciation			257A			
Citizenship	248AH	248BH				

ESL 200A**Speaking 3**

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: ESL 250B or appropriate placement through multiple-measures assessment process

Low intermediate level of speaking: Emphasis on grammar skills to improve both fluency and accuracy in American English. 4930.81

ESL 200B**Speaking 4**

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: ESL 200A or appropriate placement through multiple-measures assessment process

High intermediate level of speaking: Emphasis on grammar skills to improve fluency and accuracy in American English. 4930.81

ESL 201A**Writing 3**

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: ESL 251B or appropriate placement through multiple-measures assessment process

Recommended preparation: ESL 202A (can be taken concurrently)

Low intermediate level of writing: Introduction to basic academic writing skills, and expanding paragraphs into simple essays. 4930.81

ESL 201B**Writing 4**

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: ESL 201A or appropriate placement through multiple-measures assessment process

Recommended preparation: ESL 202B (can be taken concurrently)

High intermediate level of writing: Further development of academic writing skills with a focus on well-developed paragraphs and short essays. 4930.81

**ESL 202A****Grammar 3**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ESL 252B or appropriate placement through multiple-measures assessment process

Low intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.81

ESL 202B**Grammar 4**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ESL 202A or appropriate placement through multiple-measures assessment process

High intermediate level of English grammar: Continuation and expansion of ESL 202A with further study of complex grammar structures and sentence patterns. 4930.81

ESL 202C**Grammar 5**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ESL 202B or appropriate placement through multiple-measures assessment process

Advanced level of English grammar: Focus on expanding, refining, and applying complex grammar skills to formal writing. 4930.81

ESL 203A**Reading 3**

4 units, 4 hours lecture (GR or CR/NC)

Prerequisite: ESL 253B or appropriate placement through multiple-measures assessment process

Low intermediate level of reading: Emphasis on development of academic vocabulary, and expanding critical skills essential for college-level reading. 4930.81

ESL 203B**Reading 4**

4 units, 4 hours lecture (GR or CR/NC)

Prerequisite: ESL 203A or appropriate placement through multiple-measures assessment process

High intermediate level of reading: Further development of academic vocabulary and critical reading skills essential for reading literature and college textbooks. 4930.81

ESL 205A**Vocabulary and Idioms in Context 3**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: Appropriate placement through multiple-measures assessment process

Intermediate level of vocabulary: Study of words and idioms as used in context. 4930.81

ESL 205B**Vocabulary and Word Analysis in Context 4**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ESL 205A or appropriate placement through multiple-measures assessment process

High intermediate/low advanced level of vocabulary and content: Focus on vocabulary useful in academic courses; analysis of word derivations. 4930.81

ESL 209**Listening 3**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: Appropriate placement through multiple-measures assessment process

Intermediate level of listening: Intensive study and practice in listening comprehension of both formal and informal English. 4930.81

ESL 248AA-FZ**Selected Topics in English as a Second Language**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 4930.81

ESL 250A**Speaking 1**

5 units, 5 hours lecture (GR or CR/NC)

Recommended preparation: Appropriate placement through multiple-measures assessment process

Non-degree applicable

Course study under this section may be repeated one time.

High beginning level of speaking: Emphasis on basic grammar skills; practice in speaking and understanding American English. 4930.82

ESL 250B**Speaking 2**

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: ESL 250A or appropriate placement through multiple-measures assessment process

Non-degree applicable

Course study under this section may be repeated one time.

Continuation of listening and speaking skills introduced in ESL 250A: Emphasis on basic grammar skills; practice in speaking and understanding American English. 4930.82

ESL 251A**Writing 1**

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: ESL 252A

Non-degree applicable

Course study under this section may be repeated one time.

High beginning level of writing: Emphasis on basic sentences, punctuation rules, and short narrative and descriptive paragraphs. 4930.82

ESL 251B**Writing 2**

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: ESL 251A or appropriate placement through multiple-measures assessment process

Recommended preparation: ESL 252B (can be taken concurrently)

Non-degree applicable

Course study under this section may be repeated one time.

Continuation of writing skills introduced in ESL 251A: Emphasis on basic sentences, punctuation rules, and short narrative and descriptive paragraphs. 4930.82

ESL 252A**Grammar 1**

5 units, 5 hours lecture (GR or CR/NC)

Recommended preparation: Appropriate placement through multiple-measures assessment process

Non-degree applicable

Course study under this section may be repeated one time.

High beginning level of English grammar: Review and practice of basic grammar structures, sentence patterns, and parts of speech. 4930.82

ESL 252B**Grammar 2**

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: ESL 252A or appropriate placement through multiple-measures assessment process

Non-degree applicable

Course study under this section may be repeated one time.

Continuation of basic grammar skills and sentence patterns introduced in ESL 252A: Review and practice of basic grammar structures, sentence patterns, and parts of speech. 4930.82

ESL 253A**Reading 1**

3 units, 3 hours lecture (GR or CR/NC)

Recommended preparation: Appropriate placement through multiple-measures assessment process

Non-degree applicable

Course study under this section may be repeated one time.

High beginning level of reading: Focus on basic vocabulary development, and techniques for reading comprehension. 4930.82

ESL 253B**Reading 2**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: ESL 253A or appropriate placement through multiple-measures assessment process

Non-degree applicable

Course study under this section may be repeated one time.

Continuation of reading skills introduced in ESL 253A: Focus on basic vocabulary development, and techniques for reading comprehension. 4930.82

ESL 256**Spelling and Phonics of American English 2**

5 units, 5 hours lecture (GR or CR/NC)

Recommended preparation: Appropriate placement through multiple-measures assessment process

Non-degree applicable

Course study under this section may be repeated one time.

Study of the sounds and spelling of American English. 4930.82

**ESL 257A****Pronunciation 2 and 3**

3 units, 3 hours lecture (GR or CR/NC)

Recommended preparation: ESL 256 or appropriate placement through multiple-measures assessment process

Non-degree applicable

Course study under this section may be repeated one time.

Beginning level pronunciation of American English: Improvement in pronunciation, intonation, and fluency in English for speakers of ESL with practice in the use of standard conversational expressions and styles. 4930.82

ESL 257B**Pronunciation 4**

3 units, 3 hours lecture (GR or CR/NC)

Recommended preparation: ESL 257A or appropriate placement through multiple-measures assessment process

Non-degree applicable

Course study under this section may be repeated one time.

Continuation of ESL 257A: Improvement in pronunciation, intonation, and fluency in English for speakers of ESL with practice in the use of standard conversational expressions and styles. 4930.82

ESL 258**Conversation 2**

3 units, 3 hours lecture (GR or CR/NC)

Recommended preparation: Appropriate placement through multiple-measures assessment process

Non-degree applicable

Course study under this section may be repeated one time.

Beginning level of spoken American English: Focus on self-expression and vocabulary needed for daily activities. 4930.82

ESL 268**Developing Effective Communication Skills**

1 unit, 1 hour lecture (GR or CR/NC)

Recommended preparation: Appropriate placement through multiple-measures assessment process

Non-degree applicable

Course study under this section may be repeated one time.

Introduction to the rhythm and intonation of the English language through conversation: Vowels and consonants, word-final and word-initial sounds; practice in speaking American English and how to monitor one's own speech. 4930.82

FOREIGN LANGUAGES (FLANG)

FLANG 48AA-FZ

Selected Topics in Foreign Languages

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1101.00

FLANG 49

Independent Study in Foreign Languages

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

Acceptable for credit: CSU

See section on Independent Study. 1101.00

FLANG 248AA-FZ

Selected Topics in Foreign Languages

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1101.00



FRENCH (FREN)

FREN 1A

Elementary French

5 units, 5 hours lecture (GR or CR/NC)

Course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

(FREN 1A+FREN 1B: CAN FREN Seq A)

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 Language

FREN 1B

Elementary French

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: FREN 1A

Acceptable for credit: CSU, UC

(FREN 1A+FREN 1B: CAN FREN Seq A)

Continuation of FREN 1A: Proficiency in the areas of listening, speaking, reading, writing, and cultural knowledge; emphasis on basic vocabulary and basic grammatical concepts. 1102.00

AA/AS area 3; CSU area C2; IGETC area 3, Language

FREN 2A

Intermediate French

5 units, 5 hours lecture (GR)

Prerequisite: FREN 1B

Acceptable for credit: CSU, UC

(CAN Fren 8) (FREN 2A+FREN 2B: CAN FREN Seq B)

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 Language

FREN 2B

Intermediate French

5 units, 5 hours lecture (GR)

Prerequisite: FREN 2A

Acceptable for credit: CSU, UC

(CAN FREN 10) (FREN 2A+FREN 2B: CAN FREN Seq B)

Continuation of FREN 2A: Grammar review, conversation, and composition based on readings in French. 1102.00

AA/AS area 3; CSU area C2; IGETC Language

FREN 30A

Beginning Conversational French

3 units, 3 hours lecture (GR)

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 48AA-FZ

Selected Topics in French

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1102.00

FREN 49

Independent Study in French

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

Acceptable for credit: CSU

See section on Independent Study. 1102.00

FREN 248AA-FZ

Selected Topics in French

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1102.00

GEOGRAPHY (GEOG)

The **AA degree in Geography** will be awarded upon completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
GEOG 1	Physical Geography	3
GEOG 1L	Physical Geography Laboratory	1
GEOG 2	Cultural Geography	3
Select four courses (12 units) from the following:		
ANTHR 1	Introduction to Physical Anthropology (3)	
ANTHR 2	Introduction to Archaeology/Prehistory (3)	
ANTHR 3	Introduction to Social and Cultural Anthropology (3)	
ANTHR 5	American Indian History and Culture (3)	
	or	
HIST 1	American Indian History and Culture (3)	
BIOL 12A	General Ecology (3)	
BIOL 12B	Major World Ecosystems (3)	
BIOL 14	Field Ecology of California (3)	
GEOG 5	Economic Geography (3)	
GEOL 10	Introduction to Geology (3)	
SOC 1	Introduction to Sociology (3)	<u>12</u>
	Total Required Units	19

GEOG 1

Introduction to Geography

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

(CAN GEOG 2) (GEOG 1+GEOG 1L: CAN GEOG 6)

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; IGETC area 5

GEOG 1L

Physical Geography Laboratory

1 unit, 3 hours laboratory (GR or CR/NC)

Prerequisite or corequisite: GEOG 1

Acceptable for credit: CSU, UC

(GEOG 1+GEOG 1L: CAN GEOG 6)

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 5

GEOG 2

Cultural Geography

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

(CAN GEOG 4)

Basic elements of cultural geography: Interrelationships 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 48AA-FZ

Selected Topics in Geography

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 2206.00

GEOG 49

Independent Study in Geography

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

Acceptable for credit: CSU

See section on Independent Study. 2206.00

GEOG 248AA-FZ

Selected Topics in Geography

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 2206.00

GEOLOGY (GEOL)

GEOL 10

Introduction to Geology

3 units, 3 hours lecture (GR or CR/NC)

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

Acceptable for credit: CSU, UC
(CAN GEOL 6)

Survey of 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 5

GERMAN (GERM)

GERM 1A

Elementary German

5 units, 5 hours lecture (GR or CR/NC)

Course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

(CAN GERM 2) (GERM 1A+GERM 1B: CAN GERM Seq A)

Study and practice in speaking, reading, and writing German: Elementary grammar, conversation, and readings of German life and culture. 1103.00

AA/AS area 3; CSU area C2; IGETC Language

GERM 1B

Elementary German

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: GERM 1A

Acceptable for credit: CSU, UC

(CAN Germ 4) (GERM 1A+GERM 1B: CAN GERM Seq A)

Continuation of GERM 1A: Elementary grammar, conversation, and reading of simple prose. 1103.00

AA/AS area 3; CSU area C2; IGETC area 3, Language

GERM 30A

Beginning Conversational German

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction to conversational German: Practical skills in German syntax and idiomatic expressions; German cultures in Austria, Germany, and Switzerland. 1103.00

GERM 30B

Beginning Conversational German

3 units, 3 hours lecture (GR)

Recommended preparation: GERM 30A

Acceptable for credit: CSU

Continuation of GERM 30A: Practical skills in German syntax and idiomatic expressions; German cultures in Austria, Germany, and Switzerland. 1103.00

GERM 48AA-FZ

Selected Topics in German

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1103.00

GERM 49

Independent Study in German

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

Acceptable for credit: CSU

See section on Independent Study. 1103.00

HEALTH EDUCATION (HLTED)

HLTED 2

Health Problems and Issues

2 units, 2 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Systematic examination of critical issues in health.
0837.00

CSU area E

HLTED 9

First Aid and Safety

2 units, 2 hours lecture (GR)

Meets American Red Cross/RTE (Responding to Emergency) as well as American Red Cross Adult CPR certification requirements.

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times for recertification.

Introduction to first aid and safety: Development of skills and knowledge for immediate and temporary care in case of an accident or sudden illness; preventive measures.
0837.00

HLTED 10

Advanced First Aid and Emergency Care

3 units, 2 hours lecture, 3 hours laboratory (GR or CR/NC)

Meets American Red Cross Emergency Response and American Red Cross CPR/FPR (For Professional Rescuer) certification requirements.

