Substantive Change Proposal

Programs/Certificates Completed 50 Percent or More through Distance Education

Submitted by:
College of Alameda
555 Ralph Appezzato Memorial Parkway
Alameda, CA 94501

Submitted to:
Accrediting Commission for Community and Junior Colleges

September 8, 2015

COLLEGE OF ALAMEDA

CERTIFICATION OF THE SUBSTANTIVE CHANGE REPORT

Date: September 8, 2015

TO: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

FROM: College of Alameda
555 Ralph Appezzato Memorial Parkway
Alameda, California 94501

The Distance Education Substantive Change Report is submitted for the purpose of complying with accreditation policies and standards regarding instructional programs capable of being offered above 50% online.

We certify that there was participation by the College of Alameda community and accurately reflects the nature and substance of this institution. The report was prepared by Timothy Karas, Accreditation Liaison Officer.
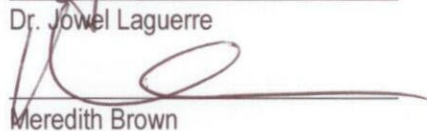
Peralta Community College District

Signed:

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Dr. Jowel Laguerre   Chancellor

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Meredith Brown   President, Board of Trustees

College of Alameda

Signed:

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Dr. Joi Blake   President, College of Alameda

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Timothy Karas   Accreditation Liaison Officer
Vice President of Instruction

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A. Concise Description of Proposed Change

1. Brief Description of the Proposed Change

The purpose of this Substantive Change Proposal for Distance Education (DE) is to increase the availability of College of Alameda distance education offerings by seeking ACCJC approval of programs for which over 50% of the requirements can be completed via DE including: twenty active degree programs and four active certificate programs The courses included in these degree and certificate programs have been approved by the College's Curriculum Committee; Council on Instruction, Planning and Development (CIPD); Peralta Community College District (PCCD) Board of Trustees (governing board); and California Community College Chancellor's Office. College of Alameda has reported this information regularly in its Annual Report to ACCJC.

The College has three degrees and one certificate that students can theoretically complete 100%-online. This is due to the curriculum practice of including a DE addendum for courses, where pedagogically appropriate, during curriculum review process. This gives the College flexibility to plan future offerings in multiple teaching modalities. Due to intentional scheduling practices, courses have not been offered to enable students to complete a degree or certificate 100%-online.

The chart below illustrates the number of degrees and certificates offered 100%-online and greater than 50%-online. An annotated degree and certificate outline is included as an appendix highlights the individual courses able to be offered in DE modality.

	Degrees	Certificates
100% Online	3	1
50% or Greater Online	17	3

This proposal for substantive change of programs at College of Alameda (the College) is being submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) to seek approval to offer the following Associate Degrees and Certificates 50% or more in a distance education delivery format: [Appendix AE: Annotated Degree and Certificate Outlines]

Certificates of Achievement

- Business: Accounting Certificate
- Business: Office Administration Certificate
- Computer Information Systems Certificate
- Liberal Studies: CSU Breadth [100% Online]

Associate Degrees

- Business Associate of Arts
- English Associate of Arts
- History Associate of Arts
- Humanities Associate of Arts
- Liberal Arts: Art and Humanities Associate of Arts [100% Online]
- Liberal Arts: Natural Sciences Associate of Arts [100% Online]
- Liberal Arts: Social And Behavioral Sciences Associate of Arts [100% Online]
- Liberal Arts: Intersegmental General Education Transfer Curriculum (IGETC) Associate of Arts
- Mathematics Associates of Arts
- Political Science Associate of Arts
- Psychology Associate of Arts
- Sociology Associate of Arts

Associate Degree for Transfer (ADT)

- Business Associate of Science in Transfer
- Communication Studies Associate of Arts in Transfer
- English Associate of Arts in Transfer
- History Associate of Art in Transfer
- Mathematics Associate of Arts in Transfer
- Political Science Associate of Arts in Transfer
- Psychology Associate of Arts in Transfer
- Sociology Associate of Arts in Transfer

2. Relationship to Institutional Mission

The College's mission statement is as follows:

> *The Mission of College of Alameda 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.*

The College's distance education offerings are aligned with its vision and mission. Our mission reflects an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, foundational (basic) skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

The College fulfills its vision and mission by offering a comprehensive array of programs and student support services. As well, our mission aligns with student goals. Students can earn certificates or degrees in career and technical fields, prepare for transfer, and address basic skills needs. The specific programs that can be offered at more than 50% through DE align with the mission of the College and student goals.

With the increasing diversity and needs of our student population, it is critical that we offer a variety of instructional delivery formats to ensure both access and student success. Offering courses and programs at a distance is consistent with our Mission Statement, which indicates the College offers an accessible education that provides students with essential academic skills, and that we embrace diversity and promote student engagement. Further, today's students are expected by the workforce to become technologically literate. Distance education courses promote student immersion in technology. Also, in our efforts to increase access and a diverse

campus community, distance education courses allow for us to reach out to individuals who may otherwise be unable to reach us due to distance, work schedules, family dynamics, or other restrictive reasons.

3. Rationale for the Request

As College of Alameda developed its comprehensive academic program offerings, the use of technology gradually became an integral component in curriculum planning and content delivery. Online instruction has become the predominant mode of delivery of DE. The growth in DE classes has been in response to supporting the College's diverse student population and its varying needs for accommodating and accessible enrollment options. For many of our students who juggle multiple responsibilities, DE offers the flexibility and convenience of taking courses in a virtual environment.

The College's DE offerings represent one delivery method that helps ensure access to students. A review of DE enrollments reveals that the College's DE offerings appeal to students residing throughout the Peralta Community College District, including cities or communities that are outside Alameda County. DE represents a viable option for students residing in and out of the College's service area.

The College has a small, but growing, online enrollment. In the current FY2015-16 academic year approximately 12% of the College's full-time equivalent students (FTES) are enrolled in 100%-online sections. The figure below provides the data for the FY2014-15 academic year

Term	College	Dist. Ed. Type	Classes	FTES Total	% DE
F14	Alameda	100% Online	51	205	12%
Total		ALL Types	367	1,609	
S15	Alameda	100% Online	59	216.15	13%
Total		ALL Types	375	1,616	

The College monitors course success rates for courses each fall. For planning and prioritization the College uses fall to fall data. Several sociodemographic data elements are used to analyze

course success, including subject, basic skills, distance education, career/technical, age, gender, and ethnicity. There is a small gap in distance education success rate of 4.9% relative to non-DE success rates. Below is the current data on distance education.

Success Rates for Distance Education

Success Rate	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014
Online	62.8%	56.6%	60.8%	62.6%	62.7%
Non-DE	67.0%	68.9%	69.6%	69.6%	67.8%

Success Rate: DE and Non-DE Certificates and Degrees

Term	Campus	DE Status	Success Rate	Total Graded	Success
2013 Fall	Alameda	DE	62.98%	940	592
2013 Fall	Alameda	Non-DE	65.65%	7,710	5,062
2014 Fall	Alameda	DE	62.62%	1,763	1,104
2014 Fall	Alameda	Non-DE	64.56%	7,015	4,529

Comparison of Distance Education Course Success Rates and Overall Course Success by Discipline

Discipline	Fall 2010 DE	Fall 2010 Overall	Fall 2011 DE	Fall 2011 Overall	Fall 2012 DE	Fall 2012 Overall	Fall 2013 DE	Fall 2013 Overall	Fall 2104 DE	Fall 2014 Overall
ADAM	n/a	60.1%	n/a	65.2%	n/a	64.5%	n/a	69.1%	n/a	61.2%
AFRAM	n/a	60.4%	n/a	59.9%	n/a	59.3%	n/a	58.0%	81%	63.2%
AMT	n/a	80.5%	n/a	89.9%	n/a	n/a	n/a	87.5%	n/a	98.8%
ANTHR	69.4%	63.9%	66.7%	73.0%	61.7%	74.3%	69.0%	77.1%	67.3%	71.2%
ART	86.8%	76.4%	80.0%	68.3%	77.8%	76.1%	70.7%	59.1%	80.2%	60.3%
ASAME	n/a	88.9%	n/a	79.2%	n/a	77.8%	n/a	n/a	n/a	75.0%

Discipline	Fall 2010 DE	Fall 2010 Overall	Fall 2011 DE	Fall 2011 Overall	Fall 2012 DE	Fall 2012 Overall	Fall 2013 DE	Fall 2013 Overall	Fall 2104 DE	Fall 2014 Overall
ASTR	n/a	56.9%	n/a	60.8%	n/a	66.7%	n/a	49.1%	n/a	58.6%
ATECH	n/a	72.3%	n/a	74.1%	n/a	72.8%	n/a	71.0%	n/a	68.5%
AUTOB	n/a	75.8%	n/a	52.2%	n/a	64.4%	n/a	68.4%	n/a	57.6%
BIOL	n/a	70.8%	60.0%	66.8%	n/a	64.3%	47.1%	61.7%	55%	60.9%
BUS	46.8%	57.0%	39.2%	53.3%	40.9%	59.0%	35.9%	59.5%	48.9%	54.3%
CHEM	n/a	59.2%	n/a	61.5%	n/a	55.0%	n/a	56.8%	n/a	57.4%
CHIN	n/a	87.3%	n/a	89.1%	n/a	96.9%	n/a	95.3%	n/a	93.7%
CIS	48.8%	61.4%	48.8%	60.3%	55.9%	63.9%	62.0%	62.2%	63.9%	65.4%
COMM	86.4%	74.5%	80.6%	80.6%	67.0%	70.7%	70.8%	77.6%	68.2%	67.1%
COUN	n/a	65.2%	80.8%	78.4%	81.0%	80.0%	73.8%	81.2%	72.2%	78.4%
DANCE	n/a	92.3%	n/a	87.4%	n/a	87.6%	n/a	84.8%	n/a	86.7%
DENTL	n/a	87.6%	n/a	73.6%	n/a	87.9%	n/a	94.5%	n/a	91.3%
DMECH	n/a	82.8%	n/a	82.5%	n/a	100%	n/a	93.2%	n/a	81.7%
ECON	77.7%	70.0%	66.4%	65.9%	65.2%	65.2%	83.0%	79.7%	73.2%	77.4%
ENGL	66.0%	53.4%	58.7%	62.1%	67.3%	61.3%	50.0%	63.4%	45.0%	58.6%
ESL	n/a	81.8%	n/a	83.4%	n/a	83.4%	n/a	84.3%	n/a	91.1%
GEOG	68.4%	59.9%	70.5%	57.9%	94.6%	76.3%	76.5%	62.0%	61.1%	55.7%
GERM	n/a	56.5%	n/a	60.9%	n/a	67.5%	n/a	48.4%	n/a	50.0%
HIST	56.9%	63.0%	65.9%	68.9%	61.4%	66.1%	60.8%	64.9%	56.9%	65.8%
HLTED	n/a	76.0%	n/a	65.3%	n/a	69.1%	n/a	81.0%	n/a	60.0%
HLTOC	n/a	83.1%	n/a	82.8%	n/a	81.5%	n/a	91.8%	n/a	81.2%
HUMAN	72.7%	59.3%	40.9%	57.4%	25.0%	52.9%	30.8%	51.5%	n/a	33.1%
KIN/PE	n/a	83.2%	n/a	80.7%	n/a	87.5%	n/a	67.6%	n/a	61.5%
LIS	75.0%	75.0%	75.0%	75.0%	60.0%	43.6%	47.4%	59.2%	69.8%	69.8%

Discipline	Fall 2010 DE	Fall 2010 Overall	Fall 2011 DE	Fall 2011 Overall	Fall 2012 DE	Fall 2012 Overall	Fall 2013 DE	Fall 2013 Overall	Fall 2104 DE	Fall 2014 Overall
MATH	59.6%	58.6%	46.7%	56.4%	59.1%	61.2%	39.2%	58.3%	54.2%	58.5%
MUSIC	n/a	55.2%	n/a	49.1%	n/a	59.6%	n/a	48.2%	n/a	52.0%
PHIL	71.7%	60.6%	76.0%	65.2%	n/a	56.9%	73.1%	63.6%	39.1%	61.6%
PHYS	61.3%	66.0%	57.6%	60.6%	50.0%	62.9%	35.5%	60.9%	40.0%	59.1%
POSCI	57.1%	70.2%	44.3%	69.1%	67.7%	68.7%	61.9%	68.3%	62.1%	66.0%
PSYCH	69.2%	68.5%	60.5%	67.1%	69.1%	72.7%	55.3%	66.5%	64.8%	68.1%
SOC	n/a	46.4%	n/a	37.6%	n/a	37.7%	n/a	68.9%	72.6%	70.6%
SPAN	n/a	60.0%	n/a	44.1%	n/a	45.2%	n/a	50.5%	n/a	38.2%
VIET	n/a	93.1%	n/a	84.2%	n/a	81.3%	n/a	90.9%	n/a	97.8%

For the 20 areas that offer online courses, a comparison between their distance education course success rates versus their overall course success rates illustrates that success rates are comparable between the modalities for a majority of areas. Fourteen of the 20 areas had difference of success rates +/-5%. Six areas (African American Studies, Art, English, History, Philosophy, and Political Science) had a difference greater than +/-5% between distance education course success rates and overall area course success rates.

Retention Rate: Fall to Spring: DE and Non-DE Certificates and Degrees

Term	Campus	DE Status	Retention Rate	Census Enrollment	Retained
2013 Fall	Alameda	DE	71.80%	883	634
2013 Fall	Alameda	Non-DE	74.54%	4,340	3,235
2014 Fall	Alameda	DE	69.86%	1,556	1,087
2014 Fall	Alameda	Non-DE	73.76%	4,040	2,980

DE persistence – Fall 2013 and Fall 2014

Term	Distance Ed	Persistence Numerator	Persistence Denominator	Persistence Rate
2013 Fall	100PCT	634	883	71.80%
2013 Fall	Non-DE	3235	4340	74.54%
2014 Fall	100PCT	1087	1556	69.86%
2014 Fall	Non-DE	2980	4040	73.76%

Footnote- Definition: Percentage of students who receive a passing/satisfactory grade.

Numerator: A, B, C, CR, IA, IB, IC, IPP, P

Denominator: A, B, C, CR, D, F, FW, IA, IB, IC, ID, IF, INP, IPP, P, NC, NP, W

Excluded grade notations: DR, IP, IX, MW, RD, UD, XX

The College offers a variety of sections online. The sections are primarily general education or degree-applicable and a significant number are from the social and behavioral science disciplines. A complete list of the distance educations courses offered in Fall 2014 and Spring 2015 is provided as an appendix. [Appendix AF: Distance Education Courses Offered Fall 2014 and Spring 2015]

B. A Description of the Program to be Offered if the Substantive Change Involves a New Educational Center, or Change in Delivery Mode

1. The educational purposes of the change are clear and appropriate.

It is important to note our offerings of the aforementioned degrees and certificates in a distance education format are supplementary to our current offering of these same degrees and certificates in a traditional, face-to-face delivery format. This substantive change proposal does not involve offering new educational programs, but identifies active certificate and degree programs that have potential for a student to complete 50% or more of the required courses through DE. The courses in these programs are approved through the same curriculum approval process as traditional delivery format courses, except they are supplemented with a Distance Education Addendum. The distance education degrees and certificates in this application already exist as Chancellor's Office-approved degrees and certificates and have been previously taught in traditional instructional methods. [Appendix A: Sample DE Addendum]

Our Distance Learning Addendum ensures that the approved curriculum for courses offered in a distance education format meets the ACCJC Definition of Distance Education, as indicated in the June 2013 *Guide to Evaluating Distance Education and Correspondence Education*. Furthermore, design and instruction within distance education courses comply with the federal and state laws governing accessibility for students needing accommodation.

All courses approved for DE delivery undergo the curriculum review and scrutiny as required by California's Title 5 §55206. The College's Curriculum Committee, the District's Council on Instruction Planning and Development (CIPD), and the Peralta Community College Board of Trustees approve all courses for DE and the California Community Colleges Chancellor's Office as required by our Administrative Procedure 4022 – Course Approval [Appendix B: AP 4022]. Adding DE as a delivery option enables the College to serve the diverse enrollment needs of its student community, to address diverse learning styles and preferences, and to provide ongoing enrollment options and flexibility for students to work towards their academic goals of basic skills development, completion of a certificate of achievement or associate degree, and/or

transfer to a four-year institution.

The Curriculum Committee and DE Coordinator approve each course proposed for distance education delivery to ensure that the following criteria are met:

- Regular and effective contact is maintained between instructor and students through announcements/bulletin boards, chat rooms, discussion boards, email communication, FAQ, resource links, scheduled face-to-face meetings, telephone, or other methods of contact.
- Appropriate technologies and tools are used to achieve course objectives and student learning outcomes
- Multiple measures are used to achieve and assess student learning

2. The proposed program meets Eligibility Requirements, Accreditation Standards, and Commission policies related to student learning programs and services and resources.
College of Alameda has procedures to ensure that distance education courses and programs are aligned with the institution's total educational mission. All distance education courses are required to go through an approval and review process to ensure that they meet the same standards, rigor, and learning outcomes as traditional face-to-face courses. Distance education courses are reviewed both at the College curriculum committee and at a District-level curriculum committee.

The College and the District require that all distance education courses have the same student learning outcomes and use the same course outline of record as when the course is offered face-to-face. During the curriculum review process, all courses, including distance education, are required to have clearly defined and appropriate student and/or program learning outcomes. In keeping with the institution's total mission, distance education is offered for transfer and career technical education courses.

The College's distance education coordinator provides oversight of the implementation of the courses and Moodle, the distance education learning management system. The four colleges in

the Peralta Community College District share a common Learning Management System, Moodle, which is fully integrated with the PeopleSoft/Passport enterprise management system for easy registration and tracking of student enrollment and performance.

Faculty who teach distance education courses are evaluated to ensure academic quality. Faculty who teach distance education courses are expected to either have a certificate in online education or equivalent teaching experience and academic background [Appendix C: PFT Contract Article 33: Distance Education]. The District provides regular training for instructors who want to teach online, and offers an Online Teaching Certificate for faculty who want to gain more in-depth training in distance education. In addition to the @ONE Project and Merritt College's Certificate Program in Online Teaching, the Peralta Community College District provides advanced and specialized teaching workshops for faculty, staff, and administrators.

There is a district Distance Education Committee consisting of the four college distance education coordinators. This team provides basic technical support to faculty teaching online courses and pedagogical advice for distance education. Also the District's IT Help Desk provides assistance to online students.

The District Office of Educational Services, working collaboratively with the four college distance education coordinators and information technology staff, assumes responsibility for monitoring the changing online education requirements for institutions of higher education, as well as options available for meeting the expectations of protecting students' identities online. Below are pertinent areas of focus in addressing DE course requirements:

a. **Eligibility Requirements:** In compliance with the State of California Title 5 regulations from Chapter 6, Subchapter 3, beginning with §55200, College's Curriculum Committee reviews and approves separately each course proposed for DE delivery to ensure the following minimum criteria is met: Regular and effective contact is maintained between the faculty member and the student as required by ACCJC Distance Education Policy and Standard II.A.