Not open for credit to students who have completed or are currently enrolled in HLTED 11.

Acceptable for credit: CSU

Advanced first aid and emergency care: Development of skills and knowledge for providing initial emergency care necessary to maintain life support. 0837.00

HLTED 11

Cardiopulmonary Resuscitation

.5 units, .5 hours lecture (GR)

Meets American Red Cross Adult, Child and Infant CPR certification requirements.

Not open for credit to students who have completed or are currently enrolled in HLTED 10.

Acceptable for credit: CSU

Introduction to CPR: Development of skills and knowledge for administering emergency first aid for respiratory failure and cardiac arrest. 0837.00

HLTED 49

Independent Study in Health Education

.5-5 units, .5-5 hours lecture (GR or CR/NC)

Acceptable for credit: CSU

See section on Independent Study. 0837.00



HEALTH PROFESSIONS AND OCCUPATIONS (HLTOC)

HLTOC 201

Medical Terminology I

2 units, 2 hours lecture (GR or CR/NC)

Recommended for students majoring in Health Sciences and Allied Health programs.

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 or CR/NC)

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

HLTOC 203

Medical Transcription I

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Recommended preparation: HLTOC 201 and 202

Study and practice of medical dictation and transcription: Medical readings; review of anatomy, physiology, and medical terminology; transcription guidelines and tips; proofreading skills; study and use of transcribing tapes, tape machines and computers. 1299.00

HLTOC 204

Medical Transcription II

2 units, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Prerequisite: HLTOC 203

Continued study and practice of medical dictation and transcription: Medical readings; review of anatomy, physiology, and medical terminology; transcription guidelines and tips; proofreading skills; terminology challenge; sample reports; transcription practice; error analysis; study and use of transcribing tapes, tape machines and computers. 1299.00



HISTORY (HIST)

The **AA degree in History** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
HIST 7A	History of United States to 1877	3
HIST 7B	History of United States Since 1865	3
Select one course from the following:		
HIST 2A	History of European Civilization (3)	
HIST 2B	History of European Civilization (3)	3
Select three courses (9 units) from the following:		
AFRAM 30	African-American History: Africa to 1865 (3)	
AFRAM 31	African-American History: 1865-1945 (3)	
AFRAM 32	African-American History: 1945 to Present (3)	
HIST 2A	History of European Civilization (3) (if not already selected above)	
HIST 2B	History of European Civilization (3) (if not already selected above)	
HIST 5	History of Mexico (3)	
HIST 8A	History of Latin American Civilization (3)	
HIST 8B	History of Latin American Civilization (3)	
HIST 10A	History of Africa (3)	
HIST 10B	History of Africa (3)	
HIST 11	Vietnam: An American Tragedy (3)	
HIST 12	History and Culture of Eastern Asia (3)	
HIST 19	History of California (3)	
HIST 32	The United States Since 1945 (3)	<u>9</u>
Total Required Units		18

HIST 1

American Indian History and Culture

3 units, 3 hours lecture (GR)

Also offered as ANTHR 5. Not open for credit to students who have completed or are currently enrolled in ANTHR 5.

Acceptable for credit: CSU, UC

Survey of North American Indians: Traditional ways of life and history both before and after contact with Europeans; current trends in American Indian socio-economic and cultural development. 2205.00

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

HIST 2A

History of European Civilization

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

(HIST 2A+HIST 2B: CAN HIST Seq A)

History of Western civilization to 1660: Prehistoric, Ancient, Medieval, and Renaissance periods to 1660. 2205.00

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

HIST 2B

History of European Civilization

3 units, 3 hours lecture (GR or CR/NC)

HIST 2A is not prerequisite to HIST 2B.

Acceptable for credit: CSU, UC

(CAN HIST 4) (HIST 2A+HIST 2B: CAN HIST Seq A)

History of Western civilization since 1660: Rise of nations, revolutionary eras, European expansion and decline; Europe and its impact on the world; emphasis on ideas and institutions rather than national histories. 2205.00

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

HIST 5

History of Mexico

3 units, 3 hours lecture (GR or CR/NC)

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 the United States to 1877

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

(CAN HIST 8) (HIST 7A+HIST 7B: CAN HIST Seq B)

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, CSU American Institutions; IGETC area 4

HIST 7B

History of the United States Since 1865

3 units, 3 hours lecture (GR)

HIST 7A is not prerequisite to HIST 7B.

HIST 7B is not open for credit to students who have completed or are currently enrolled in HIST 15.

Acceptable for credit: CSU, UC

(CAN HIST 10) (HIST 7A+HIST 7B: CAN HIST Seq B)

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, CSU American Institutions; IGETC area 4

HIST 8A**History of Latin-American Civilization**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History of Latin America from pre-Columbian times to the outbreak of the wars for independence: The formative period and impact of Spanish civilization upon native societies. 2205.00

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

HIST 8B**History of Latin-American Civilization**

3 units, 3 hours lecture (GR)

HIST 8A is not prerequisite to HIST 8B.

Acceptable for credit: CSU, UC

History of Latin America during the nineteenth and twentieth centuries: Changing patterns of political, social, and cultural life. 2205.00

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

HIST 10A**History of Africa**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Emergence and development of African civilizations from early times to the end of the nineteenth century. 2205.00

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

HIST 10B**History of Africa**

3 units, 3 hours lecture (GR)

HIST 10A is not prerequisite to HIST 10B.

Acceptable for credit: CSU, UC

History of African civilizations in the twentieth century: Rise of African nationalism and independence and the creation of new African states. 2205.00

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

HIST 11**History and Culture of South-East Asia:****Vietnam—An American Tragedy**

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

History of Vietnam: Relationship to Asia and Asian history; the French Occupation (Indo China), the Civil War, and the involvement of the United States; short-term and long-term results. 2205.00

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

HIST 12**History and Culture of Eastern Asia**

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

History and culture of eastern Asia: Emphasis on the history and culture of China and its role as a major influence on other Asian nations; eastern Asia in the modern world. 2205.00

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

HIST 15**Twentieth Century America**

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in HIST 7B.

Acceptable for credit: CSU, UC

Twentieth century history of the United States, its people, and their society: Principle historical, literary, artistic, political, economic, and social development since 1898. 2205.00

AA/AS area 2; CSU area D, CSU American Institutions; IGETC area 4

HIST 17**History of the Mexican-American**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as M/LAT 19. Not open for credit to students who have completed or are currently enrolled in M/LAT 19.

Acceptable for credit: CSU, UC

History of the people of Mexican descent from colonial times to the present: Contemporary status and problems of Mexican-Americans in the United States. 2205.00

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

HIST 19**History of California**

3 units, 3 hours lecture (GR or CR/NC)

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 32**The United States Since 1945**

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Recent history of the United States: Social and political developments and the changing role of the United States in modern world relations. 2205.00

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

HIST 48AA-FZ**Selected Topics in History**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 2205.00

HIST 49**Independent Study in History**

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

Acceptable for credit: CSU

See section on Independent Study. 2205.00

HIST 50**African-American History: Africa to 1865**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as AFRAM 30. Not open for credit to students who have completed or are currently enrolled in AFRAM 30.

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. 2205.00

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

HIST 51**African-American History: 1865 to 1945**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as AFRAM 31. Not open for credit to students who have completed or are currently enrolled in AFRAM 31.

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. 2205.00

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

HIST 52**African-American History: 1945 to Present**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as AFRAM 32. Not open for credit to students who have completed or are currently enrolled in AFRAM 32.

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. 2205.00

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

HIST 53A**History and Culture of the Caribbean/Central America**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as M/LAT 18A. Not open for credit to students who have completed or are currently enrolled in M/LAT 18A.

Acceptable for credit: CSU, UC

History, culture, politics, and social and economic make-up of the Caribbean and Central American nations from the pre-Columbian period to 1810: Emphasis on understanding contemporary institutions and events in relation to Anglo America. 2205.00

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

HIST 53B**History and Culture of the Caribbean/Central America**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as M/LAT 18B. Not open for credit to students who have completed or are currently enrolled in M/LAT 18B.

Acceptable for credit: CSU, UC

History, culture, politics, and social and economic make-up of the Caribbean and Central American nations from 1810 to the present: Emphasis on understanding contemporary institutions and events in relation to Anglo America. 2205.00

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

HIST 55A**History of the Philippines and the Filipino People**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History, politics, economy, and culture of the Philippines from the pre-Hispanic period to the present. 2205.00

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

HIST 56**Sociology of Women**

3 units, 3 hours lecture (GR)

Also offered as SOC 3. Not open for credit to students who have completed or are currently enrolled in SOC 3.

Acceptable for credit: CSU, UC

Exploration of various conceptual frameworks regarding the status of women: Structure-function, role dynamics, dominant-subordinate minority group interaction, and concepts of oppression-liberation with emphasis on current trends of the movement. 2205.00

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

HIST 248AA-FZ**Selected Topics in History**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 2205.00

HUMANITIES (HUMAN)

The **AA degree in Humanities** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
HUMAN 1	Introduction to Humanities	3
Select two courses (6 units) from the following:		
ASAME 45A	Asian-American History to 1945 (3)	
ASAME 45B	Asian-American History: 1945-Present (3)	
HUMAN 2	Human Values (3)	
HUMAN 3	Future Studies (3)	
HUMAN 13A	Myth, Symbol and Folklore (3)	
	or	
PSYCH 13A	Myth, Symbol and Folklore (3)	
HUMAN 13B	Myth, Symbol and Folklore (3)	
	or	
PSYCH 13B	Myth, Symbol and Folklore (3)	
HUMAN 40	Religions of the World (3)	
HUMAN 51A*	Latin-American Folklore (3)	
	or	
M/LAT 2A*	Latin-American Folklore (3)	
HUMAN 51B*	Latin-American Folklore (3)	
	or	
M/LAT 2B*	Latin-American Folklore (3)	
HUMAN 51C*	Latin-American Folklore (3)	
	or	
M/LAT 2C*	Latin-American Folklore (3)	6
Select one course (3 units) from the following:		
ART 1	Introduction to Art History (3)	
MUSIC 10	Music Appreciation (3)	
MUSIC 12A	Introduction to Music Literature: Birth of Christ to 1827 (3)	
MUSIC 12B	Introduction to Music Literature: Romantic Period to Present (3)	3
Select one course (3 units) from the following:		
MATH 15	Math for Liberal Arts Students (3)	
PHIL 1	Introduction to Philosophy (3)	
PHIL 2	Social and Political Philosophy (3)	
PHIL 4	Philosophy of Religion (3)	
PHIL 5	Ethical Problems (3)	
PHIL 10	Logic (3)	
PHIL 20A	History of Philosophy (3)	
PHIL 20B	History of Philosophy (3)	3
Select one course (3 units) from the following:		
ENGL 17A	Shakespeare (3)	
ENGL 17B	Shakespeare (3)	
ENGL 27A	Bible as Literature: Old Testament (3)	
ENGL 27B	Bible as Literature: New Testament (3)	
ENGL 30A	Introduction to American Literature (3)	
ENGL 30B	Introduction to American Literature (3)	
ENGL 31	African-American Literature (3)	
ENGL 32A	Contemporary Women Writers (3)	
ENGL 32B	Contemporary Women Writers (3)	
ENGL 33A	Introduction to Contemporary Literature (3)	

ENGL 33B	Introduction to Contemporary Literature (3)	
ENGL 36	Women in Literature (3)	
ENGL 67	African-American Writers (Poetry) (3)	<u>3</u>
	Total Required Units	18

*Credit limited to one course only.

HUMAN 1

Introduction to Humanities

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Humanities seen through various forms of expression: The arts and society, such as dance, painting, music, sculpture, and mythology; theory and practice in artistic creation to stimulate personal awareness. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3

HUMAN 2

Human Values

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Study of human values: The individual in relation to the environment as it affects conduct among diverse cultures, past and present. 1599.00

AA/AS area 3; CSU area C2, E; IGETC area 3

HUMAN 3

Future Studies

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Continuation of HUMAN 2: Examination of technological trends, institutions, life styles, utopias; and the anticipations of social scientists. 1599.00

AA/AS area 3; CSU area C2, E; IGETC area 3

HUMAN 13A

Myth, Symbol and Folklore

3 units, 3 hours lecture (GR or CR/NC)

Also offered as PSYCH 13A. Not open for credit to students who have completed or are currently enrolled in PSYCH 13A.

Acceptable for credit: CSU, UC

Study of myths, symbols, and folklore: Psychological basis underlying myths, symbols, and folktales which has assured their perpetuation and which can lead to a deeper understanding of life. 1599.00

AA/AS area 3; CSU area C2, E; IGETC area 3, 4

HUMAN 13B**Myth, Symbol and Folklore**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as PSYCH 13B. Not open for credit to students who have completed or are currently enrolled in PSYCH 13B.

Acceptable for credit: CSU, UC

Study of myths, symbols, and folklore: Psychological basis underlying myths, symbols, and folktales which has assured their perpetuation and which can lead to a deeper understanding of life. 1599.00

AA/AS area 3; CSU area C2, E; IGETC area 3, 4

HUMAN 40**Religions of the World**

3 units, 3 hours lecture (GR or CR/NC)

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 3

HUMAN 48AA-FZ**Selected Topics in Humanities**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1599.00

HUMAN 49**Independent Study in Humanities**

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

Acceptable for credit: CSU

See section on Independent Study. 1599.00

HUMAN 51A**Latin-American Folklore**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as M/LAT 2A. Not open for credit to students who have completed or are currently enrolled in M/LAT 2A.

Acceptable for credit: CSU, UC

Study of Mexican and Mexican-American folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3

HUMAN 51B**Latin-American Folklore**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as M/LAT 2B. Not open for credit to students who have completed or are currently enrolled in M/LAT 2B.

Acceptable for credit: CSU, UC

Study of Central American and Caribbean folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3

HUMAN 51C**Latin-American Folklore**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as M/LAT 2C. Not open for credit to students who have completed or are currently enrolled in M/LAT 2C.

Acceptable for credit: CSU, UC

Study of South American folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3

HUMAN 248AA-FZ**Selected Topics in Humanities**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1599.00



LEARNING RESOURCES (LRNRE)

LRNRE 48AA-FZ

Selected Topics in Learning Resources

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 4930.00

LRNRE 211

Computer Access

3 units, 2 hours lecture, 3 hours laboratory (GR/CR/NR)

Recommended for students with disabilities. Enroll through Programs and Services 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 213A

Improving Cognitive Skills

1-3 units, .67-2 hours lecture, 1-3 hours laboratory (GR or CR/NC)

Open-entry/open-exit course

Recommended for students with acquired brain injuries and/or learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Formerly offered as LRNRE 270A.

Computer assisted instruction designed for individuals with learning disabilities or acquired brain injuries utilizing material appropriate for all learners: Improving learning skills by analyzing how learning takes place and investigating individual learning styles; focus on cognitive skills such as attention, memory, sequencing, and pattern identification; investigation of brain-based learning theory. 4930.32

LRNRE 213B

Improving Cognitive Skills

1-3 units, .67-2 hours lecture, 1-3 hours laboratory (GR or CR/NC)

Open-entry/open-exit course

Recommended for students with acquired brain injuries and/or learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Formerly offered as LRNRE 270B.

Computer assisted instruction designed for individuals with learning disabilities or acquired brain injuries utilizing material appropriate for all learners: Improving learning skills by analyzing how learning takes place and investigating individual learning styles; focus on logical reasoning and strategies for critical thinking, problem solving, and information management with emphasis on application of new skills in school and job-based environments utilizing the Internet. 4930.32

LRNRE 263A

Vocational Assessment

.5-2 units, .5-2 hours lecture (CR/NC)

Modular, open-entry/open-exit course

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Part of the Vocational/Living Skills program for adults with disabilities.

Non-degree applicable

Introduction to vocational assessment for adults with disabilities: Vocational interest assessment, reading and math assessment, job readiness evaluation, and development of vocational goals and objectives. 4930.30

LRNRE 263B

Vocational Assessment

.5-2 units, .5-2 hours lecture (CR/NC)

Modular, open-entry/open-exit course

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Part of the Vocational/Living Skills program for adults with disabilities.

Non-degree applicable

Continuation of vocational assessment for adults with disabilities: Interview techniques, resume writing, worker rights and responsibilities, and job-search techniques. 4930.30

LRNRE 264**Independent Living Skills**

2 units, 2 hours lecture (GR or CR/NC)

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Part of the Vocational/Living Skills program for adults with disabilities.

Non-degree applicable

Information on independent living skills for adults with disabilities: Practical knowledge about housing, food and nutrition, health care, sex education, interpersonal interaction techniques, and community resources.

4930.31

LRNRE 265**Technical Skills Workshop**

1-6 units, 1 hour lecture, 0-15 hours laboratory (GR or CR/NC)

Open entry/open exit course

Recommended preparation: LRNRE 263A (may be taken concurrently)

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Part of the Vocational/Living Skills program for adults with disabilities.

Non-degree applicable

Work experience placement in a variety of settings, on or off campus, for adults with disabilities: Emphasis on worker task performance, social skills, work-related skills (hygiene, punctuality, phone etiquette, etc.); placements tailored to individual needs and interests. 4930.30

LRNRE 266**Preparing for Employment**

2 units, 2 hours lecture (GR or CR/NC)

Recommended preparation: LRNRE 263A (may be taken concurrently)

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Part of the Vocational/Living Skills program for adults with disabilities.

Non-degree applicable

Introduction to skills needed in preparation for employment for adults with disabilities: Emphasis on career exploration, interview techniques, preparing a resume, job search strategies, grooming, good work habits, employer expectations, and worker responsibilities. 4930.30

LRNRE 267**Communication Strategies**

1-8 units, 1-4 hours lecture, 0-12 hours laboratory (GR or CR/NC)

Open-entry/open-exit course

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Part of the Vocational/Living Skills program for adults with disabilities.

Non-degree applicable

Introduction to communication strategies for adults with disabilities: Development of appropriate social and behavioral skills, personal social effectiveness (assertiveness) in vocational and social settings, on-the-job behavior, goal setting and organizational skills. 4930.30

LRNRE 268**Money Management**

2 units, 2 hours lecture (GR or CR/NC)

Recommended preparation: LRNRE 263A (may be taken concurrently)

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Part of the Vocational/Living Skills program for adults with disabilities.

Non-degree applicable

Introduction to money management for adults with disabilities: Hands-on experience in functional money management skills necessary for independent living. 4930.31

LRNRE 269**Job Experience (Disabled Students Program)**

1-6 units, 1 hour lecture, 0-15 hours laboratory (GR or CR/NC)

Open-entry/open-exit course

Recommended for students with disabilities. Enroll through Programs and Services for Students With Disabilities.

Part of the Vocational/Living Skills program for adults with disabilities.

Non-degree applicable

Introduction to job-seeking skills and job placement for adults with disabilities. 4930.30

LRNRE 272**Computer Access Projects**

.5-2 units, 1.5-6 hours laboratory (CR/NR)

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 280A-C**Study Skills**

.5-3 units, 0-3 hours lecture, 0-9 hours laboratory (CR/NC)

Open-entry/open-exit course

Non-degree applicable

Course study under this section may be repeated two times.

Systematic approach to understanding principles of learning for all academic disciplines: Effective study techniques to give confidence in coping with the college environment; psychological awareness and self-esteem. 4930.14

LRNRE 295A**Diagnostic Learning**

1 unit, 1 hour lecture (CR/NC)

Modular, open-entry/open-exit course

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities. Student must be referred by a counselor from Programs and Services for Students with Disabilities.

Non-degree applicable

Individual 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 (CR/NC)

Modular, open-entry/open-exit course

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities. Student must be referred by a counselor from Programs and Services for Students with Disabilities.

Non-degree applicable

Individual 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 (CR/NC)

Modular, open-entry/open-exit course

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities. Student must be referred by a counselor from Programs and Services for Students with Disabilities.

Non-degree applicable

Individual 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 units, 1-15 hours laboratory (Not graded)

Open entry/open exit course

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

LIBERAL ARTS AND SCIENCES, GENERAL (LASG)

LASG 48AA-FZ

Selected Topics in Liberal Arts and Sciences, General

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 4901.00

LASG 49

Independent Study in Liberal Arts and Sciences, General

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

Acceptable for credit: CSU

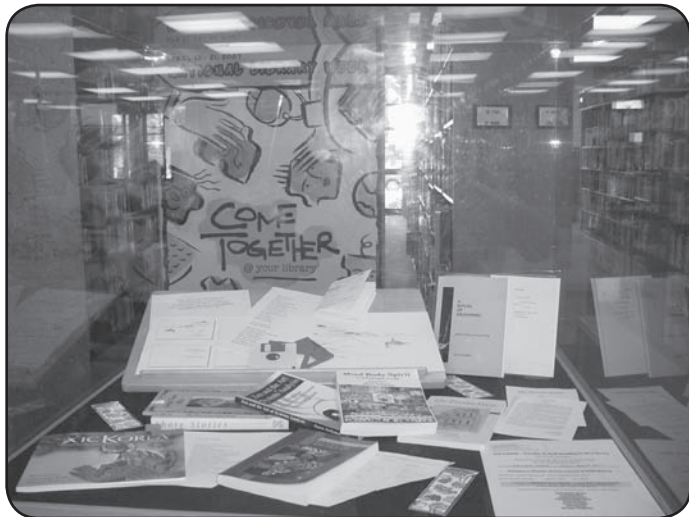
See section on Independent Study. 4901.00

LASG 248AA-FZ

Selected Topics in Liberal Arts and Sciences, General

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 4901.00



LIBRARY INFORMATION STUDIES (LIS)

LIS 48AA-FZ

Selected Topics in Library Information Studies

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU.

See section on Selected Topics. 0801.00

LIS 85

Introduction to Information Resources

2 units, 2 hours lecture (GR or CR/NC)

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

LIS 248AA-FZ

Selected Topics in Library Information Studies

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 0801.00

LIS 348AA-FZ

Selected Topics in Library Information Studies

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 0801.00

LIS 500

Computer Laboratory for Library Information Studies

0 units, 1-15 hours laboratory

Open-entry, open-exit library information research computer laboratory. 1699.00

MATHEMATICS (MATH)

The AS degree in Mathematics will be awarded upon completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 3C	Calculus III	5
MATH 3E	Linear Algebra	3
MATH 3F	Differential Equations	3
Select one course (4 units) from the following:		
MATH 11	Discrete Mathematics (4)	
MATH 12	Symbolic Logic (4)	
MATH 13	Introduction to Statistics (4)	<u>4</u>
	Total Required Units	25

MATH 2

Pre-Calculus with Analytic Geometry

5 units, 5 hours lecture (GR)

Prerequisite: MATH 50 or 52C

Acceptable for credit: CSU, UC
(CAN MATH 16)

Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential, logarithmic, and inverse functions; determinants, matrices and linear systems; zeros to 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, quadric surfaces. 1701.00
AA/AS area 4b, 4e; CSU area B4; IGETC area 2

MATH 3A

Calculus I

5 units, 5 hours lecture (GR)

Prerequisite: MATH 2; or MATH 1, and 50 or 52C

Acceptable for credit: CSU, UC

(CAN MATH 18) (MATH 3A+MATH 3B: CAN MATH Seq B) (MATH 3A+MATH 3B+MATH 3C: CAN MATH Seq C)

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, 4e; CSU area B4; IGETC area 2

MATH 3B

Calculus II

5 units, 5 hours lecture (GR)

Prerequisite: MATH 3A

Acceptable for credit: CSU, UC

(CAN MATH 20) (MATH 3A+MATH 3B: CAN MATH Seq B) (MATH 3A+MATH 3B+MATH 3C: CAN MATH Seq C)

Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite and power series. 1701.00

AA/AS area 4b, 4e; CSU area B4; IGETC area 2

MATH 3C

Calculus III

5 units, 5 hours lecture (GR)

Prerequisite: MATH 3B

Acceptable for credit: CSU, UC

(CAN MATH 22) (MATH 3A+MATH 3B+MATH 3C: CAN MATH Seq C)

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, 4e; CSU area B4; IGETC area 2

MATH 3E

Linear Algebra

3 units, 3 hours lecture (GR)

Prerequisite: MATH 3A

MATH 3E plus 3F are equivalent to MATH 3D.

Not open for credit to students who have completed or are currently enrolled in MATH 3D.

Acceptable for credit: CSU, UC

(CAN MATH 26)

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, 4e; CSU area B4; IGETC area 2

MATH 3F**Differential Equations**

3 units, 3 hours lecture (GR)

Prerequisite: MATH 3C

MATH 3E plus 3F are equivalent to MATH 3D.

Not open for credit to students who have completed or are currently enrolled in MATH 3D.