The Peralta Community College District developed a DE addendum to our course outline of record for alternate teaching methods and adopted District Administrative Procedure 4105-Distance Education. [Appendix D: AP 4105] Certification of the course includes verification that the course meets the same quality standards, includes regular and effective contact between instructor and student, and that distance education approval involves the Curriculum Committee. The DE addendum to the outline covers "Instructor/Student Contact" for DE instructional delivery. [Appendix A: Sample DE Addendum]

b. **Accreditation Standards and Commission Policies**: The development, implementation, and evaluation of all courses and programs offered through DE are the same as those offered through face-to-face modality, and are within the scope of the College's mission, and are controlled by the College.

c. **Student Learning Outcomes:** The course and program-level student learning outcomes are clearly defined and are the same for DE courses and for face-to-face instruction. Ongoing assessments of learning outcomes are conducted on courses and programs.

d. **Adequate Fiscal and Personnel Resources:** College of Alameda provides fiscal and personnel resources and the organizational infrastructure necessary to support student learning in DE classes.

e. **Student Registration and Authentication:** College of Alameda has in place a registration process for students enrolled in DE classes. Registration and financial aid processes for all students have migrated to web-based access. The Peralta Community College District's AP 4105- Distance Education details authentication. Student authentication is achieved through the issuance of a username and password to each student to allow access to our Learning Management System (LMS, currently Moodle). Students are encouraged to change their password. New passwords must be sufficiently complex so that they cannot be easily decoded. District policies and procedures regarding academic honesty and acceptable use of information technology services include penalties for unauthorized use of another student's name and password, cheating

on examinations, and other types of academic dishonesty. Students must agree to these polices/procedures the first time they login to the District LMS (Moodle). This approach provides a pedagogical focus rather than a punitive approach to academic honesty.

The Higher Education Opportunity Act requires institutions which offer distance education to have processes in place through which the institution establishes that the student who registers in a distance education course or program is the same person who participates each time, completes the course or program, and receives the academic credit. The College complies with this regulation through the above mentioned student authentication process.

Complete information about "Academic Dishonesty, Due Process, and Conduct" is posted on the shared district online education website at: http://web.peralta.edu/de/. Students also are authenticated through sufficient interaction between students and instructors, which contributes to verifying a student's identity. Instructors can require proctored examinations which can serve as another method of authentication.

C. A Description of the Planning Process, Which Led to the Request for Change

1. The change's relationship to the institution's planning, evaluation, and stated mission

The College has been offering courses in a distance education format for several years. The College engages in a continuous planning, evaluation, and resource allocation decision-making process, which is designed to improve institutional effectiveness and ensure the College meets its mission. College-wide goal setting is informed by District-wide strategic planning that occurs in a six-year planning cycle. The PCCD Strategic Plan Goals are reviewed and updated every six years. The most recent review, in summer/fall of 2014 resulted in a slight change in wording to one of the five strategic goals. The PCCD Strategic Goals are [Appendix AG: PCCD Strategic Goals]:

- Advance student access, equity, and success

- Engage and leverage partners

- Build programs of distinction

- Strengthen accountability, innovation and collaboration

- Develop and manage resources to advance our mission

Additionally, each year measureable institutional objectives are also set as part of the overall strategic planning process. Setting these objectives is a collaborative process involving all constituencies through the Planning and Budgeting Integrated Model (PBIM) participatory governance structure. The strategic goals and institutional objectives are finalized at a yearly PBIM Summit, held at the beginning of each academic year. [REF: PCCD Strategic Plan Update, 2014]

The College of Alameda created the Integrated Educational and Facilities Plan in 2009. This comprehensive plan, which projected program and facility needs from 2009 to 2022, was developed with contributions from the College administration, faculty and a consultant and external constituents. The plan is based on detailed analysis of instructional programs including curriculum by discipline. An assessment and incorporation of external and internal, quantitative and qualitative data was included in this comprehensive planning process. The plan projected the

educational programs, support services and facilities (including building, space, equipment and technology) that will be needed through the year 2022. The plan provided specific direction and parameters for the implementation of programs and activities relating to improving educational services, support services and facility programs. Importantly, the Educational and Facilities Plans are dynamic instruments that were designed to have the flexibility to adjust to new issues and needs that may arise over their term. During the academic year 2015-16, work will begin on the update of the Integrated Educational Master Plan. [REF: College Educational Master Plan]

The District strategic goals provide the umbrella for College planning. The College identifies specific objectives and actions steps to achieve our goals. [REF: COA Goals and Objectives 2014-15]. Furthermore, there are three strategic themes identified by the College, which are interwoven with the College Mission, Vision and Values. [Appendix H: Mission and Goals] These three themes are:

- Academic excellence
- Budgetary competence, and
- Community engagement

The core themes, Our ABCs, emphasize crucial success indicators for students in achieving an enhanced capacity to pursue their dreams. These themes provide a framework and touchstone for College planning and decision making processes. Departments and units address their linkage to the strategic goals in program review and annual program updates.

Outcomes

The College established institutional learning outcomes (ILOs) by which it measures its success in achieving its plans. The College has five ILO's based on the question, "What are students able to do as a result of their learning experiences at College of Alameda?"

- Solve problems and make decisions in life and work using critical thinking, quantitative reasoning, community resources, and civil engagement.
- Use technology and written and oral communication to discover, develop, and relate critical ideas in multiple environments.
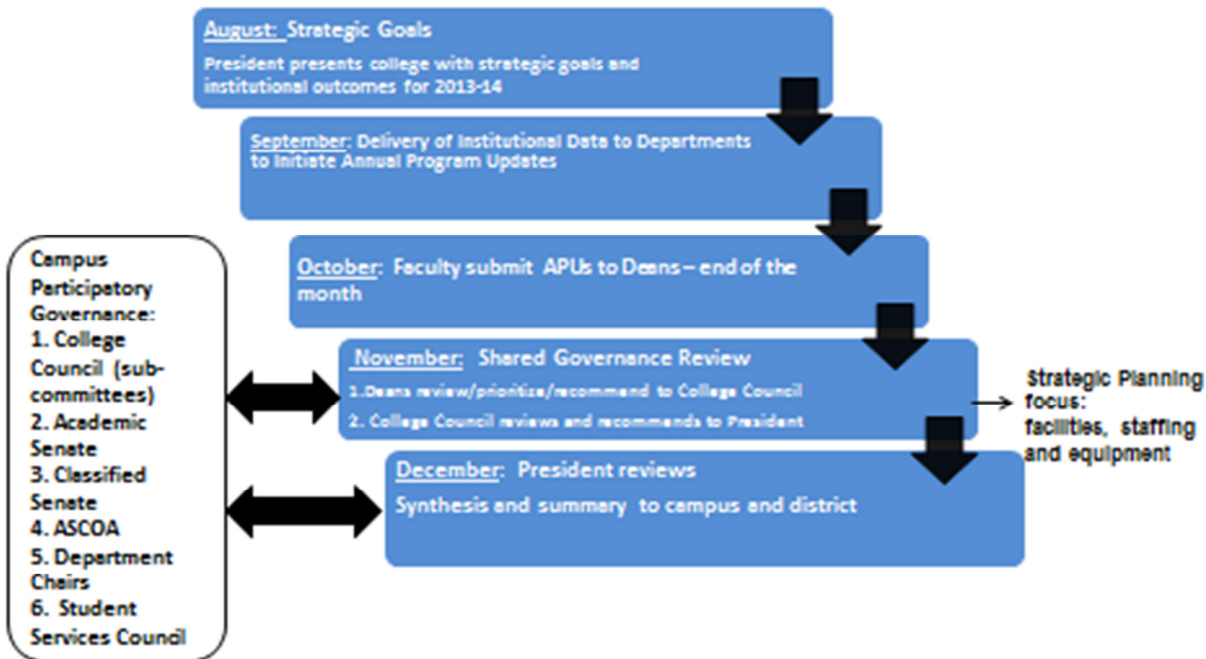
- Exhibit aesthetic reflection to promote, participate and contribute to human development, expression, creativity, and curiosity.
- Engage in respectful interpersonal communications, acknowledging ideas and values of diverse individuals that represent different ethnic, racial, cultural, and gender expressions.
- Accept personal, civic, social and environmental responsibility in order to become productive local and global community members.

ILOs provide over-arching guidance for the development of student learning, student service and administrative service outcomes. At the College, for instructional programs, departmental and program faculty develop student learning outcomes (SLOs) for all courses and programs which are currently offered. For student services and administration, departments have developed service area outcomes (SAOs) for all programs and processes. Outcomes describe what students are expected to achieve and are able to demonstrate in terms of knowledge, skills, and values upon completion of a course, or after receiving a service, attending a workshop, or participating in an event. Each outcome has clearly defined objectives and tools of measurement.

The Institutional Effectiveness Committee, in coordination with each department, assesses achievement of outcomes and works with departments to make adjustments, as needed. The College has effectively utilized these evaluation processes and results to improve programs and services.

Using the College plans and the data sets previously referenced, measurable action priorities for of the College's ILOs are constructed. The College Council members, working groups and other coordinating bodies, such as the Department Chairs and Student Service Council, are informed of these strategic priorities and are charged with addressing the priorities, where pertinent, in their program reviews, Annual Program Updates (APU's), and in committee inquiries and reports. The action priorities are assessed and are evaluated each year to measure progress toward completion. Each year new priorities may be added; however, preceding priorities will remain until completed.

Annual Strategic Goals & Institutional Outcomes
Phase One: Campus Integrated Planning Timeline

August: Strategic Goals

President presents college with strategic goals and institutional outcomes for 2013-14

September: Delivery of Institutional Data to Departments to Initiate Annual Program Updates

October: Faculty submit APUs to Deans – end of the month

November: Shared Governance Review

1. Deans review/prioritize/recommend to College Council
2. College Council reviews and recommends to President

December: President reviews

Synthesis and summary to campus and district

Campus Participatory Governance:
1. College Council (sub-committees)
2. Academic Senate
3. Classified Senate
4. ASCOA
5. Department Chairs
6. Student Services Council

Strategic Planning focus: facilities, staffing and equipment

The College exists in an environment of constant change characterized by enrollment shifts; increased accountability from state, regional, and national stakeholders; and budgetary challenges. It is only within a framework of continuous improvement and evidence-based institutional effectiveness that the College can achieve its mission to provide transfer and career-technical education, foundation skills and support services, responding to the workforce needs and increasing community partnership and global awareness. Thus, the College engages in long-range planning to inform decision-making about distance education (DE).

Program Reviews: Every three years, all units of the College evaluate the efficacy of those units. Details gathered inform DE achievements and gaps, surfacing needs that are subsequently prioritized via the integrated budget and planning decision-making process.

Annual Program Review Updates (APUs): The College's Annual Program Update (APU) process and Program Review (conducted on a three-year cycle) process ensure ongoing program

planning and development, assessment of program goals, data analysis, and identification of new funding needed for resources to support program goals. Success and retention rates are provided to discipline faculty for review and analysis. Disciplines and programs address success rates as part of their evaluations. Goals and requests for resources are aligned with the goals identified in the College's Educational Master Plan.

The resource planning and decision-making process is not driven by a source of funding, but rather, by strategic prioritization of the College's student success goals. Annually, the Budget Advisory Committee receives requests from multiple sources. The resource goals in 2014-15 align the College's priority to assure quality and availability of online instructional and student support services.

As a result of the annual evaluation and planning cycles, the College is making more robust resources available to its faculty, staff and students to address the quality of DE. The College continues to: refine its curriculum approval process for approving courses taught via DE; strengthen its process to increase student participation in the evaluation of DE classes; and, work with sister colleges to leverage and continue strengthening a district online education training program, which is a professional development certificate designed to support faculty interested in teaching online courses.

The College's main participatory governance body, the College Council, develops, monitors, and coordinates implementation of the Educational Master Plan. The District strategic goals and the College's goals, benchmarks, planning and resource allocation efforts intentionally seek to: 1) advance student access, equity, and success; 2) engage and leverage partners; 3) build programs of distinction; 4) strengthen accountability, innovation and collaboration; and 5) develop and manage resources to advance the mission. The primary goal is to promote student success while being responsive to the communities in the East Bay region by providing a high level of access to education and promoting diversity. DE in particular reflects the commitment to ensure students from a wide variety of backgrounds have an equitable opportunity to achieve their educational goals. DE also reflects the College's commitment to providing the highest quality

instructional programs and student support services using the best methods and technologies that support the success of a diverse student population.

The Office of Instruction is responsible for online learning at the College. Through delegation of authority, the department chairs and division deans are responsible for all courses in their disciplines, regardless of location or delivery methodology. Department chairs and division deans ensure adequacy of the instructional staff and play a major role in scheduling, evaluation, and other processes designed to address instructional quality.

The Curriculum Committee recommends approval of all courses offered at the College (regardless of the method of instruction) to the Council on Instruction, Planning and Development. Recommendations for approval of online courses for inclusion in the academic curriculum follows policies and procedures outlined in the *Program and Course Approval Handbook* as mandated by the California Community College Chancellor's Office California Code of Regulations, Title 5. The District's Institutional Research department also provides success, FTES and retention data on distance education students. Such data is available to originating faculty, administrators, and staff on the District website (http://web.peralta.edu/indev/) and in the Business Intelligence tool. DE addendums are reviewed, recommended for approval by the committee and DE Coordinator and sent to the Council on Instruction, Planning, and Development (CIPD) at the Peralta Community College District as an action item.

The Council on Instruction, Planning and Development (CIPD) is comprised of representatives from all four Peralta Community College (PCCD) colleges (Berkeley City College, College of Alameda, Laney College, and Merritt College). CIPD ensures that all courses meet the policies set forth by the PCCD Board of Trustees and meet state requirements prior to board approval. The council reviews and recommends for Chancellor's approval all courses approved by the College of Alameda Curriculum Committee. Its recommendations inform the priorities of other essential committees including the District Distance Education Sub-committee of the District Education Committee.

2. The assessment of needs and resources which has taken place

The College has made a commitment to support the delivery of online DE. Through its planning processes and assessment of needs, the College has identified DE as one way to increase access throughout its service area. Ongoing scans of the environment, review of enrollments, and trends in instruction continue to support this strategy. Over the past five years, the College has increased its DE offerings in response to student needs and faculty interest in offering online courses.

The College continues to evaluate and provide the appropriate resources to support students with the best DE options. When the need to coordinate the efforts of instructors to deliver effective DE was identified in during the 1990s, the College held to its commitment of offering high quality, supported instruction by working within the District to promote DE courses, provide an on-site coordinator, and ensure sufficient infrastructure. Strategic DE planning processes are guided at the District level by a standing committee. The DE sub-committee of the District Education Committee includes the DE coordinators from each of the colleges of the District.

3. The anticipated effect of the proposed change on the institution

While the effect of this substantive change is minimal, the College can accommodate resulting change with a sustained commitment to the quality and rigor of its academic programs, to the success of its students, and to maximizing access to facilitate student progress toward their academic goals. The College is committed to ongoing evaluation of the nature and utility of advanced technology in order to increase student engagement, learning and success. Student demographics and needs reflected in enrollment trends and preferences continue to be monitored to determine scheduling needs for class sections offered in the face-to-face mode and through DE. The District's full intent is to sustain a large face-to-face academic program presence to be complemented with a level of DE offerings that support student needs, access, and success.

4. A clear statement of the intended benefits that will result from the change

Providing students with DE enrollment options mitigates barriers that would otherwise prevent access and success. Students with conflicting personal commitments and work schedules, family responsibilities, time constraints, transportation challenges or other barriers can improve

educational attainment through enhanced distance education options. The clear benefit to students is that DE provides class scheduling flexibility and alternative enrollment options for students to support progress towards their academic goals, including successful completion of certificate and degree programs.

5. A description of the preparation and planning process for the change, i.e., when will the change go into effect

DE is coordinated by faculty at 0.5 FTE. In this role, the faculty DE coordinator develops annually the College's DE planning documents, including goals, class scheduling recommendations, curricular needs and faculty development priorities. Related, the DE coordinator helps ensure a robust offering of DE courses and programs, and uses business intelligence tools to analyze the efficacy of offerings and student achievement. In doing so, the DE coordinator works with administrators and faculty to evaluate structure and functionality of DE courses, ensuring that course quality and integrity are maintained. The incumbent also assists faculty in the design, development, and maintenance of DE courses, which includes the use of the course management system, Moodle. Importantly, the incumbent also keeps up-to-date with DE research and effective practices as established by State Chancellor's Office, accreditation committees, other governing bodies, and current academic research. Further, the incumbent assists with online evaluation of instructors and courses.

By In 2007, the Peralta Community College District and the College of Alameda adopted the Moodle Learning Management System. The number of faculty and students accessing the system, either through online courses or as part of their on-campus courses, is assessed and continues to increase. For faculty teaching a fully online class, the class shell provides the foundation for all class materials, faculty-student interactions, communication, class discussions, and posting of assignments.

The College uses the same mechanisms for review of distance education (DE) learning programs and support services as it does for traditional programs and services, namely student evaluations, self-evaluation, faculty/classroom observation/evaluation, and administrative evaluation. The forms used to gather evidence about the effectiveness of DE instruction do not currently differ from those used for traditional instruction. As part of the District's and

College's ongoing quality improvement efforts, the Office of Instruction and the District Academic Senate are currently reviewing practices deemed most effective by the ACCJC for review of DE programs to strengthen its evaluation forms (student, faculty, self and administrative) specifically for review of DE courses.

D. Evidence That the Institution Has Analyzed and Provided for Adequate Human, Physical, Technology, and Financial Resources and Processes Necessary to Initiate, Maintain, and Monitor the Change and to Assure that the Activities Undertaken are Accomplished with Acceptable Quality

1. Adequate and accessible student support services: enumerate services as detailed as possible; provide non-password-required electronic links where available

The College of Alameda provides equitable services to all students regardless of location or learning modality. To provide direct access to information and resources to students attending DE course sections, the College provides targeted information to these students. At a foundational level a Distance Ed link is highly visible on the College's home page. This is illustrated by the screen capture below.

Source: http://alameda.peralta.edu
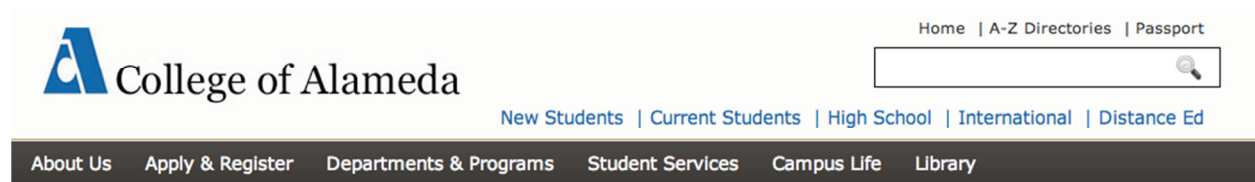
Students are provided a wealth of information to assist with the decision to enroll in online courses and to support them post enrollment. The College maintains a landing page for students interested in online courses at the College of Alameda. This page is updated each term with information on courses being offered and an overview of online instruction.