Acceptable for credit: CSU, UC

(CAN MATH 24)

Ordinary differential equations: First-order, second-order, and higher-order equations; separable and exact equations, series solutions, Laplace transformations, systems of differential equations. 1701.00

AA/AS area 4b, 4e; CSU area B4; IGETC area 2

MATH 11**Discrete Mathematics**

4 units, 4 hours lecture (GR or CR/NC)

Prerequisite: MATH 3B

Acceptable for credit: CSU, UC

(CAN CSCI 26)

Discrete mathematics: Mathematical induction, finite series, sets, relations and functions, introduction to trees, combinatorics, algebraic structures, and probability. 1701.00

AA/AS area 4b, 4e; CSU area B4; IGETC area 2

MATH 12**Symbolic Logic**

4 units, 4 hours lecture (GR)

Prerequisite: MATH 203 or 211D

Acceptable for credit: CSU, UC

Introduction to symbolic logic: Valid reasoning, logical truth, consistency premises, symbolizing everyday language, general theory of inference for predicate calculus, consistency and independence of axioms, theorems of logic, axiomatic systems, mathematical induction and direct proofs, sentential and predicate logic. 1701.00

AA/AS area 4b, 4e; CSU area B4

MATH 13**Introduction to Statistics**

4 units, 4 hours lecture (GR)

Prerequisite: MATH 203 or 211D

Acceptable for credit: CSU, UC

(CAN STAT 2)

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, 4e; CSU area B4; IGETC area 2

MATH 15**Mathematics for Liberal Arts Students**

3 units, 3 hours lecture (GR or CR/NC)

Prerequisite: MATH 203 or 211D

Acceptable for credit: CSU, UC

(CAN MATH 4)

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, 4e; CSU area B4

MATH 16A**Calculus for Business and Life/Social Sciences**

3 units, 3 hours lecture (GR)

Prerequisite: MATH 1 or 2

Acceptable for credit: CSU, UC

(CAN MATH 30)

Introduction to analytic geometry and differential and integral calculus of algebraic functions with particular attention paid to simple applications. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

MATH 16B**Calculus for Business and Life/Social Sciences**

3 units, 3 hours lecture (GR)

Prerequisite: MATH 16A or 3A

Acceptable for credit: CSU, UC

Continuation of differential and integral calculus: Transcendental functions, methods of integration, partial differentiation, and multiple integration with particular attention to applications. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

MATH 48AA-FZ**Selected Topics in Mathematics**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1701.00



MATH 49**Independent Study in Mathematics**

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

Acceptable for credit: CSU

See section on Independent Study. 1701.00

MATH 50**Trigonometry**

3 units, 3 hours lecture (GR)

Prerequisite: MATH 202, and 203 or 211D

Not open for credit to students who have completed or are currently enrolled in MATH 52ABC.

Acceptable for credit: CSU

(CAN MATH 8)

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, 4e; CSU area B4

MATH 201**Elementary Algebra**

4 units, 5 hours lecture (GR)

Prerequisite: MATH 225 or 250 or 251D or 253 or appropriate placement through multiple-measures assessment process

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

Basic algebraic operations: Linear equations and inequalities, relations and functions, factoring quadratic polynomials, solving quadratic equations, fractions, radicals and exponents, word problems, graphing, and number systems. 1701.00

AA/AS area 4b

MATH 202**Geometry**

3 units, 3 hours lecture (GR)

Prerequisite: MATH 201 or 210D or appropriate placement through multiple-measures assessment process

Introduction to plane geometry emphasizing mathematical logic and proofs: Geometric constructions, congruent triangles, parallel lines and parallelograms, proportions, similar triangles, circles, polygons, and area. 1701.00

AA/AS area 4b

MATH 203**Intermediate Algebra**

4 units, 5 hours lecture (GR)

Prerequisite: MATH 201 or 210D or appropriate placement through multiple-measures assessment process

Recommended preparation: MATH 202

Not open for credit to students who have completed or are currently enrolled in MATH 211ABCD.

Intermediate algebraic operations: Real number properties and operations; solutions and graphs of linear equations in one and two variables; absolute value equations; advanced factoring; complex numbers; quadratic equations and systems of quadratic equations; conics; determinants; solutions and graphs of first-degree, quadratic, and rational inequalities; exponential and logarithmic functions; and sequences and series. 1701.00

AA/AS area 4b

MATH 225**Mathematics for Technicians**

3 units, 3 hours lecture (GR)

Prerequisite: MATH 250 or 251D or 253 or appropriate placement based on a multiple-measure assessment process

Mathematics for technicians: Signed numbers, formulas, fractions, English and metric measurements, decimals, accurate readings of scales, errors, simple algebra and geometry, reading graphs, and use of the calculator. 1701.00

AA/AS area 4b

MATH 248AA-FZ**Selected Topics in Mathematics**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1701.00

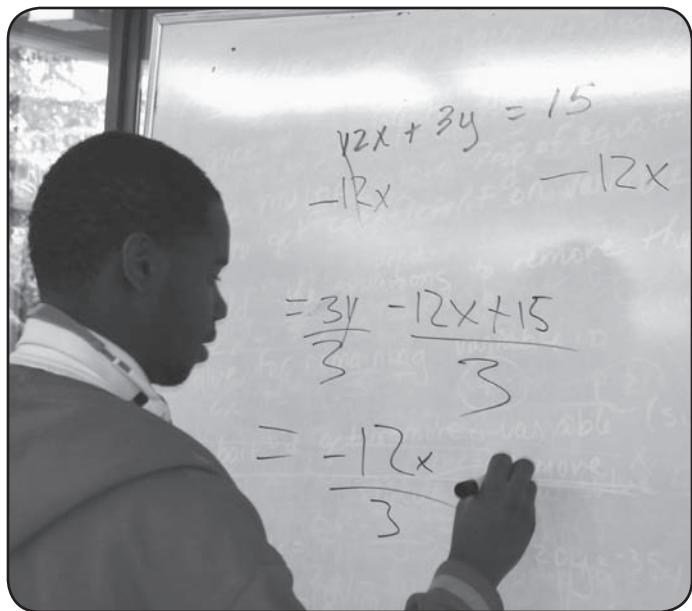
MATH 250**Arithmetic**

3 units, 3 hours lecture (GR or CR/NC)

Not open for credit to students who have completed or are concurrently enrolled in MATH 251ABCD.

Non-degree applicable

Refresher course in the fundamental processes of arithmetic: Whole numbers, fractions, decimals and percents; metric system introduced and incorporated throughout the arithmetic material. 4930.41

**MATH 251A****Arithmetic**

1 unit, 1 hour lecture (GR or CR/NC)

Modular, open-entry/open-exit course

Not open for credit to students who have completed or are concurrently enrolled in MATH 250.

Non-degree applicable

Modular course in the fundamental processes of arithmetic: Arithmetic of whole numbers and fractions. 4930.41

MATH 251B**Arithmetic**

1 unit, 1 hour lecture (GR or CR/NC)

Modular, open-entry/open-exit course

Prerequisite: MATH 251A or appropriate placement through multiple-measures assessment process

Not open for credit to students who have completed or are concurrently enrolled in MATH 250.

Non-degree applicable

Modular course in the fundamental processes of arithmetic: Arithmetic of decimals and percents. 4930.41

MATH 251C**Arithmetic**

1 unit, 1 hour lecture (GR or CR/NC)

Modular, open-entry/open-exit course

Prerequisite: MATH 251B or appropriate placement through multiple-measures assessment process

Not open for credit to students who have completed or are concurrently enrolled in MATH 250.

Non-degree applicable

Modular course in the fundamental processes of arithmetic: Ratio, proportion, and arithmetic of measures including the English and metric systems. 4930.41

MATH 251D**Arithmetic**

1 unit, 1 hour lecture (GR or CR/NC)

Modular, open-entry/open-exit course

Prerequisite: MATH 251C or appropriate placement through multiple-measures assessment process

Not open for credit to students who have completed or are concurrently enrolled in MATH 250.

Non-degree applicable

Modular course in the fundamental processes of arithmetic: Application to consumer-oriented problems, and introduction to the solution of equations and formulas. 4930.41

MATH 253**Pre-Algebra**

3 units, 3 hours lecture (GR or CR/NC)

Recommended preparation: MATH 250 or 251D or appropriate placement through multiple-measures assessment process

Non-degree applicable

Fundamentals of pre-algebra: Properties of real numbers, factoring and multiples, ratio and proportion, signed numbers, linear equations and formulas, powers and roots, percents and averages, and English and metric measurements. 4930.41

MATH 257**Learning Strategies in Algebra and Geometry**

1-3 units, 1-3 hours lecture (GR or CR/NC)

Open-entry/open-exit course

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Non-degree applicable

Introductory concepts in algebra and geometry for students with learning disabilities: Learning strategies for mastering algebra and geometry based on students' individual learning strengths and weaknesses. 4930.32

MATH 258**Introduction to Mathematical Concepts and Strategies**

1-3 units, 1-3 hours lecture (GR or CR/NC)

Open-entry/open-exit course

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Non-degree applicable

Quantitative concepts and development of problem solving skills in arithmetic for students with learning disabilities: Learning strategies for mastering arithmetic based on students' individual learning strengths and weaknesses. 4930.32

MEXICAN AND LATIN-AMERICAN STUDIES (M/LAT)

The AA degree in Mexican and Latin-American Studies will be awarded upon completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
HIST 5	History of Mexico	3
HIST 8A	History of Latin-American Civilization	3
HIST 8B	History of Latin-American Civilization	3
HIST 17	History of the Mexican-American	3
Select one course (3 units) from the following:		
HUMAN 51A*	Latin-American Folklore (3)	
	or	
M/LAT 2A*	Latin-American Folklore (3)	
HUMAN 51B*	Latin-American Folklore (3)	
	or	
M/LAT 2B*	Latin-American Folklore (3)	
HUMAN 51C*	Latin-American Folklore (3)	
	or	
M/LAT 2C*	Latin-American Folklore (3)	3
Select 3-5 units from the following:		
ART 8A	Ethnic Arts of Middle America (3)	
ART 8B	Ethnic Arts of Middle America (3)	
HIST 53A**	History and Culture of the Caribbean/ Central America (3)	
	or	
M/LAT 18A**	History and Culture of the Caribbean/ Central America (3)	
HIST 53B**	History and Culture of the Caribbean/ Central America (3)	
	or	
M/LAT 18B**	History and Culture of the Caribbean/ Central America (3)	
M/LAT 3	Latin-American/Chicano Authors (3)	
POSCI 8	Tenant/Marriage/Consumer (3)	
SPAN 1A***	Elementary Spanish (5)	
SPAN 1B***	Elementary Spanish (5)	
SPAN 2A	Intermediate Spanish (5)	
SPAN 2B	Intermediate Spanish (5)	
SPAN 30A	Conversational Spanish (3)	
SPAN 30B	Conversational Spanish (3)	<u>3-5</u>
	Total Required Units	18-20

*Credit limited to one course only.

**Credit limited to one course only.

***Proficiency through the level of SPAN 1B is strongly recommended.

M/LAT 2A

Latin-American Folklore

3 units, 3 hours lecture (GR or CR/NC)

Also offered as HUMAN 51A. Not open for credit to students who have completed or are currently enrolled in HUMAN 51A.

Acceptable for credit: CSU, UC

Study of Mexican and Mexican-American folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 2203.04
AA/AS area 3; CSU area C2; IGETC area 3

M/LAT 2B

Latin-American Folklore

3 units, 3 hours lecture (GR or CR/NC)

Also offered as HUMAN 51B. Not open for credit to students who have completed or are currently enrolled in HUMAN 51B.

Acceptable for credit: CSU, UC

Study of Central American and Caribbean folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 2203.04
AA/AS area 3; CSU area C2; IGETC area 3

M/LAT 2C

Latin-American Folklore

3 units, 3 hours lecture (GR or CR/NC)

Also offered as HUMAN 51C. Not open for credit to students who have completed or are currently enrolled in HUMAN 51C.

Acceptable for credit: CSU, UC

Study of South American folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 2203.04
AA/AS area 3; CSU area C2; IGETC area 3

M/LAT 3**Survey of Latin-American/Chicano Authors**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as SPAN 51. Not open for credit to students who have completed or are currently enrolled in SPAN 51.

Acceptable for credit: CSU, UC

Chronological study of selected pre-Hispanic, Spanish colonial, and contemporary Latin literature in translation: Focus on contemporary Chicano, Puerto Rican, and Mexican authors with emphasis on Latin-American literary trends. 2203.04

AA/AS area 3; CSU area C2; IGETC area 3

M/LAT 18A**History and Culture of the Caribbean/Central America**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as HIST 53A. Not open for credit to students who have completed or are currently enrolled in HIST 53A.

Acceptable for credit: CSU, UC

History, culture, politics, and social and economic make-up of the Caribbean and Central American nations from the pre-Columbian period to 1810: Emphasis on understanding contemporary institutions and events in relation to Anglo America. 2203.04

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

M/LAT 18B**History and Culture of the Caribbean/Central America**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as HIST 53B. Not open for credit to students who have completed or are currently enrolled in HIST 53B.

Acceptable for credit: CSU, UC

History, culture, politics, and social and economic make-up of the Caribbean and Central American nations from 1810 to the present: Emphasis on understanding contemporary institutions and events in relation to Anglo America. 2203.04

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

M/LAT 48AA-FZ**Selected Topics in Mexican/Latin-American Studies**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU.

See section on Selected Topics. 2203.04

M/LAT 49**Independent Study-Mexican/Latin-American Studies**

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

Acceptable for credit: CSU

See section on Independent Study. 2203.04

M/LAT 248AA-FZ**Selected Topics in Mexican/Latin-American Studies**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 2203.04



MUSIC (MUSIC)

MUSIC 1A

Musicianship

3 units, 3 hours lecture (GR or CR/NC)

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

AA/AS area 3; CSU area C1; IGETC area 3

MUSIC 1B

Musicianship

3 units, 3 hours lecture (GR or CR/NC)

Recommended preparation: MUSIC 1A and 38A

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

AA/AS area 3

MUSIC 10

Music Appreciation

3 units, 3 hours lecture (GR or CR/NC)

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 3

MUSIC 12A

Introduction to Music Literature: Birth of Christ to 1827

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Chronological survey of various phases of stylistic growth in Western music: Early Christian beginnings to Beethoven. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3

MUSIC 12B

Introduction to Music Literature: Romantic Period to Present

3 units, 3 hours lecture (GR or CR/NC)

MUSIC 12A is not prerequisite to MUSIC 12B.