A screen capture below is for the Spring 2015 semester.

Online Classes at COA

- Spring 2015 Online Courses
- Distance Education / Moodle
- Ask a COA Librarian
- Spring 2015 Intersession Course Listing

Online Distance Education Classes What is Distance Education (DE) at COA? Distance Education (DE) means ONLINE EDUCATION. Distance Education (DE) at College of Alameda offers online courses equivalent to a classroom-based course. Courses are taught by the same qualified instructors and follow the same curriculum and standards as the classroom-based course. Distance Education courses provide flexibility in scheduling and are especially helpful to self-directed learners. It is recommended that students be comfortable with computers, particularly the internet, before taking an online or hybrid course.

Attention all students! Distance education procedures, login, and resources are available at Peralta DE website

Source: http://alameda.peralta.edu/history/online-classes-at-coa/

To further assist students who enroll in DE courses, the College, in collaboration with the District Office and the other three District Colleges, maintains a DE portal page. This portal provides extensive information and resources to student and faculty. It is also the primary page for questions regarding the Course Management System (CMS), Moodle, which the District is using as the platform to deliver DE courses. Below is a screen capture of the DE portal page.

Navigation
- Distance Education Home
- DE Subcommittee
- Campus Directory
  - Spring 2015 Online Courses:Prt 1
  - Spring 2015 Online Courses:Prt 2
- For Students
  - Registration and Enrollment
  - Student Support Services
  - Academic Dishonesty, Due Process & Conduct
  - International Students
  - Develop Your Online Voice
- For Faculty
  - Archives for Past Moodles
  - Using Moodle
  - Moodle Resources
  - Online Teaching Certificate
  - Distance Education Resources
  - Resources on Academic Integrity
  - Open Textbook Resources

Distance Education Home

Peralta Community College District – Distance Education
30 December 2010

Welcome to the Distance Education website for the Peralta Community College District and its four campuses: Berkeley City College, College of Alameda, Laney College, and Merritt College.

Are you thinking of taking an online class but want to know more about what's involved and how to use Moodle? then click on this link and **please login as a guest** if you do not have Peralta Moodle account.

The **Spring 2015 Moodle Website** is here: http://eperalta.org/spring2015/
You must be enrolled in courses to login.

If you are a student and have any question about your class, you should always ask your instructor. If you need technical support please contact online@peralta.edu

Student E-mail

e-Counseling services
Available to Distance Education Students: for COA and BCC

Do you need help?
If you need technical support please contact online@peralta.edu

Source: http://web.peralta.edu/de/

2. Sufficient and qualified faculty, management, and support staffing

Human resources are organized and staffed as a District function, supporting the needs of the colleges. The PCCD Office of Human Resources works closely with College of Alameda to ensure that it employs qualified personnel at all levels to support student learning programs and services, and improve institutional effectiveness. All personnel (full-time and part-time faculty, classified support staff, and managers) are evaluated systematically and at stated intervals to ensure the effectiveness of personnel and encourage improvement. The evaluation process, criteria, and evaluation schedules are contained in the collective bargaining agreements and in the PCCD Board Policies and Administrative Procedures.

The College's human resources planning is integrated with the District's institutional planning through a participatory governance process that channels campus requests through the District's Planning and Budgeting Integration Model (PBIM). The PBIM is an integrated district-wide planning and budget advisory system comprised of four committees that receive planning input from the colleges, review them, and make final recommendations to the chancellor.

Online Instructional Faculty

All faculty assigned to teach DE classes are hired through the District's regular hiring process and meet the same minimum qualifications as those required of face-to-face instructors, whether they are full-time or part-time. Regular faculty evaluations are conducted in compliance with Section 87663 of the California Educational Code and the Peralta Federation of Teachers (PFT) contract. The evaluation process includes:

      1. Student Evaluations of Instructors

      2. Faculty/Classroom Observation/Evaluation Form

      3. Administrative Evaluation Form

      4. Evaluee's Self-Evaluation Report Form, and

      5. Summary Report Form.

The evaluation report form and the student evaluation instrument address both face-to-face and DE teaching and learning environments.

Distance Education Coordinator

The College's distance education coordinator reports to the Vice President of Instruction, works with the Peralta Community College District's Vice Chancellor of Educational Services (who oversees distance education for the District), and is a member of the district-wide DE coordinators group that meet on a monthly basis. The DE coordinator also provides professional development opportunities and resources in adult learning theory, student-centered learning, use of Web 2.0 and educational technology, learning objects and Courseware Management System (CMS) training on campus. Training in Section 508 and other areas for accessibility are also provided.

PCCD Office of Educational Services

The Chancellor, through the District Office of Educational Services which is under the direction of the Vice Chancellor of Educational Services, provides overall coordination in the planning, development, and implementation of the instructional and student support programs of the District. The Office of Educational Services responsibilities include several areas:

- institutional research;
- accreditation;
- strategic planning;
- workforce and economic development;
- distance education; and
- enrollment management.

The Office of Educational Services works in collaboration with the DE coordinators on each of the four college campuses to ensure quality and consistency of teaching as well as create support structures for both faculty and students. A district-wide DE sub-committee has been created to monitor our online course development.

Distance Education Sub-committee

The Distance Education Sub-committee is a sub-committee of the Peralta Community College District Education Committee (DEC). As such, the Distance Education Sub-committee is charged to:

- Make recommendations to the District Education Committee, in collaboration with the District Academic Senate, to design and conduct a thorough evaluation of the PCCD Online Initiative project;
- Develop and recommend metrics to assess student performance outcomes and track other related student data as relates to DE; and
- Develop and recommend milestones and plans for monitoring and regulating DE within the District.

Furthermore, the DE Subcommittee is charged to make recommendations to the DEC in the following areas:

- Policies and procedures for enhancing faculty teaching and student learning in online education;
- District-wide communication of distance education policies, procedures, strategies, standards and processes;
- Faculty requirements for teaching online classes;
- Standards for online courses;
- Development of specific student success support strategies for online learning;
- Evaluation of the learning management system;
- Course evaluations;
- Ways of working collaboratively with the appropriate constituencies, such as the District Academic Senate (DAS), the District Education Committee (DEC), and the Peralta Federation of Teachers (PFT)
- Development of documentation in the area of course requirements;
- Review of the current district and college administrative structures to assess how these structures can be revised to best support the delivery of effective campus-based distance education; and
- Other areas of relevance to distance education.

Learning Management Tool: Moodle

The DE program is facilitated by the Moodle Learning Management System. The extensive support for online learning at College of Alameda is provided by the campus DE coordinator, District help desk staff, and Moodle system programmer, part of the College's IT support.

Information Services

Information Services (IS) –Technology resources are managed through Information Services, which is responsible for administrative systems, networking, and communications infrastructures. IS staff provides direct support for DE instruction in three primary ways:

> a. **Helpdesk Services**: Provides user support to faculty, staff and administrators for computer hardware/software, email, network services, Microsoft Office Suite, the District's self-service student and faculty application, and e-services.
>
> b. **Network and Data Center Services**: Provides the telecommunications and hardware/software infrastructure required for email, voicemail, and Internet, network services, telephone and wireless,
>
> c. **Technical Support Services**: Provides support for desktop hardware/software and peripheral computing and audiovisual equipment used in the classrooms and offices.

3. Professional Development for Faculty and Staff

The Peralta Community College District (PCCD) provides district-wide professional development for all employee groups—management, classified support staff, and faculty (full and part-time). Faculty training is by far the most comprehensive because of faculty's investment through negotiations and State Chancellor's Office investments supporting faculty staff development funding. However, many professional development opportunities are coordinated by the district Office of Educational Services and are for all employees. Professional development workshops and activities occur primarily during flex days (the week before the fall and spring semesters begin). Other professional development workshops and programs are also offered during the year. Ongoing individual technical support and training resources are available online. The College also provides some funds for travel to conferences and other professional development events for all classifications of employees. In addition, the College

provides sabbaticals for faculty. Information about professional development opportunities is disseminated via e-mail, district and college websites, and in shared governance meetings.

Professional Development (PD) for all faculty contributes to the quality of DE. PD activities provide online opportunities for faculty to receive professional development credit. Online pedagogical training is offered through the Online Education Training program at Merritt College. Merritt College offers faculty a series of online courses using Moodle that prepare College faculty to develop and deliver their courses online. Faculty have the option to complete a variety of courses in one semester or over several semesters.

4. Appropriate equipment and facilities, including adequate control over any off-campus site

The College and District's commitment to a reliable and quality DE program is evidenced by its long-standing investment in technology planning and infrastructure, including the licensing of the Moodle Learning Management System and the hiring of highly qualified and sufficient management and staff. The District Offices of Information Technology and Educational Services, as well as the college library, are the key foundational areas that provide direct, day-to-day support resources and services for DE. These areas maintain the equipment and facilities and provide the services essential for reliable delivery of DE classes.

5. Sustainable fiscal resources including the initial and long-term amount and sources of funding for the proposed change and an analysis of fiscal impact on the institution's budget

College of Alameda maintains a fiscally sound operating budget, and the District ensures a minimum of a 5% reserve, including during the past five years when the State of California was in a fiscal crisis and community colleges operated with approximately 9-10% less revenue. College of Alameda's DE program and all its necessary management, faculty and staff, support services, and operational expenses are funded through the College's general fund and included in the annual adopted budget. The DE classes generate FTES revenue and contribute to the College's achievement of its state FTES target.

6. A comparative analysis of the budget, enrollment, and resources; identify new or reallocated funds

All resources for College of Alameda's DE program, including human, physical, equipment, and technology, are supported by the general fund. Funding is allocated in the Governing Board's annual adopted budget for all personnel, professional development, physical maintenance, equipment, technology, and licensing requirements. DE classes are scheduled and budgeted for as part of the College's overall enrollment management planning and schedule development process to achieve its FTES goals. Academic departments and support services plan for curricular and program changes relevant to DE and face-to-face offerings, analyze student achievement and enrollment data trends, and identify the need for new or replacement equipment and technology.

7. A plan for monitoring achievement of the desired outcomes of the proposed change

Student learning outcome (SLO) and assessment cycles are expected to be completed for all courses, regardless of method of delivery. Faculty and staff assess learning outcomes at the course and program levels in order to evaluate the effectiveness of the teaching and learning process. Changes are incorporated as a result of the SLO assessments. The results of SLO assessments are considered as each program and discipline completes its APU and PR processes. Institutional Learning Outcomes (ILOs) are assessed annually across the College. The program review template will be updated to include course success. Retention rates are included in the data set and are presented across three categories: distance education, on-campus day, and on-campus evening. As a result of the evaluation of SLOs, student achievement, and other factors, programs and disciplines identify their strengths, weaknesses, opportunities, and threats. Faculty will then develop a plan that identifies program goals, action plans, and outcomes to be achieved.

8. Evaluation and assessment of student learning outcomes, achievement, retention, and completion

As referenced and addressed in the "Rationale" section of this document, the College reviews achievement data for DE courses and non-DE courses. In general, course success rates in DE courses are within 5% percentage points of course success rates in similar face-to-face courses. It is likely that the difference in success rates is due to the fact that more students withdraw from

DE courses. The College will continue to evaluate online course success and retention rates through its ongoing review of enrollment trends, annual goals, and student success targets.

E. Evidence that the Institution has Received All Necessary Internal or External Approvals

All courses (course outline of record), certificates of achievement, and associate degrees offered by College of Alameda have been approved through the College's rigorous curriculum review and approval process by the Curriculum Committee as a subcommittee of the Faculty Senate. The outline of record for each course applies to all approved methods of delivery. All approved curriculum is sent to the Peralta Community College Board of Trustees (BOT) for approval at its monthly public meetings. All BOT agendas, minutes and video recordings of meetings as well as a calendar can be found on the Peralta Colleges Granicus website at:

Peraltaccd.granicus.com/ViewPublisher.php?view_id=2

Upon BOT approval, all curriculum is submitted to the California Community College Chancellor's Office in a timely manner. These procedures follow the Peralta Community College Board of Trustee's Board Policies and Procedures, BP 4020 Program Curriculum and Course Development.

1. Legal Requirements Met: All courses contained in certificate and degree programs comply with Title 5 requirements, and all courses taught through DE have been reviewed and approved separately by the Curriculum Committee in compliance with Title §55200 and §55206, Separate Course Approval. [Appendix A: Sample DE Addendum]

2. Governing Board: All courses, certificates, and degrees are submitted to the BOT for review and approval on a regular basis at monthly public meetings. Board Policy 4020 and Administrative Procedure 4020 ensure this practice. [Appendix E: BP 4020; Appendix F: AP 4020].

F. Evidence that Each Eligibility Requirements (ERs) Will Be Fulfilled Specifically Related to the Change

The impact of this Distance Education Substantive Change on each of the 21 Eligibility Requirements for Accreditation by the Accrediting Commission for Community and Junior Colleges is summarized below.

1. Authority

College of Alameda has the authority to operate as a degree-granting institution based on its continuous accreditation by the Accrediting Commission for Community and Junior Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U. S. Department of Education. This authority is published on page 17 of the College Catalog and is on the College website [Appendix G: College Catalog- Accreditation, page 17].

Source: http://alameda.peralta.edu/accreditation/

2. Mission

The current Mission-Vision-Values statement [Appendix H: <u>College of Alameda Mission Statement</u>] was revised and board-approved in 2009 and most recently reaffirmed by the College in October 2014 and the Board of Trustees in April 2015 [REF: <u>President's Flex Day Presentation: Fall 2014</u>; Appendix I: <u>Minutes of College Council, October 2014</u>]. Furthermore, the mission statement was reaffirmed/approved by the Board of Trustees on April 14, 2015. It is regularly revised to reflect the commitment of the College to meet the learning needs of the students and the community. The Mission-Vision-Values statement is found on pages 12-14 of the College Catalog and is posted on the College website. The College Mission-Vision-Values statement is congruent with the mission of the District [Appendix J: <u>Board Policy 1.01, District Mission</u>].

All Distance Education (DE) courses and programs fulfill at least one of the three primary overarching areas of College of Alameda's mission of GE/transfer-readiness education, career/technical education, and basic skills development.

3. Governing Board

The Peralta County Community College District is governed by a Board of Trustees that consists of seven members elected by District area and two non-voting student trustees elected by the students of the four colleges in the District. Trustees represent specific geographical areas of the District and are elected for four-year staggered terms. The student trustees serve a one-year term. The function of the Board is to determine policies, establish rules, regulations and procedures, and oversee the use of financial and other resources to provide a sound educational program consistent with the mission and goals of the District. The President of the Board of Trustees is one of the community-elected trustees selected by the trustees on an annual basis.

The Board of Trustees invites public input by publishing agendas for its meetings several days in advance of the meeting; agendas may be reviewed online or requested by phoning 510-466-7203. Every regular meeting agenda includes an item for "Statements from the Public on Non-Agenda items."

The Peralta Community College Board of Trustees is a seven-member elected-board that meets on the second and fourth Tuesdays of each month (with the exception of February, April and August) at 7:00 p.m. in the District Office Boardroom located at 333 East 8th Street, in Oakland, or as posted. The meetings are open to the public and are also televised on Peralta Colleges Television (PCTV), Cable Channel 27 in Alameda and Berkeley, and Cable Channel 28 in Emeryville, Oakland and Piedmont, with a meeting repeat airing the following Wednesday at 11:00 p.m.

The seven members are elected by region. The student Trustee is a non-voting member. Board goals, policies, meeting agendas and minutes, and other resources may be accessed at http://web.peralta.edu/trustees/

Trustee	Role	Area	Email
Bill Withrow	Trustee	Area 1	✉bwithrow@peralta.edu
Meredith Brown	Board President	Area 2	✉ mbrown@peralta.edu
Linda Handy	Trustee	Area 3	✉lhandy@peralta.edu
Nicky Gonzalez Yuen	Trustee	Area 4	✉nyuen@peralta.edu
Dr. William "Bill" Riley	Board Vice President	Area 5	✉wriley@peralta.edu
Cy Gulassa	Trustee	Area 6	✉cygulassa@peralta.edu
Julina Bonilla	Trustee	Area 7	✉jbonilla@peralta.edu
Carl Oliver	Student Trustee		✉ coliver@peralta.edu
Jeramy Rolley	Student Trustee		✉ jrolley@peralta.edu

Board Policies & Administrative Procedures

The Community College League of California (CCLC) provides definitions that help to differentiate policies from procedures, further clarifying distinctions between the role of the board and the responsibilities of college staff:

Policy is the voice of the Board of Trustees, and defines the general goals and acceptable practices for the operations of the College. It implements federal and state laws and regulations. The Board, through policy, delegates authority to and through the chief executive to administer the College.

Administrative Procedures implement board policy, laws, and regulations. They address how the general goals of the District are achieved and define the operations of the District. They include details of policy implementation, responsibility and accountability, and standards of practice.

Members of the Board of Trustees have no employment, family, ownership or personal financial interests related to either the colleges or the District. The Board has and enforces a conflict of interest policy [Appendix K: 2710 Conflict of Interest Disclosure; Appendix L 2712 Conflict of Interest Code].

4. Chief Executive Officer

The College of Alameda President serves as chief executive officer for the College and is responsible for the development, implementation, and evaluation of all College programs and services and for the administration and operation of the College. The President does not sit on the Board of Trustees for the District. [Appendix M:2431 Chancellor Selection; Appendix N: 2432 Chancellor Succession; Appendix O: 2435 Evaluation of the Chancellor; Appendix P: 7120 Recruitment and Hiring]

5. Administrative Capacity

The College has a sufficient number of administrators to effectively manage the College's programs and services [Appendix Q: 3100 Organizational Structure]. All administrators are selected using appropriate statewide minimum qualifications and District guidelines and have the education and experience to perform their assigned duties [Appendix R: 7250 Academic Administrators].

College oversight of distance education is provided by the Office of Instruction. The Distance Education Coordinator directly reports to the Vice-President of Instruction. The Distance Education Coordinator is a member of several college committees, including curriculum, institutional effectiveness, and technology. The Distance Education Coordinator works closely with the Vice-President of Instruction on items related to distance education and online learning.

Office of Instruction Organization Chart
2014-2015

Vice President of Instruction

Library
3.0 FTE Faculty Librarians
4.0 FTE Library Technicians

Distance Education
.5 FTE Coordinator

Learning Resource Center
.2 FTE Coordinator
(release time)
1.0 FTE Tutorial Assistant
1.0 Instructional Assistant
(vacant)

Office of Instruction
1.0 FTE Staff Service Specialist
1.0 FTE Academic Support Specialist
1.0 FTE Curriculum Specialist
.25 FTE Classified Hourly
.5 FTE Distance Education Coordinator

Workforce Development &
Applied Sciences Division
Apparel Design, Aviation, Deputy
Sector Nav. Program, Diesel
Mechanics, Business, Economics,
ATLAS Program,
Auto Body & Paint, Auto Tech,
Cooperative Work Experience, Ed.
Health Ed & Occupation, Dental
Assisting

1.0 FTE Dean
1.0 FTE Staff Assistant
1.0 FTE Aviation Toolroom Keeper
1.0 FTE Automotive Toolroom Keeper
1.0 FTE Biology Lab Technician
1.0 FTE Chemistry Lab Technician

Academic Pathways
African American Studies,
Humanities, Anthropology,
Asian/Asian American Studies,
Athletics/Kinesiology,
Mexican/Latin-American Studies,
Chinese, Communication,
Philosophy, Political Science,
English, Psychology, Political
Science, ESL, Sociology, German,
Spanish, History, Vietnamese

1.0 FTE Dean
1.0 Staff Assistant

6. Operational Status

Since 1970 College of Alameda has held classes on a 62-acre campus, located at the intersection of Webster Street and Ralph Appezzato Memorial Parkway in Alameda. We have a science lab and classroom building at 860 Atlantic, one block to the east of our main campus. The College has a satellite building housing the Aviation Maintenance Program located on a 2.5-acre site on Harbor Bay Parkway, adjacent to the Oakland International Airport's North Field.

In Fall 14 academic year, the College had a unique headcount of 6,507 (1,610 FTES) enrolled in 1,154 sections. Approximately 43% of these students listed transfer as their educational goal, while 10% listed a degree or certificate without transfer as their goal.

Total unduplicated headcount enrollment

Date run: 1/23/2015

	Term	Headcount
College of Alameda	2012 Fall	6,303
College of Alameda	2013 Fall	6,427
College of Alameda	2014 Fall	6,507

Census filter = enrolled on or after first census date any term

Total unduplicated headcount enrollment in degree applicable credit

courses

Date run: 1/23/2015

	Term	Headcount
College of Alameda	2012 Fall	5,905
College of Alameda	2013 Fall	6,039
College of Alameda	2014 Fall	6,213

Census filter = enrolled on or after first census date any term

Credit Status(CB04) is

equal to D

7. Degrees

College of Alameda offers over 33 Associate of Arts and Associate of Science degrees, 8 Associate Degrees for Transfer, and 25 Certificate Programs. The degrees and majors offered by College of Alameda are listed in the 2014-15 catalog and online. The College does not offer any programs 100% distance education. The programs that can be completed through DE with 50% or more of the required courses/units are identified in this Substantive Change Proposal.

Number of Degrees and Certificates Awarded by Discipline

Discipline	2010-2011	2011-2012	2012-2013	2013-2014
Apparel Design	1	3	4	3
Aviation	1	3	2	4
Anthropology	1	0	1	4
Auto Tech	2	11	6	11
Auto Body	0	4	0	2
Biology	0	0	1	4
Business	45	55	49	56
Computer Science	3	4	6	5
Communications	0	0	1	3
Dental	5	4	9	7
Diesel Mechanic	0	0	0	0
English	0	2	2	0
Geography	0	0	1	0
History	0	0	1	1
Humanities	0	1	0	1
Liberal Arts	87	114	105	133
Math	1	3	7	5
Natural Science	0	9	23	21
Philosophy	0	1	0	0
Political Science	4	0	7	2
Psychology	13	13	21	22

Sociology	4	7	4	9
Social Science	49	19	5	2
Spanish	0	1	1	0

8. Educational Programs

The degree programs offered at College of Alameda are aligned with its mission and meet the California Education Code of Regulations, Title 5 curriculum requirements. When combined with the general education component, the degree programs represent two years of full-time academic work. All course outlines of record and degrees have been carefully reviewed, and include student learning outcomes that students can achieve through class content, assignments, and activities. All curricula, including courses offered through distance learning, undergo approval by the Board of Trustees. Training for faculty is designed to ensure that pedagogical techniques are appropriate to distance education and that the quality of education mirrors that of face-to-face sections of the same or equivalent courses. Student learning outcomes are utilized in all courses and programs in order to assess effectiveness of the instruction and to improve the students' learning experience. Program and course descriptions are found in the catalog (pages 50-192), available both in print and on the web. [Appendix S: College Catalog, 2014-2015] Courses with the option to be delivered through DE have been reviewed and approved separately. All curricula, including courses with a designation to be offered through DE and/or face-to-face modes, undergo approval by the Governing Board. The same level of academic standards, quality, and rigor are appropriate and consistent for both DE and face-to-face instruction. By offering DE instruction to its students, the College enhances its ability to support the varying enrollment needs of its diverse student community.

9. Academic Credit

College of Alameda awards academic credit using the Carnegie standard unit, in accordance with the California Community Colleges Chancellor's Office requirements under California Code of Regulations and Title 5. Sections of courses offered through distance education earn the same credits as other sections of the same on-campus courses. A definition of unit value is included in the College Catalog (page 197). [Appendix T: College Catalog, 2014-2015]

10. Student Learning and Achievement

The College has defined and identified student learning and achievement outcomes at the course, program, and institutional level. These outcomes are the same, regardless of the method of instructional delivery. Each course and program offered at College of Alameda has defined and measurable student learning outcomes. These student learning outcomes are assessed by a variety of methods. Coordinated by department and discipline faculty, every course across all modes of delivery or locations follows the course outline of record and the defined student learning outcomes. The College has also defined student learning outcomes for general education and for the institution. The Institutional Effectiveness Committee webpage lists institutional student learning outcomes, rubrics, and assessment information.

Source: http://alameda.peralta.edu/institutional-effectiveness-committee/

All courses and programs offered at the College of Alameda have approved student learning outcomes (SLO) and program level outcomes (PLO). SLO/PLO assessments are conducted routinely as part of the college planning cycle. SLO/PLO assessments are documented using the TaskStream system.

Program achievement data, including course success rates for DE courses, are included in all instructional Program Review and Planning documents. Annually, the College assesses progress on meeting the accountability metrics and institutionally set standards (per ACCJC definitions).

11. General Education

College of Alameda requires a minimum of 19 units in general education towards degree attainment, with a minimum of three units in Natural Sciences (Category 1), Social and Behavioral Sciences (Category 2), and Humanities (Category 3); 10 units in Language and Rationality (Category 4), and minimum of 3 units in Ethnic Studies (Category 5). General education requirements introduce students to areas of study that develop breadth of outlook and contribute to balanced development. The purpose of the program in general education is to assist students in moving toward the following goals:

- Solve problems and make decisions in life and work using critical thinking, quantitative reasoning, community resources, and civil engagement.
- Use technology and written and oral communication to discover, develop, and relate critical ideas in multiple environments.
- Exhibit aesthetic reflection to promote, participate and contribute to human development, expression, creativity, and curiosity.
- Engage in respectful interpersonal communication, acknowledging ideas and values of diverse individuals that represent different ethnic, racial, cultural, and gender expressions.
- Accept personal, civic, social and environmental responsibility in order to become a productive local and global community member.

Detailed information about general education requirements is published in the College of Alameda Catalog on pages 50-56 [Appendix U: College Catalog, 2014-2015], available in both print and electronic format.

12. Academic Freedom

The Peralta County Community College District is dedicated to maintaining a climate of academic freedom, encouraging the sharing and cultivation of a wide variety of viewpoints [Appendix V: 4030 Academic Freedom]. Academic freedom expresses our belief in inquiry, informed debate and the search for truth. Academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions. Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political

restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry, and rigorous attention to the pursuit of truth. The District's faculty has the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus, or at College-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others. Employment by the District does not in any way restrict or limit the First Amendment rights enjoyed by faculty as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate that they are speaking for the institution. Protecting academic freedom is the responsibility of the College community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate. Academic freedom applies to all courses, including distance education.

13. Faculty

College of Alameda has 57 full-time faculty and approximately 150 part-time faculty (2013-14). All faculty, regardless of whether they teach DE or face-to-face classes, meet or exceed the minimum requirements for their disciplines based on regulations for the minimum qualifications for California Community College faculty. Clear statements of faculty roles and responsibilities can be found in the Peralta Federation of Teachers (PFT) contract [Appendix C: PFT Contract Article 33: Distance Education]. Faculty carry out comprehensive program reviews every 3 years; develop, implement, and assess annual program plans; and develop, implement, and assess student learning outcomes. Faculty evaluation procedures are negotiated as part of the union contract. Faculty teaching online or hybrid courses are subject to the same evaluation schedule and procedures as faculty teaching face-to-face sections.

All faculty teaching DE classes are afforded significant professional development opportunities in course design, preparation, and delivery of DE instruction. The College of Alameda's Professional Development program provides extensive online and face-to-face workshops on pedagogy, the use of technology, and teaching diverse student populations. The names, degrees, and years of employment of full-time faculty are listed in the college catalog.

14. Student Services

Source: http://alameda.peralta.edu/student-services-administration/

College of Alameda offers a comprehensive array of student services for all of its students, including those enrolled in distance education courses. Unless exempted, each new student is required to participate in the matriculation process; which includes assessment for appropriate placement into mathematics, English, or English as a Second Language courses; college orientation; and counseling. All student support services programs serve the whole student and support student success.

College of Alameda's student services foster a student-centered environment built on the philosophy of student development. This philosophy synchronizes with the College's mission to serve the "educational needs of its diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals." [REF: 2014-15 College of Alameda (COA) Catalog, page 12]. While most of the services for students at the College are delivered by departments within the Student Services Division, those provided by Instructional areas or in collaboration with Instructional areas and Administrative Services evoke this philosophy of being student centered and student focused. Relations between members of the three major divisions at the College (Student Services, Instruction, and Administrative Services) are collegial and student focused. Members of the Student Services Division are leaders on campus and bring their student empowerment and development perspective to formal and informal meetings and committees.

The Student Services Division itself is organized to provide a smooth delivery of services, with one Dean providing leadership for enrollment services, and the other Dean providing leadership for programs for students seeking services from special programs such as EOPS, DSPS, and CalWORKs. In alphabetical order, COA services that contribute to student access and success are:

- Admissions and Records (liaison with PCC District Service Area)
- Articulation
- Assessment (liaison with Instruction: Learning Resource Center)
- Athletics (supervised by the Dean)
- CalWORKs
- Counseling
- Extended Opportunities Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE)
- Financial Aid (Student Financial Assistance)
- Health Services
- International Students (liaison with PCC District Service Area)
- Matriculation (Student Success and Support Program)
- One-Stop Career Center
- Orientation
- Outreach and Recruitment
- Programs and Services for Students with Disabilities (DSPS)
- Student Activities
- Student Success Learning Communities (jointly with Instruction)
- Transfer Program
- Veterans Services

The services are described in detail in the COA Catalog, pages 39 to 48. Information about the programs and services is found in the Student Handbook and in each semester's class schedule. In addition, specific programs disseminate their detailed information, not only throughout the campus via flyers and tabling during College-wide events, but via regular mail, email and the College's website.

The College provides necessary services to students in formats that are accessible to students participating in online classes. Students who enroll in online courses receive the same services as those who seek services in person. In April 2008 the District went live with its online Student Administration system, referred to as PASSPORT. PASSPORT provides new and returning students access to registration and enrollment in an online environment. The PASSPORT system provides new students a link to the OpenCCC enrollment application for new and returning students. It also gives continuing students access to their academic, financial aid, and financial records. Recognizing that not all students are able to easily access the online application, Student Ambassadors, many of whom are multi-lingual, assist DE students via the telephone in the Welcome Center. In the Passport Student Center, students receive communication from the College regarding holds, payment information, and financial aid verification information. All student forms related to Admissions & Records and Financial Aid are formatted as fillable pdfs which students can easily save and email to the appropriate department.

Student Support Services accessible to DE students include the following:

Admissions and Records: Through the Admissions and Records Office, DE students have online access to apply for admission, see their registration appointment times, register for classes, make payment for class fees, see what books are required for each class, check their final grades, print unofficial transcripts, and request official transcripts. These services are utilized by both online and in-person students.

Bookstore: Students may view and purchase textbooks and other course materials online.

Cashier/ Bursar's Office: In the Passport system, students can view and pay their fees online. Students wishing to participate in Payment Plans can also set them up via email or phone call appointment.

Orientation and Assessment: Through the Counseling Department, students have access to online and in-person orientations that introduce them to the College and its services. In

addition, information on how to access and navigate through the online course software is provided online via Moodle. The Assessment Office offers placement testing and acceptance of alternative testing taken through other colleges.

Counseling, Advising, and Educational Planning*:* Educational planning is provided through the Counseling Department and is available online, over the phone, and through email.

Transfer Center: Counselors and staff provide transfer and career information through email communication, face-to-face interaction, website, and on-campus activities.

Financial Aid: Students can receive financial aid education via Financial Aid TV and get support on a multitude of areas including a step-by-step application guide and information on the FAFSA, BOGW, scholarships, military benefits, work-study opportunities, loan programs, and cost of attendance.

All students can check their financial aid status and review/ accept their financial aid award online. Students who are selected for verification receive communication in the Passport Student Center and access verification forms online which are emailed to financial aid staff. In addition to the online resources and information available to students, DE students can make appointments, call on the phone, and email staff for more help and information.

15. Admissions

Source: http://web.peralta.edu/admissions/enrollment-steps/

College of Alameda adheres to admissions policies consistent with its mission as a public California Community College and compliant with California Code of Regulations, Title 5. Information about admissions requirements is available in the catalog, in the schedule of classes, and on District and College websites.

Admissions and Records Department serves as the first point of access to the College for new students and the general public. The campus based Administration and Records office is a District based function that is managed by local administrators. The A&R office is supervised by the Dean of Enrollment Services.

Admissions and Records staff prides themselves on providing exceptional customer service. While enrollment and other services are available on-line, A&R also assists students directly with adding and dropping classes; changing majors and personal information; enrollment verification; ordering official transcripts; records corrections; and other issues that affect registration and enrollment.

The Admissions and Records office is located within the Welcome Center that supplies 21 computers and one printer used by the students to submit online applications to CCC Apply through the PASSPORT system, add/drop classes, make changes in personal information and print unofficial transcripts.

16. Information and Learning Resources

Source: http://alameda.peralta.edu/library/

College of Alameda provides long-term and short-term access to sufficient print and electronic information and learning resources through its Library and programs to meet the educational needs of its students. The Library is staffed to assist students, including both onsite and distance learners, in the use of College resources. Wireless internet is available on campus. Computers are available in the Library, open computer labs and Learning Resource Center without charge. The institution is committed to enhancing its learning resources across all possible locations and delivery methods.

Library and Learning Resources are delivered through the main campus. Students attending distance education classes have access to robust information resources. Students have access to comprehensive full-text journal databases, e-Books, tutorials, and online reference services.

Below is a snapshot from the library's webpage illustrating the breadth of resources available to students at the Science Annex.

College of Alameda Library
Library Catalog
Article Databases
Library Services and Staff
Library Handouts
Other Libraries
Guide to Websites
Library Courses
Information Literacy Tutorials
Library Online Services
Ask a COA Librarian!
For Librarians

Article Databases

Search these databases from off-campus with a **username** (**your last name**) and **password** (**student id number**). Your student id number can be found underneath the barcode on your student id. Do **NOT** use your Passport username and password. Only students registered for the current session will have access to the databases from off-campus. For help using the databases, check out our database tutorials.

Databases with Scholarly Articles (All Subjects):

- Expanded Academic ASAP
- Academic Search Premier
- Psychology and Behavioral Sciences Collection
- America: History and Life with Full Text

Newspaper Articles:

- LexisNexis Academic
- Regional Business News
- Newspaper Source Plus

Source: http://alameda.peralta.edu/library/article-databases/

Tutorial Services are housed in the Learning Resource Center (LRC). Student needing tutorial assistance can receive assistance from dedicated tutors. The Learning Resource Center (LRC) offers drop-in for academic help in the Math Lab, Writing Center/Language Lab for classes across the curriculum. The LRC offers Workshops in English and Mathematics as well as Study groups for ESL classes.

Learning Resource Center (LRC)

Check out the Learning Resources on the second floor:

- Drop-in for academic help in the Math Lab, Writing Center/Language Lab for classes across the curriculum. Also, we offer Workshops in English and Mathematics as well as Study groups for ESL classes.
- Open entry, open exit lab classes in English, ESL, and Math that go at your own pace.
- We offer 15 minutes one on one tutoring.
- All students must be enrolled in LRNE 501 in order to use the LRC services.
- New one-stop log-in station

Open Lab

- The open lab provides students access to internet and word processing for college related use only.
- Printing access is provided at a cost of 10 cents per page. If you have any questions regarding our services, please don't hesitate to contact us at (510) 748-2307.

Writing Center/Language Lab, Open Lab & Math Lab:

- **Location:** 2nd Floor of the Library – L202D, L202E and L207
- Writing Center/language Lab & Math Lab Hours: Monday -Thursday 10:00 am to 5:00 pm and Friday 10:00 am to 2:00 pm

Source: http://alameda.peralta.edu/learning-resource-center/

All students, including DE, have access to online tutorial, research, and skill building resources. All online resources are available 24/7. Below are screen captures from several resource pages available to students.

Online Tutorial Resources

We invite you to also visit electronic online writing labs (OWLs) such as:

- The Purdue University OWL
- The University of Florida OWL
- Literacy Education Online

Please feel free to check out these websites to learn more about grammar and writing. Many of the websites include practice activities.

Grammar Websites:

http://grammar.ccc.commnet.edu/grammar/
This is a comprehensive website with tips for sentence, paragraph and essay level development, followed by

Source: http://alameda.peralta.edu/learning-resource-center/online-tutorial-resources/

Information Literacy Tutorials

Searching the Library Databases
Article Database Tutorials (HTML)

Seattle Community Colleges Tutorial
Information and Research Instruction Suite for Two-Year Colleges (HTML)

Developing a Thesis Statement or Research Question
Picking Your Topic *IS* Research! – North Carolina State University (Flash)
Identifying a Topic – University of Wyoming (HTML)
The Thesis Statement – Riverside Community College (PowerPoint)
Finding Research Topic Ideas — University of Alberta (Flash)

Primary & Secondary Research Documents
Information Cycle – University of Tennessee (Video)
Information Cycle – University of Illinois at Urbana – Champaign (HTML)
Elements of a Research Article — University of Texas at San Antonio (Flash)

Source: http://alameda.peralta.edu/library/online-information-literacy-tutorials/

Guide to Websites

General Information
Social Sciences, History & Business
Gay, Lesbian, Bisexual, Gender & Women's Issues
Arts, Humanities & Literature
Philosophy & Religion
Sports
Science & Mathematics
Medicine & Health
Technology

Source: http://alameda.peralta.edu/library/guide-to-websites/

17. Financial Resources

College of Alameda, through the Peralta Community College District, has a publicly documented funding base that is reviewed and revised on an annual basis. The distance education courses are integrated into the annual budget that is approved by the Board of Trustees.

College of Alameda's DE program, its faculty and staff, technology, and operational resource needs, are all included in the College's annual adopted budget. The Peralta Community College District is funded by local property taxes and state apportionment. The District annually develops a budget, which is board-approved. College of Alameda's ability to meet this Eligibility Requirement is not affected by this Substantive Change proposal.