Acceptable for credit: CSU, UC

Chronological survey of various phases of stylistic growth in Western music: Musical contributions of the nineteenth and twentieth centuries. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3

MUSIC 15A

Jazz, Blues and Popular Music in the American Culture

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Historical and critical analysis of unique American music: Focus on environments from which its many forms have emerged and its role in social history; development of blues, folk, jazz, rock and other popular music forms in the twentieth century. 1004.00

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

MUSIC 15B

Jazz, Blues and Popular Music in the American Culture

3 units, 3 hours lecture (GR or CR/NC)

MUSIC 15A is not prerequisite to MUSIC 15B.

Acceptable for credit: CSU, UC

Study of the contemporary music scene with in-depth investigation of trends in artistic expression: Music as a revolutionary force, the role of the music industry, analysis of performances and interviews. 1004.00

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

MUSIC 23A-D

Stage Band

2 units each level, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Recommended preparation: Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and performance of "Big Band" jazz arrangements. Participation in public performance required. 1004.00

MUSIC 25A-D

College Choir

2 units each level, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Prerequisite: Ability to sing acceptably determined by instructor through audition

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and interpretation of a wide variety of accompanied and unaccompanied choral literature. Participation in public performances required. 1004.00

MUSIC 36A-D**Contemporary Jazz Band Studies**

2 units each level, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Prerequisite: Ability to play a jazz-oriented instrument proficiently

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study of materials and techniques unique to the contemporary jazz ensemble: Addition of jazz fusion, Latin, Bossa Nova, Samba and various other African/American styles to the more traditional Big Band Swing. 1004.00

MUSIC 38A-D**Elementary Piano**

1 unit each level, 1 hour lecture, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Basic piano techniques and theory: Scales, arpeggios, and chord structures. 1004.00

MUSIC 42A-D**Beginning Percussion**

1 unit each level, 1 hour lecture, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Basic introduction to snare drumming: Designed as a counterpart to the Beginning Winds course, MUSIC 44A-D. 1004.00

MUSIC 44A-D**Beginning Winds**

1 unit each level, 1 hour lecture, 2 hours laboratory (GR or CR/NC)

Students provide their own instruments.

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Beginning course in wind instrument playing: Establishment of good basic techniques. 1004.00

**MUSIC 46A-D****Voice**

1 unit each level, 1 hour lecture, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study of voice: Correct breathing, tone production, vocal technique, diction, stage deportment and song repertoire. Solo performance from memory required. 1004.00

MUSIC 48AA-FZ**Selected Topics in Music**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1004.00

MUSIC 49**Independent Study in Music**

.5-5 units, .5-5 hours lecture (GR or CR/NC)

Acceptable for credit: CSU

See section on Independent Study. 1004.00

MUSIC 248AA-FZ**Selected Topics in Music**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1004.00

PHILOSOPHY (PHIL)

The **AA degree in Philosophy** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
PHIL 10	Logic	3
PHIL 20A	History of Philosophy	3
PHIL 20B	History of Philosophy	3
Select two courses (6 units) from the following:		
PHIL 1	Introduction to Philosophy (3)	
PHIL 2	Social and Political Philosophy (3)	
PHIL 4	Philosophy of Religion (3)	
PHIL 5	Ethical Problems (3)	6
Select one course (3 units) from the following:		
ENGL 27A	The Bible as Literature: Old Testament (3)	
ENGL 27B	The Bible as Literature: New Testament (3)	
PHIL 1	Introduction to Philosophy (3) (if not already selected above)	
PHIL 2	Social and Political Philosophy (3) (if not already selected above)	
PHIL 4	Philosophy of Religion (3) (if not already selected above)	
PHIL 5	Ethical Problems (3) (if not already selected above)	
POSCI 4	Political Theory (3)	
SOC 2	Social Problems (3)	3
Total Required Units		18

PHIL 1

Introduction to Philosophy

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC
(CAN PHIL 2)

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 3

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 Mill), and appropriate contemporary philosophers. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3

PHIL 4

Philosophy of Religion

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Philosophy of religion from both an existential and historical perspective: Existentially, through an examination of "religion" as personal, social and theological; and historically, through an examination of common doctrines in the Semitic, Vedic and East Asian religions. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3

PHIL 5

Ethical Problems

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

(CAN PHIL 4)

Analysis of ethical problems such as violence, sex, war and oppression: Imaginative literature, cinema, current events reported in the media, and great traditions of Western civilization. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3

PHIL 10

Logic

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

(CAN PHIL 6)

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, 4e; CSU area A3

PHIL 20A

History of Philosophy

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History of philosophy from the Ionians to the Scholastics: Chronological development of leading philosophical perspectives that have been associated with Western civilization. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3

PHIL 20B

History of Philosophy

3 units, 3 hours lecture (GR)

PHIL 20A is not prerequisite to PHIL 20B.

Acceptable for credit: CSU, UC

History of philosophy from the Renaissance to the present: Chronological development of leading philosophical perspectives that have been associated with Western civilization. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3

**PHIL 48AA-FZ****Selected Topics in Philosophy**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1509.00

PHIL 49**Independent Study in Philosophy**

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

Acceptable for credit: CSU

See section on Independent Study. 1509.00

PHIL 248AA-FZ**Selected Topics in Philosophy**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1509.00

PHYSICAL EDUCATION (P E)

P E 2A-D

Aerobics

.5 units each level, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Development of cardiovascular and respiratory systems of the body through oxygen intake.

0835.00

CSU area E

P E 5A-D

Badminton

.5 units each level, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in badminton.

0835.00

CSU area E

P E 7A-D

Basketball

.5 units each level, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in basketball.

0835.00

CSU area E

P E 8A-D

Body Building

.5 units each level, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Use of weights to build strength, stamina, and power in various muscle groups. 0835.00

CSU area E

P E 9A-D

Body Conditioning

.5 units each level, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Emphasis on muscle tone, stretching, and development of aerobic capacity; may include weight training. 0835.00

CSU area E

P E 10A-D

Bowling

.5 units each level, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in bowling.

0835.00

CSU area E

P E 12A-D

Flag Football

.5 units each level, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Football skills, fundamentals, and techniques. 0835.00

CSU area E

P E 14A-D

General Exercise

.5 units each level, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Development of muscular strength and endurance of the cardiovascular and respiratory systems; flexibility, agility, coordination and balance; principles of body mechanics and kinesiology. 0835.00

CSU area E

P E 15A-D

Golf

.5 units each level, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Basic golf skills and knowledge, and progression from the practice range to the golf course. 0835.00

CSU area E

P E 21A-D

Live Longer Fitness

.5 units each level, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Increase in body fitness and endurance through aerobics, weight training, jogging, tennis, volleyball, basketball, and swimming (at Laney only). 0835.00

CSU area E

P E 30A-D**Soccer**

.5 units each level, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in soccer. 0835.00
CSU area E

P E 35A-D**Tennis**

.5 units each level, 2 hours laboratory (GR)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in tennis. 0835.00
CSU area E

P E 38A-D**Volleyball**

.5 units each level, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Fundamentals and skills in volleyball. 0835.00

CSU area E

P E 39A-D**Weight Training**

.5 units each level, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Use of weights to build various muscle groups and increase their power and strength. 0835.00

CSU area E

**P E 44A-D****Aerobic Weight Lifting**

.5 units each level, 2 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Activity class: Weight training using aerobic techniques. 0835.00

CSU area E

P E 48AA-FZ**Selected Topics in Physical Education**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 0835.00

P E 49**Independent Study in Physical Education**

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

Acceptable for credit: CSU

See section on Independent Study. 0835.00

P E 50**Adaptive Physical Education**

1-2 units, 1 hour lecture, 0-3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Adaptive physical activities: Physical education activities, programs, and individualized instruction designed for the sensory-, motor-, and orthopedically-disabled child and adult. 0835.80

P E 56A-C**Basketball–Fundamentals**

2 units each level, 2 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated two times.

Fundamentals of basketball: Strategy, rules, and principles of team play; emphasis on fundamental skill development. 0835.00

P E 57**Basketball–Officiating**

1 unit, 1 hour lecture, 1 hour laboratory (GR)

Acceptable for credit: CSU, UC

Technical study of rules and officiating procedures in basketball: Development of officiating skills leading to greater understanding and appreciation of the sport and to potential job opportunities. 0835.00



P E 58A-B
Basketball–Theory and Practice

2 units each level, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated one time.

Theory and practice of basketball fundamentals. 0835.00

P E 68
Sports Officiating

1 unit, 1 hour lecture, 1 hour laboratory (GR)

Acceptable for credit: CSU, UC

Theory and practical application of officiating rules and techniques in a wide variety of sports: Basketball, football, baseball, soccer, tennis, and volleyball officiating. 0835.00

P E 71A-B
Tennis–Theory and Practice

2 units each level, 1 hour lecture, 3 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU, UC

Course study under this section may be repeated one time.

Vigorous training sessions and practice exercises to develop competitive tennis skills: Footwork, strokes, and offense/defense strategy. 0835.00

CSU area E

P E 91A-D
Basketball–Men (Intercollegiate)

1.5 units each level, 5 hours laboratory (GR)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

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

P E 96A-B

Soccer–Men (Intercollegiate)

3 units each level, 10 hours laboratory (GR)

Acceptable for credit: CSU, UC

Course study under this section may be repeated one time.

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

P E 99A-B

Tennis–Men/Women (Intercollegiate)

3 units each level, 10 hours laboratory (GR)

Acceptable for credit: CSU, UC

Course study under this section may be repeated one time.

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

P E 101A-B

Volleyball–Women (Intercollegiate)

3 units each level, 10 hours laboratory (GR)

Acceptable for credit: CSU, UC

Course study under this section may be repeated one time.

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

P E 248AA-FZ

Selected Topics in Physical Education

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 0835.00



PHYSICS (PHYS)

PHYS 4A

General Physics with Calculus

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

Prerequisite: MATH 3A

Recommended preparation: PHYS 10

Acceptable for credit: CSU, UC

(CAN PHYS 8) (PHYS 4A+PHYS 4B+PHYS 4C: CAN PHYS Seq B)

Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, and sound. 1902.00

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

PHYS 4B

General Physics with Calculus

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

Prerequisite: PHYS 4A and MATH 3B

Acceptable for credit: CSU, UC

(CAN PHYS 12) (PHYS 4A+PHYS 4B+PHYS 4C: CAN PHYS Seq B)

Comprehensive study of major topics of physics: Thermodynamics, electric forces and fields, magnetic forces and fields, electricity, and AC and DC circuits. 1902.00

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

PHYS 4C

General Physics with Calculus

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

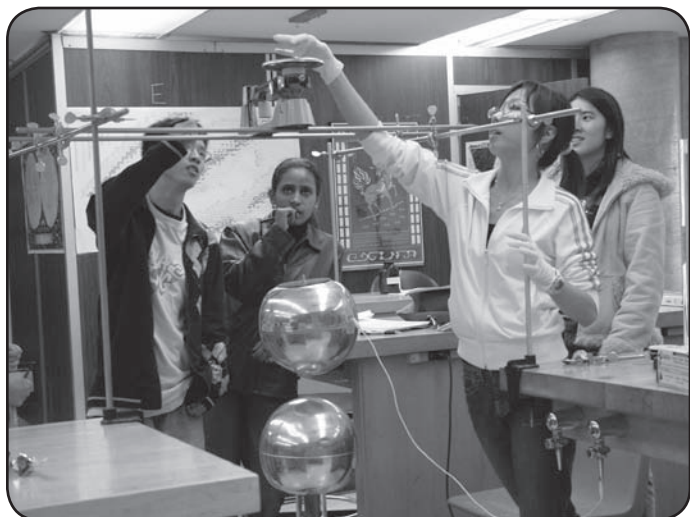
Prerequisite: PHYS 4B and MATH 3C

Acceptable for credit: CSU, UC

(CAN PHYS 14) (PHYS 4A+PHYS 4B+PHYS 4C: CAN PHYS Seq B)

Comprehensive study of major topics of physics: Light, interference, relativity, quantum physics, atoms, molecules, and nuclei. 1902.00

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



PHYS 10

Introduction to Physics

4 units, 4 hours lecture (GR or CR/NC)

Recommended preparation: MATH 201 or 210D, and MATH 202

Not open for credit to students who have completed or are currently enrolled in PHYS 2A-2B or 4A-4B-4C.