18. Financial Accountability

The Peralta Community College District undergoes an annual external financial audit for the District office and the three colleges. The audit is conducted by a contracted certified public accountant and in accordance with the standards contained in the Government Auditing Standards issued by the Comptroller General of the United States. The Board of Trustees reviews these audit reports on a regular basis.

19. Institutional Planning and Evaluation

College of Alameda practices participatory governance within an established and integrated institutional planning process that is specifically linked to institutional Mission-Vision-Values, goals, and strategic priorities [Appendix W: Planning Handbook]. The College engages in ongoing and systematic cycles of planning, implementation, and evaluation in order to maximize effectiveness in promoting academic excellence and student success.

20. Integrity in Communication with the Public

Regularly updated information about all aspects of College of Alameda, including both onsite and distance education, is available to the public through the College of Alameda website, annually published course catalogs, and class schedules published for each semester. General information is provided in the online and print College Catalog, including the official institution name, address, phone numbers, and website address; the College Mission-Vision-Values; course,

program, and degree offerings; academic calendar and program length; the academic freedom statement; available student financial aid; and available learning resources. The names and credentials of faculty and administrators and the members of the Board of Trustees are listed in the College Catalog pages 245-251. Additionally, the catalog includes requirements for admission (page 21); degrees, certificates, graduation and transfer requirements (pages 50-63); and fees and other financial obligations (pages 22-26). Policies affecting students, including academic honesty (page 223), nondiscrimination (page 208), acceptance of transfer credit (pages 53-63), grievance and complaint procedures (page 218), sexual harassment (page 208), and refunds of fees (page 25), are located in the College Catalog. The semester schedule of classes contains the College address, names of the members of the Board of Trustees, calendar information, general information, policy information, and the semester's class listings. The printed and online schedule of classes clearly identifies classes that will be delivered through DE. [Appendix X: Sample Schedule Pages]

21. Integrity in Relations with the Accrediting Commission

The Peralta Board of Trustees provides assurance that College of Alameda complies with all of the requirements, standards, and policies of the Accrediting Commission for Community and Junior Colleges (ACCJC); describes itself in the same manner to all of its accrediting agencies; communicates changes, if any, in its status; and discloses information required by the Commission. College of Alameda maintains contact with the Commission through its Accreditation Liaison Officer (ALO).

G. Evidence that each Accreditation Standard will be Fulfilled Specifically Related to the Change and that All Relevant Commission Policies are Addressed

Standard I: Institutional Effectiveness

The Mission Statement, which guides College of Alameda, applies equally to all academic courses and programs. The mission statement states that the College will "serve the educational needs of its diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals."

College of Alameda's Mission Statement is reviewed and updated on a regular basis. It was most recently reaffirmed by the Board of Trustees at their April 14, 2015 meeting. [Appendix Y: Board of Trustees Minutes- 04-14-15] The courses and programs offered via Distance Education (DE) are aligned with the College's mission. Students can take online courses to make progress toward completing a certificate or degree. In the College's associate degree requirements at least one course can be completed through DE in each of the five General Education requirement areas of Natural Science, Social and Behavioral Science, Language and Rationality, Ethnic Studies and Humanities. These same courses satisfy transfer requirements to four-year institutions.

The College structures its ongoing, collegial, self-reflective dialogue about continuous improvement of student learning and institutional processes through shared governance committees, professional development activities, operational meetings, planning groups and college-wide forums. Central to this dialogue is a focus on our college goals and the resulting strategic initiatives to achieve them.

The College monitors and tracks student learning and student area outcomes throughout its integrated planning processes. Course, program, and Institutional Learning outcomes are identified and assessed regardless of delivery mode.

Standard IIA: Instructional Programs

The curriculum committee approves and reviews course proposals and submits them to the Board of Trustees for ultimate approval. In addition to approving new courses and programs, programs are updated, revised, and again formally reviewed at least every five years to ensure relevancy. Student Learning Outcomes are reviewed regularly and are part of annual Program Review. [Appendix Z: Fall 2014 Schedule of Distance Classes; Appendix AA: Spring 2015 Schedule of Distance Education Classes]

The College relies on the expertise of its faculty to develop and teach curricula that are college level and meet the educational standards, practices, and excellence set forth by the discipline and the transfer institutions. The College is committed to offering a vast array of learning experiences for students so that the whole of their learning is rich and comprehensive. DE provides an additional enrollment option to the College's academic programs and support services. The College employs a comprehensive curriculum development and review process that ensures the quality and rigor of all its courses, and it is the process by which faculty determine the delivery systems and modes of instruction appropriate to the objectives, content, and learning outcomes of each course. The availability of DE delivery systems and modes is specified in the official outline of record and results from an additional approval process conducted by our distance education coordinator and overseen by the Curriculum Committee. This separate review of courses to be taught through DE is in compliance with Title 5, §55206 (Separate Course Approval). The Curriculum Committee's recommendations are followed by approvals from the Governing Board, and the California Community Colleges Chancellor's Office. The Board of Trustees adopted Administrative Procedure 4105 defining DE course policies in terms of procedures, faculty assignments and student authentication. This includes separate review process to provide the Curriculum Committee more criteria for approval. [Appendix D: AP 4105]

Student Learning Outcomes are developed by faculty and are in place for courses and program certificates and degrees regardless of the method of delivery. Course and program level assessments cycles are currently scheduled at the discipline level, while the cycle for assessing ILO outcomes is determined by the Institutional Effectiveness Committee (IEC). Department and

discipline work on learning outcomes and assessments are an integral component of the program review and planning process. The Institutional Effectiveness Committee website provides access to faculty, students, and the public on the College's work and resources on learning outcomes and assessments.

Faculty has identified student learning outcomes (SLOs) for all of the College's courses. 100% of courses and programs have established assessment plans. Student learning outcomes are available on the curriculum inventory system, CurricUNET. CurricUNET is the system used District wide for the curriculum approval process and inventory. The system used to track and assess data is TaskStream.

SLOs are available to students on all course syllabi; the general public and potential students may access program learning outcomes on the website. To ensure that course outcomes are aligned with the mission and vision of the College, each SLO is linked with its associated institutional learning outcome (ILO). SLOs are assessed regularly and the data is entered in TaskStream to determine if SLO objectives are met in each course. Results of course-level student learning outcome assessment are recorded in TaskStream, which allows for retrieval of information at both detailed and summary levels. These reports become part of the Annual Unit Plans and Comprehensive Program Review, which are the basis for planning and resource allocation. The Institutional Effectiveness Committee reviews these Annual Plans, and feedback is provided to the programs. Comprehensive Program Reviews are done every 3 years District wide.

Faculty use course-level student learning outcome assessment results to improve curriculum and to inform their methods of instruction. Furthermore, the collective bargaining agreements between the District and faculty unions call for regular evaluation of instruction [Appendix AB: Faculty Evaluations]. The contracts specify procedures for both peer evaluation and student evaluation of instructors.

Information collected through student learning assessments are included in departmental annual unit plans (APU) and comprehensive program reviews. Curricular and departmental requests are informed by this data and the data supports written justifications.

The College's extensive APU and program review (PR) process ensures ongoing assessment and quality improvement of its academic programs, regardless of the method of delivery. In accordance with AP 4105, the process includes a separate review and analysis of student achievement data in DE courses to ensure ongoing monitoring of student success in DE as well as face-to-face courses and programs. The PR process also serves to document resources needs. The College's commitment to quality, rigor, breadth, and depth of its academic programs through teaching excellence, regardless of the method of delivery, is ensured through its curriculum development and review processes; its highly qualified faculty and supporting Professional Development program; and its commitment to the essential resources of personnel, facilities, technology, and fiscal allocations.

Standard IIB: Student Services

College of Alameda's student services components foster a student centered environment built on the philosophy of student development. This philosophy synchronizes with the College mission to serve the "educational needs of its diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals." [REF: 2014-15 College of Alameda (COA) Catalog, page 12]. While most of the services for students at the College are delivered by departments within the Student Services Division, those provided by Instructional areas or in collaboration with Instructional areas and Administrative Services also evoke this philosophy of being student centered and student focused. Relations between members of the three major divisions at the College (Student Services, Instruction, and Administrative Services) are collegial and student focused.

College of Alameda's student support services and programs respond and adapt to access needs for students enrolled in DE classes. DE students can access essential services for Admissions and Records, Orientation and Assessment, Counseling, Advising and Educational Planning, Transfer and Career Information, Financial Aid, Veteran Services, and Cashier's services.

Additionally, students can receive technical support via online requests from the Campus and District Help Desks. The College's extensive APU and program review (PR) process ensures ongoing assessment and quality improvement of student services areas-- regardless of the method of delivery. Student learning outcomes are mapped to the College's Institutional Learning Outcomes. APUs/ PRs are reviewed in Student Services Council which is comprised of administrators and faculty/ classified leads from each department. The PR process also serves to document and prioritize resources as needed to improve service delivery to students.

Standard IIC: Library

Library and Learning Resources are delivered through the main campus. Students attending classes at the Science Annex have access to robust information resources. Students have access to comprehensive full-text journal databases, e-Books, tutorials, and online reference services. Greater details are articulated under Eligibility Requirement 16.

The College of Alameda Library has been a key component in providing resources necessary to maintain the quality of DE instruction. At present, the library subscribes to full-text online databases consisting of periodical articles, reference books, e-books collections, and digital images covering most disciplines taught at the College. The goal is for all of the services to function as "libraries without walls," making available numerous online resources that support students and faculty. The library provides access to its resources and information about its services through a library website, http://alameda.peralta.edu/library/, which is updated regularly. Library research can be accomplished through online databases available 24 hours a day.

To assist distance learners specifically, the library created a website to bring together in a single place all the digital materials, online tutorials and learning aides, and links to services. The Library Online Service page is http://alameda.peralta.edu/library/library-online-services/. Furthermore, the library collaborated with the DE Coordinator to make available to all instructors a direct link from online courses in Moodle to the library.

Reference service/assistance is made available through the library's website (email assistance request), online chat or by phone. Library faculty are able to interact with students to provide access to resources, assistance in research methods, and guidance for citations, all of which are essential elements in developing information literacy skills. In addition, library faculty have created several online tools for assistance in information literacy.

The library conducts student learning outcome surveys regularly. These survey results are listed in the Library Annual Update and are made available in the College's outcomes database on the Taskstream platform.

The College provides face-to-face students with an array of on-campus tutoring support options across many disciplines. Tutoring services specific to the discipline are provided in addition to English in the Writing Center, and mathematics in the Math Lab. With advancements in technology, the College is exploring various options to provide online tutoring services to all students.

Standard IIIA: Human Resources

All faculty hired to teach at the College are employed using the same criteria and minimum qualifications required to teach in their discipline, regardless of teaching method of delivery. Full-time faculty recommended for tenure following a rigorous four-year probationary evaluation period are then evaluated every three years. Part-time faculty are hired on an as-needed basis by departments and are evaluated in their first semester of assignment and then every six semesters thereafter. The evaluation criteria for all faculty are the same regardless of mode of delivery. The evaluator is provided access to the instructor's Moodle Shell and students are provided an online survey to express their critique of the course.

Formal evaluations standards, procedures, and processes are negotiated between the District Office of Human Resources and the Peralta Federation of Teachers. There are established procedures for including an assessment of student learning outcomes as a component of faculty evaluations. The faculty self- evaluation form requires faculty to reflect on how Student Learning Outcomes (SLOs) or Service Area Outcomes affect teaching and how faculty members

can become more effective at producing the desired learning outcomes, or affect services to students.

The College has focused on student learning outcomes in instruction, student services, and administrative services. The focus is on ensuring student success and student completion of basic skills, transfer, or career technical education programs and successfully attaining learning outcomes for courses, services and programs, as well as institutional learning outcomes. Faculty effectiveness is measured using a variety of criteria. Faculty are required to discuss student learning outcomes and the assessment of those outcomes as a part of program review, as a component of curriculum development, and part of the faculty evaluation process in the self-evaluation. [Appendix AB: Faculty Evaluations: Articulation Officer Self Evaluation; Classroom Faculty Self Evaluation; Counseling Faculty Self Evaluation; Learning Assistance Faculty Self Evaluation; Librarian Self Evaluation; Nurse Self Evaluation]

The Professional Development program provides extensive learning opportunities for all faculty to remain current in their discipline, to learn new pedagogical strategies, and to develop and learn about the latest uses for technology in course delivery. Many faculty also attend conferences, workshops, and seminars as part of their ongoing professional development activities.

All administrative and classified support staff directly responsible for the support of the DE program and services are hired according to the District's established policies and procedures and meet minimum qualifications for their job functions. An annual evaluation cycle ensures performance feedback and goal setting for all administrative and classified support employees. Professional development opportunities are provided for administrators and classified staff through workshops and attendance at conferences to ensure currency in their respective areas of responsibility and to support their ongoing technology literacy.

Standard IIIB: Facilities

The College's physical resources are safe and sufficient to support the quality and integrity of its DE program and all its essential services. The College's multi-level planning cycles and

processes ensure on-going evaluation and planning for its academic programs regardless of the method of instructional delivery. These planning cycles are all integrated with the College's budget development and resource allocation model.

Standard IIIC: Technology

General campus technology requests are handled at the College by a Help Desk escalation process. Typically, when a user encounters an issue the user submits a request to the College IT coordinator. College IT staff troubleshoot the issue and determine if the problem needs to be addressed at the District level. If the issue is a District issue, then the College IT coordinator will contact the helpdesk at the District for resolution.

Data Security (PeopleSoft) is provided by District IT providing secure databases and sound security principles. System Security (Network) is also provided by District IT which owns a security compliance package that blocks invalid network connectivity. The network is secure, consisting of firewalls and certificates.

As described earlier, funds for IT supplies and requests are primarily on a "by-request" or emergency basis. To offset the impact of extremely limited resources at the campus, the team keeps an inventory of computing hardware that needs to be replaced or machines that can be rolled down into another area of the campus. New and end-of-life equipment is stored in IT on the second floor of the L building. End-of-life equipment is disposed of by submitting a request to warehouse where equipment is disposed of according to PCCD administrative policy 6550 [Appendix AC: AP 6550 Disposal of Property]. New equipment, not yet deployed, is housed with IT or the central college storage until ready for distribution.

The District's licensing of the Moodle Learning Management System since 2007 has ensured a stable and reliable environment for course development, delivery, and training. All students have access to computer labs and a HelpDesk. The planning for technology hardware, software, facilities, operations, staffing levels, and training are integral components of the Technology Plan and Program Review processes. The extensive and comprehensive technology resources are all designed to support the needs and success to DE courses.

Standard IIID: Finance

Financial planning is integrated with and supports all institutional planning.   The allocation of financial resources is structurally integrated into the planning processes at the College and the District. College of Alameda's integrated planning process [REF: Integrated Planning and Budget Process] is evaluated, updated as necessary, and approved by college constituencies. The institutional planning document was approved in fall 2014 [Appendix I: College Council Minutes- October 2014]. The plan is based on COA's mission, vision, and goals, ACCJC standards, District planning processes, and the 2009 Integrated Educational and Facilities Master Plan. [REF: Educational Master Plan]

The planning and assessment process emphasizes the cyclical and systematic nature of planning, implementation, assessment and revision. It is similar to the cycle of inquiry in that it illustrates the cycle of planning and review, with revision of actions after review of data sets, identification of strengths and weaknesses, and with weaknesses being addressed by instituting action priorities. Once the action priorities are crafted, they are measured with data benchmarks. Annually instructional areas are required to complete unit plans. Every three years, areas are required to complete program reviews. These plans address the achievement of college mission, goals, institutional outcomes and action priorities. They are written to integrate both college and district-wide planning by addressing resource needs. The reviews or unit plans are data driven. Quantitative examples of instructional data elements: degrees and/or certificates awarded by major, transfer rates, and enrollment norms; full-time equivalent students served (FTES); faculty load; expenditure levels in the prior fiscal year; and the resource requests for the following fiscal year. Quantitative examples of data elements for student service areas: students served by age, gender, and ethnicity; student retention, success, and persistence rates; FTES by instructional student service areas; budgetary information for the past fiscal year; and resource needs for the following fiscal year.

All College resource requests are reviewed by the College Budget Committee. The committee may recommend prioritization of requests before submitting them to the College Council. College Council is the College-wide participatory governance body that includes representation

from the faculty, classified staff, students and administration [REF: <u>College Resource Request List- 2014</u>]. The College Council assesses the priorities from Annual Program Updates and Program Reviews. The College Management Team, the Academic Senate and the College Council are the primary shared governance bodies that make recommendations to the President.

<u>Standard IV: Governance</u>

The chancellor reports to the District Governing Board, and the president reports to the chancellor, and, together, they are responsible for the quality of the institution. College of Alameda engages in a participatory governance model that seeks input from all college constituencies. The president chairs the College's principal participatory governance council, the College Council (CC). This Council is charged with implementing the College's integrated planning, evaluation, and resource allocation model. All constituent groups are represented and participate on the College Council. The Faculty Senate has primary responsibility for academic and professional matters and leads the College's work relevant to DE through the Curriculum Committee and the Technology Committee. Planning and evaluation of technology and online education is integrated within the participatory governance structures and planning processes of the College.

The Peralta Community College District Governing Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of student learning programs and services and the financial stability of the institution. The president is responsible for implementing polices set by the Board. The Board's Policies speak to the quality of education offered by the College. Board Policy 4020 Program, Curriculum, and Course Development states that "The programs and curricula of the District shall be of high quality, relevant to the multicultural East Bay community and student needs, reflective of the District's and Colleges' Mission, Vision and Values, and evaluated regularly through Program Review and Annual Unit Plan updates to ensure quality and currency. To that end, the chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance." All courses listed in the College Catalog must have an official course outline compliant with Title 5 Section §55002 and §55200. Accompanying Administrative Procedures 4022 Course Approval and 4105 Distance Education define specific standards for courses

offered through DE including a separate course approval process. Through Board policy, the Board has established the expectation that all courses offered are of equivalent quality regardless of the method of delivery. Through its administrative procedures, the College has defined and established a rigorous course approval process and standards for offering courses via DE. [Appendix E: AP 4020; Appendix AD: AP 4015; Appendix B: AP 4022]

REFERENCES

COA Goals and Objectives 2014-15

College Educational Master Plan

College Resource Request List- 2014

Integrated Planning and Budget Process

PCCD Strategic Plan Update, 2014

Peralta Federation of Teachers (PFT) contract

President's Flex Day Presentation: Fall 2014

H. List of Appendices

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Appendix S: College Catalog 2014-15, pg. 56-192

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Appendix U: College Catalog 2014-15, pg. 50-56

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Appendix W: Planning Handbook

Appendix X: Sample Schedule of Classes pages

Appendix Y: Board of Trustees Meeting Minutes, April 14, 2015

Appendix Z: Fall 2014 Schedule of DE Courses

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Appendix AB: Faculty Evaluations

Appendix AC: AP 6550

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Appendix AE: Degrees and Certifications available more than 50% online

Appendix AF: Distance Education Offered Courses Fall 2014 and Spring 2015

Appendix AG: PCCD Strategic Goals 2014-15

Appendix A: Sample DE Addendum

COURSE DISTANCE EDUCATION ADDENDUM
College of Alameda
HIST 002B

Each proposed or existing course, if delivered by distance education, shall be separately reviewed and approved by the Curriculum Committee prior to being offered (Education Code §55378).