Acceptable for credit: CSU, UC

Elementary introduction to the field of physics: Mechanics, heat, electricity and magnetism, sound, optics, and modern physics. 1902.00

AA/AS area 1; CSU area B1; IGETC area 5

PHYS 48AA-FZ

Selected Topics in Physics

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1902.00

PHYS 49

Independent Study in Physics

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

Acceptable for credit: CSU

See section on Independent Study. 1902.00

PHYS 248AA-FZ

Selected Topics in Physics

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1902.00

POLITICAL SCIENCE (POSCI)

The **AA degree in Political Science** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
POSCI 1	Government and Politics in the United States	3
POSCI 2	Comparative Government	3
POSCI 4	Political Theory	3
POSCI 6	The U.S. Constitution and Criminal Due Process (3)	
	or	
POSCI 26	U.S. and California Constitution (3)	3
Select two courses (6 units) from the following:		
ANTHR 3	Introduction to Social and Cultural Anthropology (3)	
GEOG 2	Cultural Geography (3)	
HIST 7A	History of the United States to 1877 (3)	
HIST 7B	History of the United States Since 1865 (3)	
HIST 32	The United States Since 1945 (3)	
HUMAN 3	Future Studies (3)	
PHIL 2	Social and Political Philosophy (3)	
POSCI 3	International Relations (3)	
POSCI 8	Community and Legal Problems (3)	
POSCI 16	State and Local Government (3)	
POSCI 18	The American Presidency (3)	
SOC 1	Introduction to Sociology (3)	
SOC 2	Social Problems (3)	
SOC 3	Sociology of Women (3)	
SOC 5	Minority Groups (3)	
	Total Required Units:	<u>6</u> 18

POSCI 1

Government and Politics in the United States

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

(CAN GOVT 2)

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, CSU American Institutions; IGETC area 4

POSCI 2

Comparative Government

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Comparative analysis in government and politics: Political leadership, citizenship participation, centers of power, and political problems of selected governments. 2207.00

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

POSCI 3

International Relations

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Nature of relations among nation-states: Analysis of basic forces affecting the formulation of foreign policy, dynamics of international politics, survey of rise and development of the nation-state system, problems of nationalism and imperialism with emphasis on development since World War II, and evolution and operation of the United Nations. 2207.00

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

POSCI 4

Political Theory

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Examination of various theoretical approaches to politics and of basic political problems and proposed solutions: Analysis of selected political theories and ideologies, relevance of theory to contemporary problems, and new approaches to political thought. 2207.00

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

POSCI 6

The U.S. Constitution and Criminal Due Process

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey and analysis of people's rights under criminal and civil law: Procedural civil liberties and rights (defendants, court personnel, and police), concepts of due process and equal protection, search and seizure, and applications of principles and practices to everyday life. 2207.00

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



POSCI 8**Community and Legal Problems**

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU

Examination of common civil law issues, problems, and remedies: Small claims and traffic court; landlord-tenant, welfare, consumer, juvenile, and domestic (e.g., marriage, divorce, separation, living together) law; addressing change and negotiations within the system(s) affecting areas of everyday legal and community concern. 2207.00
AA/AS area 2; CSU area D

POSCI 16**State and Local Government**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Survey of governmental institutions and politics in California and the San Francisco Bay Area: Development of public policy and current issues such as federalism, elections, taxation, land uses, and political parties. 2207.00

AA/AS area 2; CSU area D, CSU American Institutions

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 26**U.S. and California Constitution**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introductory survey of philosophy, theory, and application of constitutional principles: Role of major institutions of the American Republic, historical background and concepts underlying public law and due process, civil liberties and rights, applications of principles and practices in Constitutional interpretation, structure of the California Constitution, comparative analysis and concepts of U.S. and California Constitutions, and impact upon the lives of citizens. 2207.00

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

POSCI 48AA-FZ**Selected Topics in Political Science**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 2207.00

**POSCI 49****Independent Study in Political Science**

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

Acceptable for credit: CSU

See section on Independent Study. 2207.00

POSCI 248AA-FZ**Selected Topics in Political Science**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 2207.00

PSYCHOLOGY (PSYCH)

The **AA degree in Psychology** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
PSYCH 1A	Introduction to General Psychology	3
PSYCH 1B	Introduction to General Psychology	3
Select four courses (12 units) from the following:		
PSYCH 3	Introduction to Personality Theory (3)	
PSYCH 7A	Psychology of Childhood (3)	
PSYCH 7B	Adolescent Psychology (3)	
PSYCH 8	Psychology of Intimate Relationships (3)	
PSYCH 9A	Interpersonal Relations (3)	
PSYCH 9B	Interpersonal Relations (3)	
PSYCH 12	Human Sexuality (3)	
PSYCH 13A	Myth, Symbol & Folklore (3)	
PSYCH 13B	Myth, Symbol & Folklore (3)	
PSYCH 18	Psychology of Minority Groups (3)	
PSYCH 24	Abnormal Psychology (3)	<u>12</u>
Required Semester Units		18

PSYCH 1A

Introduction to General Psychology

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

(CAN PSY 2)

Scientific principles of psychology: Application of scientific research in understanding learning, human development, biological processes, personality, behavior disorders, social psychology, and adjustment of the human organism. 2001.00

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

PSYCH 1B

Introduction to General Psychology

3 units, 3 hours lecture (GR)

PSYCH 1A is not prerequisite to PSYCH 1B.

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, E; IGETC area 4

PSYCH 3

Introduction to Personality Theory

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Classical and contemporary personality theories. Theorists from each of the major forces in psychology: Psychoanalytical (Freud, Jung, Adler); behavioral (Skinner, Bandura); humanistic (Maslow, Rogers). 2001.00

AA/AS area 2; CSU area D, 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)

PSYCH 7A is not prerequisite to PSYCH 7B.

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 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 9A

Psychology of Interpersonal Relations

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Group approach to the study of interpersonal relations: Principles of adjustment psychology from Rogerian, Gestalt, Jungian, Humanistic, and other schools of thought applicable to issues raised by students. 2001.00

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

PSYCH 9B

Psychology of Interpersonal Relations

3 units, 3 hours lecture (GR or CR/NC)

PSYCH 9A is not prerequisite to PSYCH 9B.

Acceptable for credit: CSU, UC

Group approach to the study of interpersonal relations: Principles of adjustment psychology from Rogerian, Gestalt, Jungian, Humanistic, and other schools of thought applicable to issues raised by students. 2001.00

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

**PSYCH 12****Human Sexuality**

3 units, 3 hours lecture (GR)

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

Acceptable for credit: CSU, UC

Exploration and analysis of the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural; urogenital system of both sexes, birth control devices, and pregnancy. 2001.00

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

PSYCH 13A**Myth, Symbol, and Folklore**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as HUMAN 13A. Not open for credit to students who have completed or are currently enrolled in HUMAN 13A.

Acceptable for credit: CSU, UC

Study of myths, symbols, and folklore: Psychological basis underlying myths, symbols, and folktales which has assured their perpetuation and which can lead to a deeper understanding of life. 2001.00

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

PSYCH 13B**Myth, Symbol, and Folklore**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as HUMAN 13B. Not open for credit to students who have completed or are currently enrolled in HUMAN 13B.

Acceptable for credit: CSU, UC

Study of myths, symbols, and folklore: Psychological basis underlying myths, symbols, and folktales which has assured their perpetuation and which can lead to a deeper understanding of life. 2001.00

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

PSYCH 18**Psychology of Minority Groups**

3 units, 3 hours lecture (GR or CR/NC)

Acceptable for credit: CSU, UC

Examination of the philosophical roots of the psychological and behavioral modalities expressed by people of color: Exploration of key principles related to Latin-American, Asian-American, Native-American, and African-American mentalities such as self-conception, identity, personality, and consciousness. 2001.00

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

PSYCH 24**Abnormal Psychology**

3 units, 3 hours lecture (GR)

Prerequisite: PSYCH 1A

Acceptable for credit: CSU, UC

Survey of major psychological disorders: Historical perspectives of various theoretical models (biological, psychodynamic, behavioral, cognitive, humanistic, existential, socio-cultural); review of research for understanding of origins and most promising treatments. 2001.00

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

PSYCH 48AA-FZ**Selected Topics in Psychology**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 2001.00

PSYCH 49**Independent Study in Psychology**

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

Acceptable for credit: CSU

See section on Independent Study. 2001.00

PSYCH 248AA-FZ**Selected Topics in Psychology**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 2001.00

SOCIAL SCIENCE (SOCSC)

The AA degree in Social Science will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept	Units
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Select one course from at least six (6) of the following disciplines for a minimum of 18 units:

African-American Studies	
Anthropology	
Asian and Asian-American Studies	
Economics	
Geography	
History	
Philosophy	
Political Science	
Psychology	
Sociology	<u>18</u>
Total Required Units	18

Recommended:

HUMAN 1, Introduction to Humanities (3)

HUMAN 2, Human Values (3)

HUMAN 3, Future Studies (3)

MATH 13, Introduction to Statistics (4)

SOCIOLOGY (SOC)

The **AA degree in Sociology** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

The study of Sociology assists students to critically and scientifically examine social forces that shape our personalities, institutions, culture, and the various social problems that emerge from our social order. This training is ideal for students interested in careers in social work, law, law enforcement, and criminology, and a BA in sociology will also allow the student to fill entry-level positions in business and government.

Degree Major Requirements:

Dept/No.	Title	Units
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
Select one course (3 units) from the following:		
SOC 3	Sociology of Women (3)	
SOC 5	Minority Groups (3)	3
Select three courses (9-10 units) from the following:		
ANTHR 3	Introduction to Social and Cultural Anthropology (3)	
MATH 13	Introduction to Statistics (4)	
PSYCH 1A	Introduction to General Psychology (3)	
PSYCH 1B	Introduction to General Psychology (3)	
PSYCH 7A	Psychology of Childhood (3)	
PSYCH 7B	Adolescent Psychology (3)	
SOC 3	Sociology of Women (3) (if not already selected above)	
SOC 5	Minority Groups (3) (if not already selected above)	
	Total Required Units	<u>9-10</u> 18-19

SOC 1

Introduction to Sociology

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
(CAN SOC 2)

Introduction to sociology: Analysis of human group life through principles, concepts, and theories. 2208.00
AA/AS area 2; CSU area D; IGETC area 4

SOC 2

Social Problems

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
(CAN SOC 4)

Study of society through the application of sociological principles and critical thinking skills to the identification and analysis of selected social problems: Poverty, racism/sexism, drug abuse, crime, and population control. 2208.00
AA/AS area 2; CSU area D; IGETC area 4

SOC 3

Sociology of Women

3 units, 3 hours lecture (GR or CR/NC)
Also offered as HIST 56. Not open for credit to students who have completed or are currently enrolled in HIST 56.
Acceptable for credit: CSU, UC
Exploration of various conceptual frameworks regarding the status of women: Structure-function, role dynamics, dominant-subordinate minority group interaction, and concepts of oppression-liberation with emphasis on current trends of the movement. 2208.00
AA/AS area 2; CSU area D; IGETC area 4

SOC 5

Minority Groups

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Analysis of racial, religious, and ethnic minority groups: General principles of dominant-minority group relations. 2208.00
AA/AS area 2, 5; CSU area D; IGETC area 4

SOC 13

Sociology of the Family

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Social forces and emotional factors which contribute to marriage and family ties: The changing economy and values on the relationships between men and women, parents and children. 2208.00
AA/AS area 2; CSU area D; IGETC area 4

SOC 48AA-FZ

Selected Topics in Sociology

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)
Acceptable for credit: CSU
See section on Selected Topics. 2208.00

SOC 49

Independent Study in Sociology

.5-5 units, .5-5 hours lecture (GR)
Acceptable for credit: CSU
See section on Independent Study. 2208.00

SOC 248AA-FZ

Selected Topics in Sociology

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)
See section on Selected Topics. 2208.00

SPANISH (SPAN)

The **AA degree in Spanish** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
SPAN 1A	Elementary Spanish	5
SPAN 1B	Elementary Spanish	5
SPAN 2A	Intermediate Spanish	5
Select two courses (6-10 units) from the following:		
HUMAN 51A*	Latin-American Folklore (3)	
	or	
M/LAT 2A*	Latin-American Folklore (3)	
HUMAN 51B*	Latin-American Folklore (3)	
	or	
M/LAT 2B*	Latin-American Folklore (3)	
HUMAN 51C*	Latin-American Folklore (3)	
	or	
M/LAT 2C*	Latin-American Folklore (3)	
M/LAT 3	Latin-American/Chicano Authors (3)	
HIST 53A	History and Culture of the Caribbean/ Central America (3)	
	or	
M/LAT 18A	History and Culture of the Caribbean/ Central America (3)	
HIST 53B	History and Culture of the Caribbean/ Central America (3)	
	or	
M/LAT 18B	History and Culture of the Caribbean/ Central America (3)	
SPAN 20A	Readings in Spanish (5)	

SPAN 20B	Readings in Spanish (5)	<u>6-10</u>
	Total Required Units	21-25

*Credit limited to one course only.