The Board of Governors (BOG) and the Peralta Community College District have defined a distance education course. A distance education course/section or session is defined as the use of technology utilized 51 percent or more of the time to deliver instruction during the course term and where the student and instructor are separated by distance. Furthermore, distance education courses may then be considered a virtual equivalent to a class-room-based course (California Community Colleges Distance Education Regulations and Guidelines).

1. **Delivery Methods**

    100% Internet-based

    Recommended Maximum Student Enrollment

    The college curriculum committee recommends a maximum student enrollment of (Not Specified) students for this Distance Education course.

2. **Need/Justification**

3. **Do the following sections of the Course Outline of Record differ by offering this course via distance education?**

Student Performance Objectives	NO
Assignments	NO
Assessment	NO

4. **Technical Issues**

5. **Accommodations for Students with Disabilities**

    Will this course, as designed, accommodate students with disabilities?   YES

6. **Additional Resources**

    Are additional resources or clerical support needed or anticipated?   YES

    If YES, please explain.

7. **Distance Ed-Instructor-Student Contact**

    Announcements/Bulletin Boards - -

    Chat Rooms - -

    Discussion Boards - -

    Email Communication - -

    Scheduled Face-to-Face Meetings - -

    Other (explain) - FAQ Resource Links

Appendix B: AP 4022

ADMINISTRATIVE PROCEDURE 4022 COURSE APPROVAL

Individual degree-applicable credit courses that are offered as a part of an educational program approved by the California Community Chancellor's office shall be approved by the local college curriculum Committee; the district Council on Instruction, Planning, and Development; and the Board of Trustees.

Procedures for course approval of non-degree-applicable credit courses and degree applicable credit courses that are not part of a permitted educational program must address at least the following:

A. These courses must be approved by the local college curriculum committee.

B. The members of the college curriculum committees must have received the training provided for in Title 5 Section 55100.

C. Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community College Chancellor's Office.

D. Students may count no more than the number of semester units approved toward satisfying the requirements for a certificate or completion of an associate degree as provided for in Title 5 Section 55100.

E. Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.

F. All courses approved must be reported to the California Community College Chancellor's Office.

References:
    Title 5 Section 55100

Approved by the Chancellor: February 24, 2012

Appendix C: PFT Contract Article 33: Distance Education
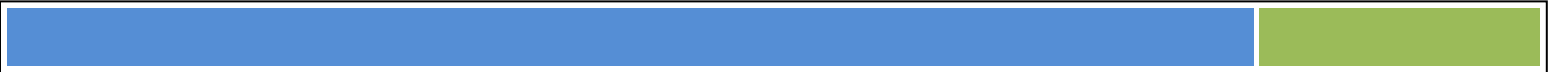
July 1, 2004 - June 30, 2007 Agreement
(Agreement Extended through June 30, 2009)

PERALTA COMMUNITY COLLEGE DISTRICT
between
PERALTA FEDERATION OF TEACHERS

TABLE OF CONTENTS

A. **Purpose**

The purpose of this Article is to provide for an environment where the use of technology enhances, and in no way diminishes, the right of the student to a quality state and academic experience and the responsibility of the faculty and the college to provide that experience. It is intended to be interpreted in a manner consistent with federal law. Unless otherwise specified in this Article, all distance learning courses shall be subject to the provisions of this Agreement and District Policies, as they may be amended from time to time, that govern non-distance learning offerings, including but not limited to provisions relating to the development, assignment, size, compensation for, and evaluation of classes.

B. **Definitions**

Distance Learning means any form of education where students are separated from their instructors by time and/or space, including both on-line courses and telecourses.

Online course means a course in which communication between the student and instructor is primarily through computer or internet technology.

Telecourse means a course of televised lectures or other televised programs.

C. **Development of Distance Learning Courses:**

1. Proposals for new distance education courses, including distance education versions of current courses, shall be subject to the same procedures and policies as any other curriculum development proposal. The offering and scheduling of distance education courses and the assignment of faculty volunteers shall remain the exclusive prerogative of the District.

2. Developing distance education courses requires special skills and shall be voluntary. When the District and a faculty member agree that the faculty member will develop a distance education course, that faculty member should be provided with adequate preparation and training, and should be additionally compensated for the extra time required to develop such a course or program.

3. The faculty member who creates a distance education course, whether a new distance education course or an existing course converted to a distance education course, has the right of first refusal for teaching it for a period of two years so long as he/she remains in good standing. This right is contingent on adequate enrollment.

D. **Technical Support**

The District will endeavor to provide adequate technical instructional support services to assure the ability of the instructor and students to send and receive data and to communicate effectively.

E. **Distance Learning Class Assignments**

All distance learning assignments shall be voluntary. A distance learning class may not be assigned as a part of a contract load without the consent of the faculty member.

1   F. **Online Class Size**

2   The maximum class size for any on-line course shall be equal to the lowest maximum class size of
3   any section of the same course taught at that college during that academic year. In courses with
4   separate lecture and laboratory sections, the laboratory maximum shall be used.

5   If the course is only taught on-line during that academic year, the maximum class size shall be
6   determined by mutual agreement of the Department Chair (COA Academic Senate President) and
7   Dean, in consultation with the faculty member, by reviewing class size maximums of comparable
8   courses in the department. Class size maximums for "online only" classes shall be subject to
9   approval by the PFT President and Vice Chancellor for Educational Services.

10   Exceptions to maximum class size may be made by mutual agreement of the Dean and the
11   instructor. Either side may reopen this provision with notice to the other. The parties agree to
12   begin additional negotiations on class size for online classes no later than September 1, 2007. This
13   date may be extended by mutual agreement. In the event that the parties do not reach agreement on
14   class size by November 1, 2007, the parties agree that the language in this Section F automatically
15   sunsets and the parties shall revert to previous past practice in setting class size.

16   G. **Evaluation of Faculty Assigned to Teach Distance Learning Courses**

17   Evaluation of Faculty Assigned to teach distance learning courses shall recognize the special
18   circumstances of teaching such a class. Students will evaluate on-line classes as they do on-site classes.

19   H. **Educational Technology Committee**

20   The Vice Chancellor for Educational Services shall convene an Educational Technology Committee,
21   composed of representatives of the PFT, DAS, and administration. The committee shall report its
22   findings by May 2007. Any areas in which the committee reaches consensus shall be reduced to
23   writing and recommended to both bargaining teams as modifications of this article.

24
25

The PFT and the District mutually agree to commit to participate in Interest Based Bargaining in successor agreement negotiations. This Agreement will be an extension of the current contract (July 1, 2004 to June 30, 2007) covering the period July 1, 2007 through June 30, 2009. If either party feels that amendments, additions and/or deletions to the Agreement are required, either party may request negotiations. If both parties agree, such negotiations shall commence within fifteen (15) working days of the request.

All Appendices will be reviewed and revised so as to be in compliance with this Agreement and with current practice.

This contract extension was ratified by the Peralta Federation of Teachers (PFT) on November 16, 2006.

This contract extension was approved by the Peralta Community College District Board of Trustees on November 28, 2006.

Signed and entered into this 9th day of October 2007.

For Peralta Community College District: For Peralta Federation of Teachers:

_____*(S) Thomas Smith*_____   _____*(S) R. Greenspan*_____
Thomas L. Smith, Esq.   Richard Greenspan
Vice Chancellor for Finance and Administration   Chief Negotiator

_____*(s) Debra Weintraub*_____
Debra Weintraub
President

Appendix D: AP 4105

ADMINISTRATIVE PROCEDURE 4105 DISTANCE EDUCATION

I.   Definition

Per Title 5 Section 5520, distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. All distance education is subject to the requirements of Title 5 as well as the requirements of the Americans with Disabilities Act (42 U.S. Code Sections 12100 et seq.) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S. Code Section 794 d).

II. Course Approval

A. Each proposed or existing course offered by distance education shall be reviewed and approved separately by the local College Curriculum Committee. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

B. The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020 Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

C. Distance education proposals are sent to the Council on Instruction, Planning, and Development (CIPD) for district-level review.

III. Certification

When approving distance education courses, the department forwarding the course to the College Curriculum Committee and the College Curriculum Committee will certify the following:

A. Course Quality Standards: The same standards of course quality are applied to the distance education courses and are applied to traditional classroom courses.

B. Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the College Curriculum Committee approval procedures.

C. Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

D. Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

IV. Student Authentication

A. Students who enroll in online courses are authenticated by being providing a specific login ID and an initial password to access the online Learning Management System (LMS; currently Moodle).

B. Students are encouraged to change their password. New passwords must be sufficiently complex so that they cannot be easily decoded.

C. The district policies/procedures regarding academic honesty and acceptable use of Information Technology Services include penalties for unauthorized use of another individual's name and password, cheating on examinations, and other types of academic dishonesty. Students must agree to these policies/procedures the first time they login to the district LMS (Moodle). This

approach promotes a pedagogical focus rather than a punitive approach to academic honesty. This is an approach to educate students as to the consequences of academic dishonesty.

D. Complete information about "Academic Dishonesty, Due Process, and Conduct" is posted on the district online education site, on the online education sites for each of the colleges, as well as on the LMS (Moodle) at the following link http://web.peralta.edu/de/for-students-what-is-academic-dishonesty.

E. Students also are authenticated through sufficient interaction between students and instructors which contributes to verifying a student's identity.

F. Instructors also can require a proctored examination which can serve as another method of authentication.

G. The district Office of Educational Services, working collaboratively with representatives from the four colleges, Distance Education Coordinators, and Information Technology staff, assumes responsibility for monitoring the changing online education requirements for institutions of higher education, as well as options available for meeting the expectations of assuring a student's identity.

V.   Federal financial Aid Eligibility:

Consistent with federal regulations pertaining to federal financial aid eligibility, the District/Colleges authenticate or verify that the student who registers in a distance education is the same student who participates in and completes the course of program and receives the academic credit.

A. The District/College will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional charges associated with verification of student identity, if any.

B. The colleges shall utilize one or more of these methods to authenticate or verify the student's identity:

1. Secure credentialing/login and password
2. Proctored examinations
3. New or other technologies and practices which are effective in verifying student identification

VI. Scheduling Instructors for Distance Education classes.

A. The instructor must use or commit to using a recognized CMS/LMS (course or Learning management System) to deliver course content, which adheres to the following standards:

1. Welcome/Orientation
2. Organizational components
3. Instructional modalities
4. Assessment practices and expectations

B. The instructor must have the following three elements in place prior to being assigned an online course:

1. Has received training in the use of at least one course management system (such as WebCT, Blackboard, ETUDES-NG, MOODLE)
2. Has successfully completed a course in how to teach online, such as "Teaching an Online Course" (offered by PCCD/Merritt College, @One, another community college, another appropriate external entity or UC extension course)

3. Uses the Peralta email system (with a peralta.edu email address) and has a Peralta webpage on the college website that hosts the online course. This webpage will provide a link to the CMS/LMS (course/learning management system) website

C. Recommended preparation includes that the instructor:

1. Has enrolled in an online course of some kind
2. Has worked with a mentor who is an experienced online instructor

D. Recommended ongoing instructor preparation should include maintaining currency in online education such as:

1. Technologies
2. Pedagogy
3. Collaborating with other online instructors
4. Ongoing assessment of student learning outcomes
5. Complete a certificate in online education (at least 3 and as many as 8 courses in online education for certification as an online instructor

References:
> Title 5 Sections 55200 et seq.;
> 42 U.S. Code Sections 12100 et.seq.;
> 29 U.S. Code Section 794d;
> ACCJC Guide to Evaluating Distance Education and Correspondence Education;
> 34 Code of Federal Regulations Part 602.17
> U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid
>   Programs under Title IV of the Higher Education Act of 1965, as amended

Approved by the Chancellor: January 31, 2012
Revised by the Chancellor: February 24, 2014

Appendix E: BP 4020

BOARD POLICY 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The programs and curricula of the District shall be of high quality, relevant to the multicultural East Bay community and student needs, reflective of the District's and Colleges' Mission, Vision and Values, and evaluated regularly through Program Review and Annual Unit Plan updates to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- Consideration of job market and other related information for vocational and occupational programs, as well as regular review of vocational programs consistent with requirements of Education Code.

All new programs, program modifications, and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor shall establish a procedure which prescribes the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts. The Chancellor shall establish a procedure to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

The Chancellor shall establish a procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

References:
    Education Code Sections 70901(b), 70902(b), and 78016;
    California Code of Administrative Regulations Sections 51000, 51022, 55100, 55130 and 55150
    U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid
        Programs under Title IV of the Higher Education Act of 1965, as amended
    ACCJC Accreditation Standards II.A and II.A.9
    Administrative Procedure 4020 Program and Curriculum Development

Replaces:
    Board Policy 5.11, Review Policy for Instructional Programs approved November 14, 2000.

Approved by the Board: February 14, 2012
Reviewed and approved by the Board of Trustees: April 14, 2015

Appendix F: AP 4020
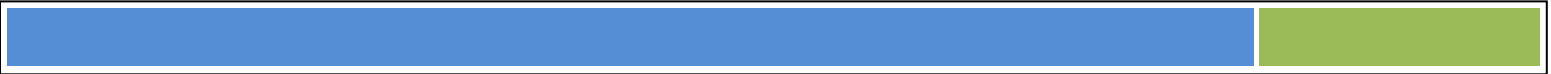
ADMINISTRATIVE PROCEDURE 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The Chancellor directs The Peralta Community College District comply with and use the *California Community Colleges Program and Course Approval Handbook* (3rd edition, 2009).

I. Work Flow

The Peralta Community College District and the curriculum committees of the four colleges (Alameda, Berkeley City, Laney, and Merritt) (under the purview of the Academic Senate) use the curriculum management system, CurricUNET, for program, curriculum, and course development, and serves as a database for all curriculum documents.

A.   Each of the colleges has in place an approval process for courses and programs in the CurricUNET system, which includes distance education and student learning outcomes. Faculty have primary responsibility for curriculum management.

B.   Once curriculum actions have been finalized by the individual college curriculum committees, those actions are forwarded to the district Council on Instruction, Planning, and Development (CIPD) for review and approval. Because the district/ four colleges use uniform course numbering, there are instances when consultation between colleges or among the colleges must occur (see below). That consultation must happen prior to actions being sent to CIPD.

When a college submits a program (degree or certificate) to CIPD for approval, and that program will require approval by the State Chancellor's Office, all required state paperwork must be completed prior to bringing the program to CIPD.

C.   Career Technical Education programs must be approved by the Bay Area Community College Consortium after approval by CIPD and before being sent to the California Community Colleges Chancellor's Office.

D.   All curriculum and program actions once approved by CIPD are forwarded to the Board of Trustees for approval.

E.   All courses and programs approved are reported to the California Community Colleges Chancellor's Office.

F.   All programs, curriculum, and courses are reviewed on a three-year cycle through Program Review. All programs complete an Annual Program Plan update.

II. Goals for Consultation among Colleges regarding Curriculum Issues

Consultation among colleges regarding curriculum issues is necessary to ensure

A. Program integrity
B. Appropriate use of district resources
C. Program delivery to students in convenient locations
D. Adequate enrollment in all programs at all colleges

III. Description of a Good Faith Effort at Consultation

Prior to proposing a substantive course change to the college curriculum committee, college representatives must contact by email (or by phone with a follow up email) the appropriate administrator and department chair at all affected colleges. The curriculum committee chair should be copied on this

email as well. If a regular district wide discipline meeting is part of the ongoing curriculum process in this discipline, the membership of that group will also be consulted.

All consultations should be completed within two weeks of the initial email.

If there are unresolved disputes related to the valid curricular reasons outlined in the introductory paragraph to these procedures, the issues will be discussed and resolved at CIPD.

IV. Consultation is Required among Colleges regarding the following Curriculum Issues:

A. Offering a new course, making a substantive change to an existing course, or course reinstatement when it is similar to any course offered at another college.
B. Substantive change to existing UCN course
C. New single course which overlaps courses offered as part of an approved program at another college
D. New programs (certificates or degrees) or substantive changes to programs which are similar to any other program or contains similar courses offered at other colleges (whether or not these programs are in the same discipline)
E. Borrowing a course

V. For purposes of federal financial eligibility, a "credit hour" shall be not less than:

A. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time; or
B. At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

References:
 Education Code Sections 70901(b), 70902(b), and 78016;
 California Code of Administrative Regulations Sections 51000, 51022, 55100, 55130 and 55150
 Accreditation Standard II.A
 U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid
  Programs under Title IV of the Higher Education Act of 1965, as amended

Approved by the Chancellor: February 22, 2012

Appendix G: College Catalog 2014-15, pg.17 Accreditation Status

GENERAL INFORMATION

Since 1970 **College of Alameda has held classes on a 62-acre campus**, located at the intersection of Webster Street and Ralph Appezzato Memorial Parkway in Alameda. The campus is easily accessible from downtown Oakland by personal or public transportation, auto or AC Transit bus through the Posey Tube on Webster Street. With its buildings surrounding a central courtyard, the campus is designed to encourage the interaction among students, faculty and staff essential to an effective learning environment.

The College has a **satellite campus housing the Aviation Maintenance Programs** located on a 2.5-acre site on Harbor Bay Parkway, adjacent to the Oakland International Airport's North Field. We also have a new science lab and classroom building at 860 Atlantic, one block to the east of our main campus.

Career Technical Education and Occupational Courses

Our Career Technical Education and Occupational Courses (CTE) are concentrated and efficient. The same types of programs are taught at private schools that cost the students tens of thousands of dollars and take years to pay off. These high-demand career paths are a direct link to employment opportunities in our communities. The training programs are state of the art due to our master instructors and the latest equipment. Our Career and Technical Programs have ongoing industry partnerships with local, regional and national corporations. Industry partner advisory committees advise our CTE Programs' faculty and administration in the latest industry standards and practices.

Program Accreditations and Certifications

College of Alameda is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Blvd., Suite 204, Novato, CA 94949; 415/506-0234), 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 June 2013.

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).

Associate in Arts (AA) or Associate in Science (AS) degrees and certificates may be earned in many areas of liberal arts and occupational studies. Most credits earned are transferable to the University of California, California State Colleges and Universities and to other public and private four-year colleges and universities across the state and the nation.

Supporting Student Success

Enrollment in College of Alameda is open to all people who meet the State of California eligibility requirements (see page 21). As a publicly supported community college, College of Alameda makes available lower-division college-level work at a moderate cost to students.

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.

College of Alameda offers support services that enable the success of all students. Students will find academic, career, technical education, and personal counseling services. The college is committed 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. Other student services include financial assistance, tutoring, health services, job placement and various student activities based at the Student Center.

Appendix H: College Mission

MISSION

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

VISION

The Vision of College of Alameda is that we are a diverse, supportive, empowering learning community 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.

VALUES

We use this vision to choreograph three central themes in our quest for "learning excellence" and services to students.

* Academic Excellence

* Budgetary Competence

* Community Engagement

We call these "our ABCs" emphasizing crucial success indicators for our students in achieving an enhanced capacity to pursue their dreams!

Appendix I: College Council Minutes, October 2014
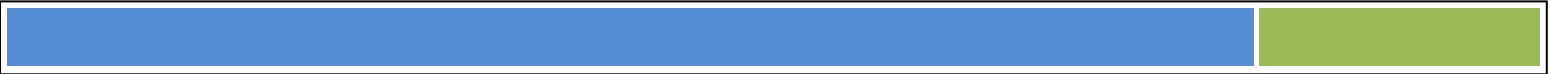
College Council

Meeting Notes

Date of Meeting: October 22, 2014

Present: Tim Karas, Alexis Montevirgen, Toni Cook, Eric Gravenberg, Caitlin Fischer, Robert, Brem, Brenda Lewis, LaShawn Brumfield, Stefanie Ulrey, Drew Burgess, Tarundeep Singh, Helena Lengel.

Chair/Co-Chair: Robert Brem/Brenda Lewis

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved or Unresolved)
Meeting Called to Order	Time 2:30 pm		
1. Approval of the Agenda			Motion to approve the agenda by Tim Karas, seconded by Stefanie Ulrey. Motion passed.
2. Approval of 9/24/14 College Council Meeting Notes			Motion by Dr. Eric Gravenberg to approve the 9/24/2014 College Council meeting notes, seconded by Dr. Alexis Montevirgen. Motion passed.
3. Announcements	Vice President Montevirgen announced that the Student Services area is hosting a farewell potluck for Trulie Thompson on 10/23/14 at 12:00 noon. Everyone is welcome to participate. Robert Brem Announce that the new Academic		

	Senate President and Vice President are Rochelle Olive and Ed Jaramillo. A moment of silence was observed, remembering and honoring Mr. Angel Olan, College of Alameda custodian who recently passed away. President Gravenberg informed the College Council that earlier in the week, he met with various committees/workgroups chairs and co-chairs. For recording purposes, President Gravenberg would like to recommend the use of a meeting agenda and notes template. Ms. Olive has emailed the President the meeting notes template used by the District. President Gravenberg will review and share it with the management team for future use.		
4. Mission, Vision, Values- Reaffirmed	Vice President Karas presented College of Alameda's Mission, Vision, and Values document.		Motion to recommend to the President the presented Mission, Vision, and Values document by Vice President Montevirgen, seconded by Stefanie Ulrey. Motion passed.
5. Institutional Planning Document- Reaffirmed	Vice President Karas presented the College of Alameda Institutional Planning 2014 document.		Motion by Stefanie Ulrey to recommend to the President the presented College of Alameda Institutional Planning 2014 document, seconded by Caitlin Fischer. Motion passed.
6. Actionable Planning Agendas- Accreditation	Vice President Karas presented to the College Council the Actionable Improvement Plans document. The presented planning list was reviewed by the Accreditation Committee and the management team.		Motion by ASCOA President Singh to recommend to the President the College of Alameda Actionable Improvement Plans document, seconded by Stefanie Ulrey. Motion passed.
7. College Constituencies Written Report			Available constituency reports were provided prior

				to and at the time of the meeting.
8. College Committees/Workgroups Written Reports				Available committee/workgroups reports were provided prior to and at the time of the meeting.
9. Adjournment	Time 3:10 pm			

Minutes taken by: Teodora Washington

Appendix J: BP 1.01

BOARD POLICY 2100 BOARD ELECTIONS

The term of office of each trustee shall be four years, commencing on the first Friday in December following the election to office.

The Board of Trustees has provided for the election of trustees by trustee area. Election of the seven Trustees is staggered so that, as nearly as practical, one-half of the trustees shall be elected at each consolidated general election falling on an even-numbered year. Trustee areas 3, 5, and 7 are subject to election every four years commencing in 2010. Trustee areas 1, 2, 4, and 6 are subject to election every four years commencing in 2012.

The election of a board member residing in, and registered to vote in the trustee area he or she seeks to represent shall be only by the registered voters of the same trustee area. A change of residence external to the area represented shall effect an automatic resignation and create a vacancy on the Board.

The Chancellor shall submit a recommendation to the Board of Trustees regarding any adjustments which may be needed to the boundaries of each trustee area after each decennial federal census. The Chancellor shall submit the recommendation in time for the Board to act as required by law.

Reference:
   Education Code Sections 5000 et seq.
   Education Code Sections 5019.5, 5090, 5091 and 72022
   Board of Trustees Areas are detailed on the Peralta.edu web site, Board of Trustees page.

Replaces a portion of:
   Board Policy 1.01 Membership adopted January 4, 1965 and last revised December 9, 2008

Approved by the Governing Board: September 27, 2011

BOARD POLICY 2110 VACANCIES ON THE BOARD

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy by a resident of the trustee area in which the vacancy occurs. Vacancies occurring within four months of the end of the term are not to be filled.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

Reference:
    Education Code Sections 5090 et seq.
    Government Code Section 1770
    Administrative Procedure 2110

Replaces a portion of:
    Board Policy 1.01 Membership adopted January 4, 1965 and last revised December 9, 2008

Approved by the Governing Board: September 27, 2011

BOARD POLICY 2010 BOARD MEMBERSHIP

The Board shall consist of seven members elected by the qualified voters of the District. Members shall be elected by trustee area as defined in BP 2100 Board Elections.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as elected or appointed member of the Board of Trustees unless he or she resigns as an employee.

No member of the Board of Trustees shall, during the term for which he or she is elected, hold an incompatible office in any public, non-profit or private organization.

The members of the Board of Trustee shall henceforth be referred to as Trustees. The Board shall henceforth be referred to as the Board of Trustees.

Reference:
    Education Code Sections 72023, 72103, and 72104

Replaces:
    Board Policy 1.01 Membership adopted January 4, 1965 and last revised December 9, 2008

Approved by the Board of Trustees: September 27, 2011

BOARD POLICY 2105 STUDENT BOARD MEMBERS

The Board shall include two non-voting student members, elected through the student general election process. The term of office shall be one year commencing June 1.

Student members of the Board of Trustees shall be residents of California at the time of nomination and during the time of service. In addition, student trustees shall be enrolled in and maintain a minimum of five (5) semester units at one of the colleges of the District at the time of nomination and throughout the term of service. Candidates must meet and maintain a grade average of 2.0 or higher.

Student trustees may serve a maximum of two one-year terms.

Student Trustees may enter into discussion of agenda items and otherwise participate in Board meetings, with the exception of making and seconding motions.

Student Trustees shall not be included in closed sessions of the Board.

Student Trustees shall be compensated $50.00 per month for transportation costs related to official Board business.

Student Trustees shall be compensated for attendance at Board meetings at one-half the rate allotted elected Trustees, with the same pro-ration of pay for absences applied to elected Trustees.

Student Trustees shall, upon approval of the Board, be allowed the opportunity to attend, at District expense, conferences, conventions and other meetings related to the activities and responsibility of members of the Board.

Special appointments by officers of the associated student organizations of the four Peralta colleges may be held if the office of Student Trustee becomes vacant by reason of the resignation, recall, or disqualification of an elected student member, or by any other reasons.

Reference:
    Education Code Section 72023.5

Replaces:
     Board Policy 1.02 Student Trustees adopted December 15, 1981 and last revised July 12, 2005

Approved by the Governing Board: September 27, 2011
Revised and approved by the Governing Board: April 14, 2015

Appendix K: BP 2710

BOARD POLICY 2710 CONFLICT OF INTEREST

Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members. Board members shall avoid conflicts of interest, or its appearance, between their obligations to the District and private business or personal commitments and relationships.

A Board member shall not be considered to be financially interested in a contract if his/her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his/her interest during a Board meeting and have the disclosure noted in the official Board minutes. In order to assist Board Members in this disclosure requirement, Board members shall be provided with the names of the principals in any contract under consideration. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her duties as an officer of the District.

In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets of income of Board members and employees who may be affected by their official actions, and prevent members and employees from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members and all designated employees identified by Administrative Procedure 2712 shall file statements of economic interest with the filing officer as proscribed by the procedure.

Reference:
    Government Code Sections 1090 et seq.; 1126; and 87200 et seq.;
    Title 2 Sections 18730 et seq.
    Administrative Procedure 2710, 2712

Replaces:
    Board Policy 6.86 Conflict of Interest Code Adopted January 11, 2005 and last revised October 12, 2010

Approved the Board of Trustees: January 22, 2013

Appendix L: AP 2712

ADMINISTRATIVE PROCEDURE 2712 CONFLICT OF INTEREST CODE

Note: This procedure is essentially verbatim from Title 2 Sections 18730 et seq. The number system and formatting in this document reflects the system used in the code and includes gaps in numbering. This has been done because the code states if an agency adopts the verbatim text of that regulation, the agency will be presumed to have adopted a code that complies with the Political Reform Act.

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1. Definitions
The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees
The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories
This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economics interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:
   (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
   (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and
   (C) The filing officer is the same for both agencies.[1] Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those economic interests he/she has which are of the kind described in the disclosure categories to which he/she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he/she foreseeably can affect materially through the conduct of his/her office.

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[1] Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

Section 4. Statements of Economic Interests
Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.[2]

Section 5. Statements of Economic Interests

Time of Filing
    (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
    (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
    (C) Annual Statements. All designated employees shall file statements no later than April 1.
    (D) Leaving Office Statements.   All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office
Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/she did not make or participate in the making of, or use his/her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her appointment. Such persons shall not file either an assuming or leaving office statement.
    (A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:
        1. File a written resignation with the appointing power; and
        2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Section 6. Contents of and Period Covered by Statements of Economic Interests
    (A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
    (B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
    (C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.
    (D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

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[2] See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

Section 7. Manner of Reporting
Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:
(A) Investments and Real Property Disclosure. When an investment or an interest in real property[3] is required to be reported,[4] the statement shall contain the following:
 1. A statement of the nature of the investment or interest;
 2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
 3. The address or other precise location of the real property;
 4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars ($2,000), exceeds ten thousand dollars ($10,000), exceeds one hundred thousand dollars ($100,000), or exceeds one million dollars ($1,000,000).
(B) Personal Income Disclosure. When personal income is required to be reported,[5] the statement shall contain:
 1. The name and address of each source of income aggregating five hundred dollars ($500) or more in value, or fifty dollars ($50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
 2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars ($1,000) or less, greater than one thousand dollars ($1,000), greater than ten thousand dollars ($10,000), or greater than one hundred thousand dollars ($100,000);
 3. A description of the consideration, if any, for which the income was received;
 4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
 5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.
(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,[6] the statement shall contain:
 1. The name, address, and a general description of the business activity of the business entity;
 2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars ($10,000).
(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/she is a director, officer, partner, trustee, employee, or in which he/she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.
(E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

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[3] For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.
[4] Investments and interests in real property which have a fair market value of less than $2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.
[5] A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.
[6] Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Section 8. Prohibition on Receipt of Honoraria
   (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

   (B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of $420
   (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than $420 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

   Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Section 8.2. Loans to Public Officials
   (A) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

   (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

   (C) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

   (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:
   1. Loans made to the campaign committee of an elected officer or candidate for elective office.
   2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
   3. Loans from a person which, in the aggregate, do not exceed five hundred dollars ($500) at any given time.
   4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3. Loan Terms

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/her election to office through the date he/she vacates office, receive a personal loan of five hundred dollars ($500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:
   1. Loans made to the campaign committee of the elected officer.
   2. Loans made to the elected officer by his/her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
   3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4. Personal Loans

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:
   1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
   2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
        a. The date the loan was made.
        b. The date the last payment of one hundred dollars ($100) or more was made on the loan.
        c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars ($250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:
   1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
   2. A loan that would otherwise not be a gift as defined in this title.
   3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
   4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
   5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9. Disqualification
No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars ($2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars ($2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $440 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3. Legally Required Participation
No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees
In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars ($1,000) or more.

Section 10. Disclosure of Disqualifying Interest
When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel
Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his/her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations
This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000- 91015. In addition, a decision in relation to which a violation of the disqualification

provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

Section 13. Designated Positions and Disclosure Requirements
1. The persons occupying following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Sections 87200 et seq.:

- Governing Board Members
- Chancellor
- General Counsel
- Vice Chancellor, Finance and Administration
- College Presidents
- College Business and Administrative Services Managers
- Members, Board of Directors of Auxiliary Organizations[7]

2. **Disclosure Categories:** The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclosure for each disclosure category to which he/she is assigned.

Category 1: All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

Category 2: All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

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[7] Unless the organization incorporates in its by-laws a provision on disqualifications.

Designated Positions, and the Disclosure Categories assigned to them, are as follows:

| TABLE AP-2712 CONFLICT OF INTEREST DESIGNATED POSITIONS[1] ||
POSITION	CATEGORY
Board of Trustees	1,2,3,4,5,6
Chancellor	1,2,3,4,5,6
President	1,2,3,4,5,6
Vice Chancellor, Finance and Administration	1,2,3,4,5,6
Vice Chancellor, Human Resources	6
Vice Chancellor, Educational Services	5,6
Vice Chancellor, General Services	1,2,3,4
Associate Vice Chancellor, Finance	1,4,5
Director of Purchasing	6
Director of Capital Projects	1,2,3,4
Vice President	6
College Business Manager	6
Dean	6
Director of Facilities & Operations	2, 3, 6
Construction Consultants	6
[1] As required under California Government Code Section 87302.	

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Chancellor or a designee of the Chancellor may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The superintendent/president's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

References:
    Government Code Section 87103(e)
    Government Code Sections 87300 - 87302
    Government Code Sections 89501 - 89503
    Title 2 Section 18730

Approved by the Chancellor: February 19, 2013
Revised and approved by the Chancellor: July 25, 2014

Appendix M: BP 2431

BOARD POLICY 2431 CHANCELLOR SELECTION

In the case of a Chancellor vacancy, the Board of Trustees shall establish a search process to fill the vacancy. The Board has the final authority to select the Chancellor. The process shall be fair and open and comply with relevant regulations.

   A. The Peralta Colleges shall organize one or more public forums to provide input for the development of the job description and search timeline. Invitations to the public forum shall be extended to all stakeholders, including but not limited to students, classified employees, confidential employees, faculty, managers, members of the community, and trustees.

   B. The District shall conduct a national search.

   C. The Board of Trustees shall constitute a selection committee to review applications, interview candidates, and recommend candidates for final interviews by the Board. The selection committee shall consist of eleven (11) to fourteen (14) members: two (2) administrators, four (4) faculty members, three (3) classified employees, one (1) to two (2) students, and one (1) to three (3) community members. The selection committee shall represent various elements of the District's community, incorporating diversity and including representatives from all four colleges and the district office, bargaining units, senates, and student groups.

   D. The Board may select consultants to serve the selection committee, including but not limited to facilitating committee meetings. The equal employment opportunity officer or designee from the Human Resources Department shall assist the selection committee to ensure that the selection procedures and the applicant pool are properly monitored as required by Title 5 and District policies and procedures.

   E. Members of the Board of Trustees shall not directly participate in the selection committee processes. Representatives of the Board of Trustees may directly meet with the selection committee at the outset of the search process. The Board may request the selection committee to consider asking one (1) or two (2) questions of the candidates during the interviews.

   F. The selection committee shall recommend five (5) candidates as finalists for consideration by the Board. Finalists will be invited to at least one district-wide public forum. Notwithstanding, the Board may decide prior to announcing the finalists and conducting a public forum:

   i.   Not to interview the finalists and reopen the process; or
   ii. To request the selection committee to review the candidates' pool, and the selection committee, at its own discretion, may bring forth up to three (3) more finalists for consideration with the original finalists.

   G. As part of the overall evaluation process, the Board shall authorize site visits that, among other things, focus on the candidate's leadership and management skills in various areas, including finance, facilities, planning, shared/participatory governance, collective bargaining, educational programs, professional development, diversity, student equity and success, and community service, among others. Recent accreditation reports, press releases and accounts in local media may help in the evaluation process. Board members shall conduct the site visit(s). The site visit(s) include trustees as well as managers, faculty, and classified staff. The President of the District Academic Senate President (or designee) and President of the Peralta Federation of Teachers (or designee) shall be invited to participate in the site visit(s). Site visit(s) may be conducted before or after the district-wide public forum at the discretion of the Board.

Reference:
   ACCJC Accreditation Standard IV.B and IV.C.3 (formerly IV.B.1 and IV.B.1.j)
   Title 5, Sections 53000 et seq.

Replaces:
   Board Policy 1.20 Chancellor Selection adopted July 12, 2005 and last revised October 12, 2010

Approved by the Governing Board: September 27, 2011
Reviewed and approved by the Governing Board: April 14, 2015

Appendix N: BP 2432

BOARD POLICY 2432 CHANCELLOR SUCCESSION

The Board delegates authority to the Chancellor to appoint an acting Chancellor to serve in his or her absence for short periods of time, not to exceed twenty-eight (28) calendar days at a time. The Board will appoint an acting Chancellor in any absence that exceeds twenty-eight days. The Board may change the acting Chancellor at any time.

In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside in turn with the Vice Chancellor for Finance and Administration and the Vice-Chancellor of Educational Services in that order.

In the event of a vacancy in the position of Chancellor, an interim Chancellor shall be appointed as soon as possible by the Board of Trustees to serve until Policy BP 2421 Chancellor Selection Process can be implemented. If necessary, the Board President shall schedule a special board meeting to appoint an interim Chancellor.

Reference:
    Education Code Sections 70902(d); 72400
    Title 5 Section 53021(b)

Approved by the Governing Board: December 6, 2011

Appendix O: BP 2435

BOARD POLICY 2435 EVALUATION OF THE CHANCELLOR

The Board shall review and evaluate the performance of the Chancellor at least once every year. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The Chancellor and the Board shall mutually develop a timely evaluation process and tool that incorporates the District's goals, objectives, and expectations.

The criteria for evaluation shall be based on the Chancellor's job description, implementation of board policy, and performance in attaining goals, objectives, and expectations developed in accordance with BP 2430, Delegation of Authority to the Chancellor.

Reference:
    ACCJC Accreditation Standard IV.C.3 (formerly IV.B.1)

New Policy

Approved by the Board of Trustees: October 9, 2012
Revised and approved by the Board of Trustees: April 14, 2015

Appendix P: BP 7120

BOARD POLICY 7120 RECRUITMENT AND HIRING

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

- Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

- The criteria and procedures for hiring academic employees shall be established after first affording the Academic Senate an opportunity to participate in the decision.

- The criteria and procedures for hiring classified employees shall be established after first affording Service Employees International Union Local 1021 and International Union of Operating Engineers an opportunity to participate in the decision.