SPAN 1A Elementary Spanish

5 units, 5 hours lecture (GR or CR/NC)
Course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC
(CAN SPAN 2) (SPAN 1A+SPAN 1B: CAN SPAN Seq A)
Study and practice in understanding, speaking, reading, and writing Spanish: Emphasis on understanding basic grammatical concepts and vocabulary building; readings in Spanish and Spanish-American life and culture. 1105.00
AA/AS area 3; CSU area C2; IGETC Language

SPAN 1B Elementary Spanish

5 units, 5 hours lecture (GR or CR/NC)
Prerequisite: SPAN 1A
Acceptable for credit: CSU, UC
(CAN SPAN 4) (SPAN 1A+SPAN 1B: CAN SPAN Seq A)
Continuation of SPAN 1A: Study and practice in understanding, speaking, reading, and writing Spanish with continuing emphasis on understanding basic grammatical concepts and vocabulary building; readings in Spanish and Spanish-American life and culture. 1105.00
AA/AS area 3; CSU area C2; IGETC area 3, Language



SPAN 2A**Intermediate Spanish**

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: SPAN 1B

Acceptable for credit: CSU, UC

(CAN SPAN 8) (SPAN 2A+SPAN 2B: CAN SPAN Seq B)

Intermediate-level spoken and written Spanish: Grammar review, conversation, composition, reading, and aural-oral practice. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3, Language

SPAN 2B**Intermediate Spanish**

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: SPAN 2A

Acceptable for credit: CSU, UC

(CAN SPAN 10) (SPAN 2A+SPAN 2B: CAN SPAN Seq B)

Continuation of SPAN 2A: Selected readings from Spanish and Latin-American literature, grammar review, and advanced composition and conversation. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3, Language

SPAN 20A**Readings in Spanish**

5 units, 5 hours lecture (GR or CR/NC)

Acceptable for credit: CSU

Development of reading skills in Spanish: Practice in conversation and composition, review of grammar; focus on improving reading skills by reading from cultural readers in Spanish. 1105.00

AA/AS area 3; CSU area C2

SPAN 20B**Readings in Spanish**

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: SPAN 20A

Acceptable for credit: CSU

Continuation of SPAN 20A: Continued development of reading skills by the reading of Spanish and Latin-American short stories and legends in Spanish. 1105.00

AA/AS area 3; CSU area C2

SPAN 30A**Beginning Conversational Spanish**

3 units, 3 hours lecture (GR or CR/NC)

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 CR/NC)

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 48AA-FZ**Selected Topics in Spanish**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1105.00

SPAN 49**Independent Study in Spanish**

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

Acceptable for credit: CSU

See section on Independent Study. 1105.00

SPAN 51**Survey of Latin American and Chicano Authors**

3 units, 3 hours lecture (GR or CR/NC)

Also offered as M/LAT 3. Not open for credit to students who have completed or are currently enrolled in M/LAT 3.

Acceptable for credit: CSU, UC

Chronological study of selected pre-Hispanic, Spanish colonial, and contemporary Latin literature in translation: Focus on contemporary Chicano, Puerto Rican, and Mexican authors with emphasis on Latin-American literary trends. 1105.00

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

SPAN 232**Conversational Spanish for Health Services Personnel**

3 units, 3 hours lecture (GR or CR/NC)

Conversational Spanish for health services personnel: Study and practice of basic conversation patterns in the Spanish language for use in medical and dental offices, hospitals and clinics. 1105.00

SPAN 248AA-FZ**Selected Topics in Spanish**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1105.00

THEATRE ARTS (THART)

THART 1

Introduction to the Theater Arts

2 units, 2 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of the world of performing arts: Emphasis on the historical development of the dramatic arts. 1007.00

CSU area C2

THART 48AA-FZ

Selected Topics in Theater Arts

.5-5 units, 0-5 hours lecture , 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1007.00

THART 248AA-FZ

Selected Topics in Theater Arts

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1007.00



VIETNAMESE (VIET)

VIET 1A

Elementary Vietnamese

5 units, 5 hours lecture (GR or CR/NC)

Course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

Introduction to spoken and written Vietnamese:

Emphasis on listening comprehension, oral practice, grammar, vocabulary building, and elementary readings; introduction to Vietnamese culture. 1117.20

AA/AS area 3; CSU area C2; IGETC Language

VIET 1B

Elementary Vietnamese

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: VIET 1A

Acceptable for credit: CSU, UC

Continuation of VIET 1A: Strengthening of reading comprehension and development of writing skills to a high beginning level. 1117.20

AA/AS area 3; CSU area C2; IGETC Language



VIET 2A

Intermediate Vietnamese

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: VIET 1B

Acceptable to: CSU, UC

Intermediate-level spoken and written Vietnamese:

In-depth study and practice of all basic language skills, grammar, vocabulary building, exploration of the Vietnamese structure, and growth in cultural understanding. 1117.20

AA/AS area 3; CSU area C2; IGETC area 3, Language

VIET 2B

Intermediate Vietnamese

5 units, 5 hours lecture (GR or CR/NC)

Prerequisite: VIET 2A

Acceptable to: CSU, UC

Continuation of VIET 2A: In-depth study and practice of all basic language skills, grammar, vocabulary building, language structure and use, and further knowledge of cultural understanding and appreciation. 1117.20

AA/AS area 3; CSU area C2; IGETC area 3, Language

VIET 48AA-FZ

Selected Topics in Vietnamese

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

Acceptable for credit: CSU

See section on Selected Topics. 1117.20

VIET 49

Independent Study in Vietnamese

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

Acceptable for credit: CSU

See section on Independent Study. 1117.20

VIET 248AA-FZ

Selected Topics in Vietnamese

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or CR/NC)

See section on Selected Topics. 1117.20

Faculty/Staff

Ali, Sami

Electronics Technician

Albright, Scott

Diesel Mechanics
AA, Chabot College

Alvarez-Bollentino, Laura

Articulation Officer
AA, Ohlone College
BA, MS, California State University, Hayward

Anderson, Sherry

Financial Aid Specialist
AA, College of Alameda

Andrews, Cynthia R.

Child Care Specialist

Andrews, William R.

Auto Body & Paint
Voc. Ed. Credential, UC Berkeley

Armstrong, Shirley

Admissions & Records
AA, College of Alameda

Arndt-Greenspan, Mary K.

Secretary, Business & Transportation
AA, College of Alameda

Ashford, Ed

Custodian

Baker Deidre

Mathematics
BA, CSU Sacramento
MA, UC Berkeley

Bajrami, Diana

Economics
MA, MSW, CSU Sacramento

Barksdale, Willard

Dept. Network Coordinator
AA, College of Alameda
BA, American InterContinental Universtiy

Barnett, Janet V.

Staff Assistant, Admin. Svcs.

Barnett, Patricia A.

Library Technician

Beltran, Barbara

Sr. Clerical Assistant, Arts & Letters

Benecke, Gary

Aviation Maintenance Technology
AA, Diablo Valley College
AS, BS, Cogswell College
A&P Certificate

Bias, Brenda J.

Transfer Coordinator/Counselor
BA, Pasadena College
MS, Univ. of Southern California

Bledsoe, Janice

Sr. Clerical Assistant, Student Services
AS, College of Alameda

Bermeo, Elena

Program Specialist, One Stop Career Center
BA San Francisco State University

Brem, Robert J.

Political Science, Psychology/Counseling
AA Scottsdale Community College
BS, MA, MC Arizona State University
NCC, National Board for Certified Counselors
Certificate, ASU Nonprofit Management Institute

Bryant, Marcean

Admissions & Records Specialist

Byrne, John M., Jr.

Toolroom Keeper, Auto Body & Paint

Camara, Joe

College Network Coordinator
AA, College of Alameda
BS, University of Phoenix

Campbell, Carlotta

Communication
BA, UC Santa Barbara
MA, (Education) San Francisco State University
MA, (Communications) San Francisco State University

Carter, Yvonne

Dental Assisting
BA, St. Mary's College

Celhay, Lilia

Student Personnel Services Specialist
 BA, CSU East Bay
 MS, CSU East Bay
 TESOL Certificate, CSU East Bay
 TESOL Certificate, UC Berkeley

Cervantes, Cecilia

President
 BA, University of Texas, El Paso
 M.Ed., University of Texas, El Paso
 Ph.D., University of Colorado, Boulder

Chan, Edythe J.

English, ESL
 BA, MA, Mills College
 TESOL Certificate, UC Berkeley

Chin, Susan W.

Business, CIS
 BA, UC Berkeley
 MBA, National University

Chung, Leonard C.

Business, CIS
 BS, University of San Francisco
 MBA, San Francisco State University

Compton, Kerry

Vice President, Student Services
 BA, Stanford University
 MS, San Francisco State University
 Ed.D., University of San Francisco

Corrales, Hector R.

Counselor
 BA, Pepperdine University
 MS, University of Southern California

Counsell, Cynthia

Secretary, Student Services
 AA, College of Alameda

Custino, Michele

DSP&S Adapted Computer Learning Tech
 AA, College of Alameda

Davis, Ann Marie

Alternate Media Specialist
 BA, CSU East Bay

Denoncourt, Patricia A.

Program Specialist/Assessment & Tutorial
 BA, UC Berkeley

**Dinh, Kim**

Sr. Clerical Assistant, Applied Arts & Sciences
 AS, Laney College

Draper, Cecil, T.

Mathematics
 BS, Lane College
 MA, UC Berkeley

Dudley, Patricia A.

Health Services Coordinator
 BS, D'Youville College, Buffalo, NY
 MS, State University of New York at Buffalo
 DC, Life Chiropractic College West, San Lorenzo, CA

Edgar, Gloria

Staff Asst/ Vice President's Office

Elaidy, Maha

Counselor
 BA, MS, CSU Hayward

Fellman, Leonard

Mathematics
 BA, Princeton University
 MA, UC Berkeley

Fernandez, Miriam

Financial Aid Clerical Assistant II
 AA, Laney College

Ferrer, Carlos

Physical Education Attendant

Ferrero-Castañeda, Christa

ESL
 BS, UC Davis
 MA, St. Mary's College

Finlayson, Angelita M.

Financial Aid Program Supervisor
AA, Laney College
Voc. Ed. Credential, UC Berkeley
BA, Holy Names College

Foster, Shawn

IT Technician
AS, College of Alameda

Freeman III, Cleve L.

Student Personnel Services Specialist/EOPS
BA, Long Beach State University
MS, San Francisco State University

Gerstle, Steven**Librarian**

BA, Sonoma State University
MLIS, UC Berkeley

Green, Debbie A.

Counselor, DSPS
BA, CSU Northridge
MA, National University

Greenspan, Richard L.

Automotive Technology
BA, MA, Stanford University

Grill, Bob N.

Computer Information Systems
BGS, Ohio University

Gu, Yuan X

Custodian

Gulley Pacheco, Mary

Library Technician
AA, Chabot College

Gunter, George D.

Aviation Maintenance Technology
AA, Pasadena City College

Haggerty, Samuel, Jr.

Physical Education
BS, MS, Utah State University

Hall, Stewart E.

Auto Body & Paint

Henry, Sandra G.

Workforce Development Coordinator
BA, Antioch University
MA, John F. Kennedy University
Employment Specialist Certificate, USF

Hopkins, Camille

Program Specialist, Student Activities
BA, UC Berkeley

Hughes, Joy B.

Women's Locker Room Attendant
AA, College of Alameda

Hutchison, Benjamin

Custodian

Jackson, Jannett N.

VP of Instruction
BA, MEd, CSU Fresno
PhD, University of Texas, Austin

Jaramillo, Edward

Automotive Technology
AA, Chabot College
BGS, Indiana University

Jianoran, Nimfa C.

Sr. Clerical Assistant, Instruction
BS, Angeles University

Jones, Maurice A.

Division Dean, Arts, Letters, Social Sciences and Math
BA, MA, UC Berkeley

Jordan, Myron

Physical Education
BA, University of the Pacific
MA, CSU Sacramento

Keeles, Nailah

Account Clerk I, Business Services

Kircher, Ann B.

Biology
BA, Washington University
MA, Duke University

Lam, Jack

Staff Assistant, President's Office
BA, University of Southern California

Lastra, Irma

Child Care Specialist
BA, CSU Hayward
Children's Center Teacher Permit, State of California
Commission on Teacher Credentialing

Llamas, Octavio

Custodian

Lee, Joyce Chu

Admin. Asst/President's Office
AA, Merritt College

Lee, Wanda

Custodian

Lee-Pang, Ava

Supervisor, Admin. & Bus. Support Services
AA, Laney College

Lengel, Helena

Biology Laboratory Technician
BS, UC Berkeley

Leonard, Mimi

English, English as a Second Language
BA, MA, San Francisco State Univ.

Lewis-Franklin, Brenda J.

Secretary, Applied Arts & Sciences
BA, Patten College
MDiv., American Baptist Seminary of the West

Lizardo, Marivic

Secretary, Arts & Letters

Loretto, Eddie

History
BA, UC Davis
MA, CSU Hayward

Maffett, Denise

Staff Assistant, DSPS

Maney, Charlene M.

Sr Clerical Assistant, BAT
AA, College of Alameda

Marro, Greg

Program Specialist, Transfer Center
AA, City College of San Francisco
BA, San Francisco State University

Maxwell, Helene

DSPS Coordinator
BS, Southern Connecticut State Univ.
MA, San Francisco State University

McKenna, Jane

Librarian
BA, UC San Diego
MLIS, San Jose State University

Montague, Muriel D.

Bursar
AA, College of Alameda
BA, St. Mary's College

Mortensen, Usha

Intake Specialist, One Stop Career Center

Nathaniel, Shuntel

Sr. Clerical Assist., Admin. Services

Nattrass, Owen

Cook, Children's Center
Graduate - Western Culinary Institute, Portland, Oregon

Nguyen, Danny

Dance, P.E.

Noorbakhsh, Rahim

Mathematics
BS, MS, Calif. State Polytechnic U.

Olan, Angel

Lead Custodian

Olds, Peter

Chemistry
BA, Reed College
MA, Princeton University

Olive, Rochelle

Business
AA, College of Alameda
BS, Golden Gate University

O'Neal, Anna

Tutorial/Assessment Service Asst.
BS, UC Santa Cruz

Ortega, Evaristo

Custodian

Pearson, Glen L.

Music
Bachelor of Music, San Francisco State U.
MA, New York University

Perkins, Monique Y.

Program Specialist/Employer Liaison, One Stop Career Center

Pernell, Kelly

Mathematics
BA, UC Berkeley
MA, San Francisco State University

Peterson, Jon

Automotive Technology

Pham, Lan Huong

Financial Aid & Placement Assistant
AA, College of Alameda

Piazza, Derek

Apparel Design & Merchandising
BA, Wayne State University

Popal, M. Sedique

English as a Second Language
BA, Kabul University
MA, San Francisco State University
Ed.D., University of San Francisco

Puschendorf, Gunther F.

Ethnic Studies, German, History,
Spanish
BA, MA, UC Berkeley

Ramos, Rufino

Automotive Technology
AS, College of Alameda
Master ASE Certificate

Revell, George

Store Worker

Rex, Lynn

Learning Disabilities Specialist
BA, CSU Hayward
MS, CSU Hayward
MA, California School of Professional Psychology
PhD, California School of Professional Psychology

Rice, Lemar

Custodian

Roberts, Alze M.

Counselor/Athletic Advisor
BA, San Francisco State University
MSW, UC Berkeley

Robertson, Michael D.

Diesel Mechanics
BVE, MIA, San Francisco State Univ.

Robinson, Shirley J.

Counselor
BA, MA, San Francisco State Univ.
PhD, Univ. of Southern California

Rosete, Arthur

Staff Assistant, Business

Rowland, Jean K.

WorkAbility Coordinator
BA, Indiana University
MA, San Francisco State University
MA, Chapman University

**Roundtree, Orgetorix J.**

Apparel Design & Merchandising
AA, College of Alameda

Rubin, Jay

English
BA, CSU San Diego
MA, CSU Northridge

Sabir, Wanda

English, ESL
BA, TESOL Cert., Holy Names University
MA, University of San Francisco

Safir, Andrea

English, ESL
BA, UC Berkeley
License, Matrise (MA), University of Paris

Salahifar, Mitra

Science Lab Tech/ Chemistry
BS, Alzahra University

Sampathraj, Bala

AA, College of Alameda

Sanchez, Becky

Counselor, DSPS
BS, MS, San Francisco State Univ.

Sanders, Lula Mae

Child Care Assistant II
Child Development Associate Teacher Permit, State of California Commission on Teacher Credentialing

Schermerhorn, Shirleen

Public Information Officer
BA, Stanford University
MA, McGill University

Schweikhardt, Peter

Geography
 BS, Georgetown University
 MS Rutgers University
 Ph.D. UC Berkeley

Scott, Bishop T.

Psychology
 AA, Sacramento City College
 BA, San Francisco State University
 MS, CSU Hayward

Silva, Lawrence

DSPS, Student Personnel Services,
 Workability Program Specialist
 BA, Chico State University

Simon, Peter

Division Dean, Business, Transportation and Sciences
 BA, University of Illinois
 MA, San Francisco State University

Smith, Sherrone Y.

History
 BA, UC Berkeley
 MS, San Francisco State University

Snell, Bobby

Principal Library Technician
 BA, Grambling College

Sparks, David

Librarian
 BA, New College of California
 MM, Univ. of Texas at Austin
 MLIS, San Jose State University

Steiner, John

Biology
 BA, CSU Chico
 MA, CSU Hayward

Stone, Becky

Speech Pathologist/
 Cognitive Specialist
 BS, Kalamazoo College
 MA, San Francisco State University

Strong, Nathan

BA, NY State University
 MA, Rochester University
 MA, PhD, UC Berkeley

Swiencicki, Mark

Sociology
 BA, University of Connecticut
 PhD, University of Connecticut

**Tavassoli, Lili**

Sr Library Technician
 BSE, Central State University
 MLS, CSU Fullerton

Thompson, Trulie

Counselor
 BA, UC Berkeley
 MS, San Francisco State University

Torres, Lynn A.

Staff Assistant, Office of the VP of Instruction

Tsai, Patricia

Physics/Astronomy
 BA, Cornell University
 PhD, UC San Diego

Tumasian, Manuk G.

Auto Mechanics
 AS, Rio Hondo College

Uy, Manuel

CIS, Math, Physics
 BS, MIT
 MS, University of Minnesota

Ulrey, Stefanie

ESL/English
 BA, George Washington University
 MA, Monterey Institute of International Studies
 MATESOL, University of San Francisco

Villegas, Anthony

Computer Information Systems
 BA, University of San Francisco
 MBA, CSU Hayward
 MSBA, CSU Hayward
 Ed.D., University of San Francisco
 CERT, College of Financial Planning
 CERT, Quality Management, UCB
 CERT, Telecomm. Engineering, UCB

Virkkilä, Vivian E.

Duplicating Services Technician
AA, Vista College
BA, CSU Hayward

West, Francine

EOPS Counselor
BA, CSU East Bay
MA, Golden Gate University
MA, St. Mary's College

Williams, Arvid

Library Technician
AA, San Francisco City College

Williams, Wendy

English
BA, MFA, Mills College

Willis, Connie

Business & Administrative Services Manager
College Safety Officer
BS, CSU Hayward
MA, Alliant International University, San Diego

Wirth, Michael J.

Business
AA, College of San Mateo
BS, San Jose State University
MBA, University of Santa Clara

- DSPS** = Programs & Services for Students with Disabilities
EOPS = Extended Opportunity Program & Services
SDS = Standard Designated Subjects credential to teach in the field specified
T&I = Occupational Trade and Technical Credential to teach in the field specified
CC = Certificate of Completion

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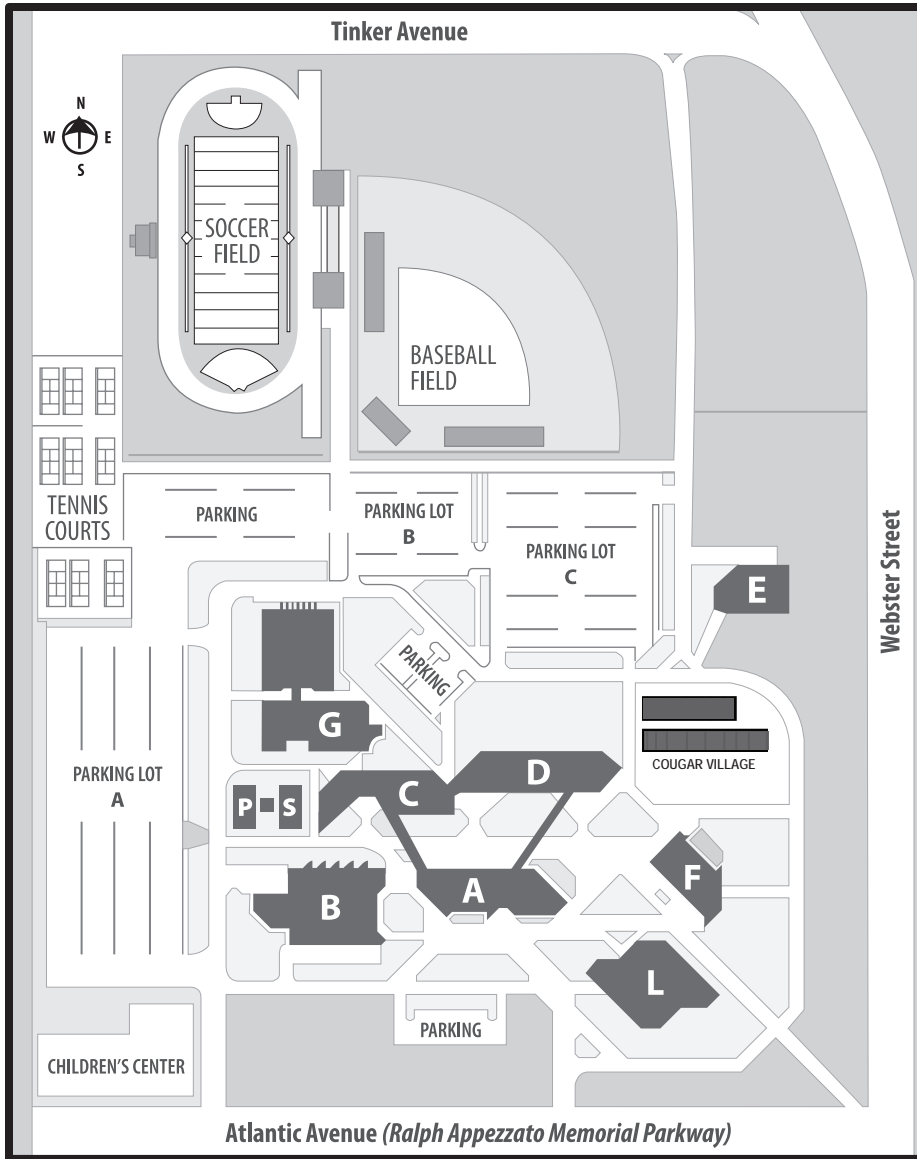
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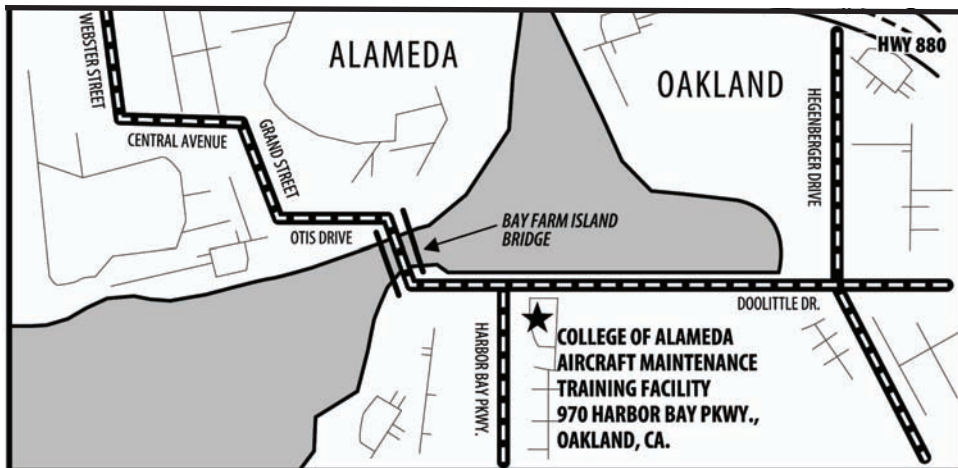
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Campus Building Guide



Note: During construction, most services and classes in Building A have been relocated to the "Cougar Village" (CV) portables, behind Building F.

- B** 1st Level Auto Body, Automotive Technology
- C** 1st Level Biological Sciences
2nd Level Liberal Arts, Social Science, Division 2 Office
- D** 1st Level Chemistry, CIS, Physics, Programs & Services for Students with Disabilities
2nd Level Language, Liberal Arts, EOPS, Division I Office
3rd Level Apparel Design & Merchandising, Art
- E** 1st Level Diesel Mechanics
- F** 1st Level Health Services, Cashier, Bookstore, Police Services, Student Lounge, ASCOA, Student Activities
2nd Level Cafeteria, Cybercafe
- G** 1st Level Gym, Men's Locker Room, Music
2nd Level Women's Locker Room, Athletic Director, Coaches, CalWORKS
- L** 1st Level Library
2nd Level Administration, Audio-Visual, Assessment, Learning Resources Center, Open Computer Lab, Tutoring
- P** One-Stop Career Center
- S** Alameda Science and Technology Institute
- Cougar Village (CV) A** Admissions & Records, Counseling, Financial Aid, Staff Copy Center/ Mailroom, Transfer Center, VP of Student Services, A-Building classrooms, Dental Assisting



College of Alameda Aviation Maintenance Training Facility

The College of Alameda Aviation Maintenance Facility is located at the North Field of Oakland Airport, .3 mile from the intersection of Harbor Bay Parkway and Doolittle Drive.