Reference:
  Education Code Sections 70901.2, 70902(b)(7) & (d), and 87100 et seq.;
  Title 5 Sections 53000 et seq. and 51023.5;
  Accreditation Standard III.1.A
  Administrative Procedures 7120, 7121, 7122, 7123, 7124, 7125, 7126

Replaces:
  Board Policy 3.18 Employment of Certificated and Classified Personnel adopted May 10, 1988 and last revised May 27, 1997.

Approved by the Board of Trustees: October 9, 2012

Appendix Q: AP 3100

ADMINISTRATIVE PROCEDURE 3100 ORGANIZATIONAL STRUCTURE

The following positions report directly to the Chancellor and have the overall responsibility for the management of the Peralta Community College District within their respective functions as is detailed in AP 2430. Each of the administrators listed below shall establish organizational charts that delineate the lines of management and supervisory responsibility within their organizational unit.
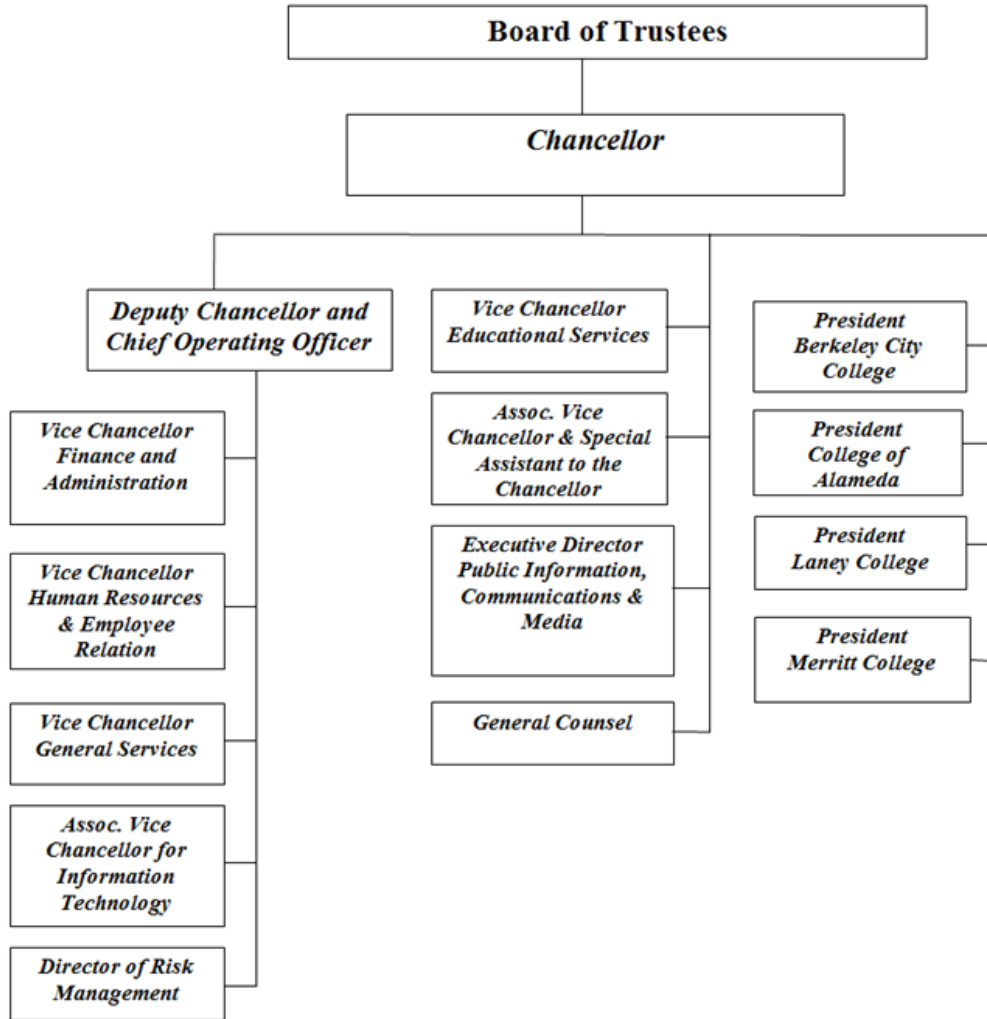
Approved by the Chancellor: March 13, 2012

Revised by the Chancellor: February 23, 2015

Appendix R: BP 7250

BOARD POLICY 7250 ACADEMIC ADMINISTRATORS

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Academic administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

An academic administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Chancellor and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.

- The requirements of Education Code Section 87458, or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.

- A person employed in an administrative position that is not part of the classified service, who has not previously acquired tenured status as a faculty member in the same district and who is not under contract in a program or project to perform services conducted under contract with public or private agencies, or in other categorically funded projects of indeterminate duration, shall have the right to become a first-year probationary faculty member once his or her administrative assignment expires or is terminated if all of the following apply, per Education Code Section 87458:

    o The process by which the governing board reaches the determination shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to determine that the administrator possesses the minimum qualifications for employment as a faculty member.

    o And the administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the district.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor. Academic Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Academic administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Chancellor.

The terms and conditions of employment for Academic Administrators shall be provided for by procedures developed by the Chancellor. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers and reassignments

Reference:
    Education Code Sections 72411 et seq., 87002(b), and 87457-87460;
    Government Code Section 3540.1(g) and (m)
    Administrative Procedures 7340, 7341, 7342, 7343, 7344, 7345, 7346, 7347, 7348, 7349, 7381. 7382

Replaces:
    Board Policy 3.59 Management Promotion Policy for Academic and Non-Academic Administrators
    Board Policy 3.60 Administrative and Executive Positions and Personnel
    Board Policy 3.61 Management Salaries
    Board Policy 3.62 Temporary Administrative Assignments
    Board Policy 3.63 Medical Examinations (Management and Confidential Employees)
    Board Policy 3.65 Evaluation of Administrator/Management Personnel
    Board Policy 3.66 Grievance Procedure – Management and Confidential Employees
    Board Policy 3.68 Vacation Leave (Management and Confidential Employees
    Board Policy 3.70 Personal Illness or Accident
    Board Policy 3.71 Leave for Illness of Family Member
    Board Policy 3.72 Bereavement Leave
    Board Policy 3.73 Leave for Required Court Appearance
    Board Policy 3.74 Leave of Absence without Pay
    Board Policy 3.76 Occupational Disability Leave
    Board Policy 3.82 Sabbatical Leave Policy
    Board Policy 3.85 Administrators Leave
    Board Policy 3.86 Health & Welfare Benefits
    Board Policy 3.90 Re-Employment of Former Employee

Approved by the Board of Trustees: February 12, 2013

Appendix S: College Catalog 2014-15, pg. 64-191
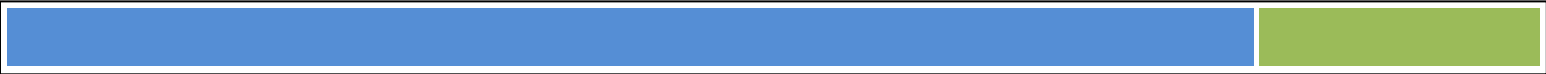
CURRICULUM REQUIREMENTS & DESCRIPTION OF COURSES

Areas of Study for Degrees & Certificates

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

ADAM   Apparel Design & Merchandising CA, AA
AFRAM African-American Studies AA
ANTHR Anthropology AA
ART   Art AA
AUTOB Auto Body and Paint:
- Auto Body CA, AS
- Auto Paint CA, AS

ATECH Automotive Technology:
- Engine Performance CA, AS
- Chassis & Drivetrain CA, AS
- Toyota Specialist CA
- Chassis Specialist CA, AS
- Engine Repair Specialist CA, AS
- Automotive Electronics Spec. CA, AS
- Drivetrain Specialist CA, AS
- Light Duty Auto Repair CP

AMT   Aviation Maintenance Technology:
- Airframe Technician CA, AS
- Powerplant Technician CA, AS

BIOL   Biology AS
BUS   Business:
- Accounting AA, CA
- Business Administration AS-T, AA
- Green Diesel Technician CP
- Office Administration
  for the Logistics Industry CP
- Small Business Administration CP

COMM   Communication
- Communication Studies, AA-T

CIS   Computer Information Systems:
- Business Information Systems CA
- Computer Information Systems CA, AA
- Desktop Support Technician CP
- Web Publishing CP

DENTL Dental Assisting CA, AS
DMECH Diesel Mechanics CA, AS
ENGL   English AA
GEOG   Geography AA
HIST   History AA, AA-T
HUMAN Humanities AA
HUSV   Human Development Services
- Direct Support Worker CP

LBART Liberal Arts
- Arts & Humanities AA
- Social & Behavioral Sciences AA
- Natural Sciences AA

MATH   Mathematics AS, AS-T
M/LAT Mexican/Latin American Studies AA
PHIL   Philosophy AA
POSCI Political Science
- Political Science AA, AA-T
- Violence Prevention CP

PSYCH Psychology AA, AA-T
SOC   Sociology AA

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

DESCRIPTION OF COURSES

Instructional Divisions

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

Workforce Development & Applied Sciences
(510) 748-2318

Apparel Design & Merchandising - ADAM
Astronomy - ASTR
Auto Body & Paint - AUTOB
Automotive Technology - ATECH
Aviation Maintenance Technology - AMT
Biology - BIOL
Business - BUS
Chemistry - CHEM
Computer Information Systems - CIS
Cooperative Education - COPED
Dental Assisting - DENTL
Diesel Mechanics - DMECH
Economics - ECON
Geography - GEOG
Geology - GEOL
Health Education & Occupations - HLTED/HLTOC
Human Development Services - HUSV
Physics - PHYS
Welding - WELD

Academic Pathways & Student Success
(510) 748-2234

African-American Studies - AFRAM
Anthropology - ANTHR
Art - ART
Asian/Asian-American Studies - ASAME
Athletics & Kinesiology - ATHL/KN
Chinese - CHIN
Communication Studies - COMM
Dance - DANCE
English - ENGL
English as a Second Language - ESL
German - GERM
History - HIST
Humanities - HUMAN
Learning Resources - LRNRE
Liberal Arts & Sciences - LASG
Library Information Systems - LIS
Mathematics - MATH
Mexican/Latin American Studies - M/LAT
Music - MUS
Philosophy - PHIL
Physical Education (Now Athletics/Kinesiology)
Political Science - POSCI
Psychology - PSYCH
Social and Behavioral Sciences - SOCSC
Sociology - SOC
Spanish - SPAN
Vietnamese - VIET

**Office of the Vice President of Instruction /
Office of the Vice President of Student
Services**
(510) 748-2301/ (510) 748-2205

Counseling - COUN

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.

Program-Learning Outcomes:
1. Articulate the acquisition of a solid knowledge-base in the history, culture, and experiences of African people around the globe, and the contributions they have made to the development of world civilizations;

2. Develop a clear understanding of the richness and complexity of the interdisciplinary scholarship in African American studies.

3. Recognize the transversality between race and other social or cultural identities confronting peoples of the African Diaspora, including issues of ethnicity, gender, sexuality, religion, and class.

4. Respect for the culture, values, and belief systems of the global community of individuals and groups; understand the commonalities among members of the human race while also understanding how concepts such as "race," gender, culture, ethnicity, and religion introduce real and contrived differences between and among groups.

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**

> **For all program degree and certificate updates, please visit:**
> http://alameda.peralta.edu

AFRAM 5
The African-American Family in the United States
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Selected topics in history related to the formation of the black family: From slavery to current debates about the structure of black families. Examination of effects of larger demographic, political and social changes on African-American families. 2203.01
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 30
African-American History: Africa to 1865
3 units, 3 hours lecture (GR or P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
See section on Selected Topics. 2203.01

ANTHROPOLOGY
(ANTHR)

What is Anthropology? It is the study of the biological basis of human evolution, genetic variation within the human species and patterns of global cultural change.

Studying Anthropology at College of Alameda exposes you to cutting edge coursework looking at the evolution of human biological structures, population genetics, and cultural selection factors, which contribute to human variation and change. We offer an Associate in Arts (AA) and an Associate in Science (AS) degree. Additionally, coursework from this department meets requirements for University of California (UC) and the California State University (CSU) systems' lower-division transfer credits, and also meets UC lower-division major and CSU general education requirements. We also give major consideration to contemporary bioscience trends and their consequent impact on health care and technological change.

Careers in anthropology include: anthropologist, archaeologist, artifacts conservator, curator, ethnologist, Foreign Service officer, immigration service official, international aid agencies official, international business employee, multicultural education instructor, museum curator, park ranger, park service official, professor/teacher, refugee worker, researcher, social science teacher, social worker, travel consultant, and urban planner.

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:

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 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)	
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)	9
	Total Required Units:	**18**

*Credit limited to one course only.

ANTHR 1
Introduction to Physical Anthropology

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Study of human beings and their ancestors: Emphasis on relationships to other mammals, physical record of evolution, and processes responsible for evolution. 2202.00
AA/AS area 1; CSU area B2; IGETC area 5B

ANTHR 1L
Physical Anthropology Laboratory

1 unit, 4 hours laboratory (GR or P/NP)
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 5C

ANTHR 2
Introduction to Archaeology and Prehistory

3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
World prehistory as reconstructed from the archaeological and physical evidence of cultural beginnings through the early agricultural civilizations of Africa, America and Euro-Asia: Archaeological methods, techniques and problems. 2202.20
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
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 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 P/NP)
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 P/NP)
See section on Selected Topics. 2202.00

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

APPAREL DESIGN AND MERCHANDISING
(ADAM)

The Apparel Design and Merchandising (ADAM) Program offers fundamental and advanced training in apparel design and production. Our curriculum is industry driven and meets current trends and technology of an ever-expanding field.

Individuals interested in pursuing a career in fashion may earn a Certificate of Achievement within a two-year period or an Associate in Arts (AA) degree upon completion of additional academic requirements. ADAM offers an affordable education and the opportunity of a creative and financially stable career.

"I received a great education at a fraction of the cost when compared to other Bay Area design schools. I earned my certificate in Fashion Design, graduated with no school debt and am now working for a top apparel company in the Bay Area!" - Beth C.

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 Achievement 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 Degrees and Programs 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 111	Apparel Design and Sketching I	2
ADAM 113	Apparel Design and Sketching II	2
ADAM 131	Apparel Construction I	4
ADAM 132	Apparel Construction II	4
ADAM 214	Advanced Design and Line Development I	4
ADAM 215	Advanced Design and Line Development II	4
ADAM 216	Production Pattern and Size Grading I	2
ADAM 217	Production Pattern and Size Grading II	2
ADAM 221	Pattern Drafting I	4
ADAM 222	Pattern Drafting II	4
ADAM 224	Pattern Draping I	4
ADAM 225	Pattern Draping II	4
ADAM 229	Portfolio Development I	2
ADAM 230	Portfolio Development II	2
	Total Required Units:	**48**

ADAM 48AA-FZ
Selected Topics in Apparel Design and Merchandising
.5-9 units: 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
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 P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1303.10

ADAM 101
Apparel Textiles
2 units, 2 hours lecture (GR or P/NP)
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 P/NP)
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 111
Apparel Design and Sketching I
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Engl 201A or ability to speak, read, and write English
Acceptable for credit: CSU
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 113
Apparel Design and Sketching II
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Prerequisite: ADAM 111
Recommended preparation: Engl 201A or ability to speak, read, and write English
Acceptable for credit: CSU
Continuation of ADAM 111: Organization of original design concepts in a variety of assigned price, size, style and seasonal categories; fashion sketching and rending using various full color media.
1303.10

ADAM 131
Apparel Construction I
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Recommended preparation: Basic sewing skills
Acceptable for credit: CSU
Basic industry apparel construction techniques: 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 various prices categories; emphasis on casual and sportswear apparel. 1303.10

ADAM 132
Apparel Construction II
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Prerequisite: ADAM 131
Acceptable for credit: CSU
Continuation of ADAM 131: Intermediate industry apparel construction techniques, 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 various price categories; emphasis on tailored and evening wear apparel. 1303.10

ADAM 214
Advanced Design and Line Development I
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Prerequisite: ADAM 112, 222, 225, and 132
Apparel design and line development: Incorporating skills and applications in designing, sketching, pattern development, fitting, construction, pressing, costing, marketing and production analysis; wholesale sample garments of student's original design concepts in assigned categories. 1303.10

ADAM 215
Advanced Design and Line Development II
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Prerequisite: ADAM 214
Continuation of ADAM 214: Applications in designing, sketching, pattern development, fitting, construction, pressing, costing, marketing and production analysis; wholesale sample garments of student's original design concepts in assigned categories. 1303.10

ADAM 216
Production Pattern and Size Grading I
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Prerequisite: ADAM 112, 132 and 222
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 P/NP)
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 220
Apparel Design and Merchandising Special Projects Laboratory
.5-2 units, 1.5-6 hours laboratory (P/NP)
Open-entry/open-exit course
Course is not required for ADAM Certificate of Completion.
Course study under this section may be repeated three times for a maximum of 8 units.
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
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Recommended preparation: Basic sewing skills and/or ADAM 224 and 131
Two-dimensional method of apparel patternmaking: Basic 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 222
Pattern Drafting II
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Prerequisite: ADAM 221
Continuation of ADAM 221: 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
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Recommended preparation: Basic sewing skills and/or ADAM 221 and 131
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
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Prerequisite: ADAM 224
Continuation of ADAM 224: Three-dimensional method of apparel pattern making; Intermediate draping methods, techniques and sample muslin pattern development. 1303.10

ADAM 229
Portfolio Development I
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Prerequisite: ADAM 112
Computer-based applications in the development of apparel portfolios: Basic methods and applications using ADOBE Illustrator and ADOBE Photoshop, continuation of sketching skills; emphasis on technical flats and presentation croquis development. 1303.10

ADAM 230
Portfolio Development II
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Prerequisite: ADAM 229
Continuation of ADAM 229: Advanced computer-based applications in the development of apparel portfolios using ADOBE Illustrator and ADOBE Photoshop; emphasis on development of a finished fashion portfolio and resume presentation. 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 P/NP)
See section on Selected Topics. 1303.10

ART
(ART)

The study of art is a way to explore creative problems and participate in the contemporary world. Art is a universal way of expression to celebrate, to question and design new form. Art history is an investigation of the ways people of the world have created articles of daily life as well as symbolic cultural forms. The study of art is a pathway to numerous occupations in the field such as a visual artist, designer, art educator, art historian or a position within a museum organization.

College of Alameda is dedicated to your growth through an investigation of the arts. College of Alameda classes in art, design, and art history, offer a commitment to personal expression coupled with sensitive instruction by experienced professionals. Art courses at the College of Alameda may be pursued in conjunction with other programs and degrees or as components toward transfer to a CSU or UC school.

College of Alameda offers strong fundamental skills and progressive thought to help each student construct their journey. Various required and elective courses focus on individual creative development and provide a broad range of classroom and studio experiences. Art courses fulfill requirements for transfer or prepare students for careers requiring competency in visual media.

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	3
ART 22	Intermediate Drawing & Composition	3
Select 9-10 units from the following:		
ART 50	Beginning Painting (3)	
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)	9
	Total Required Units:	**18-19**

Graduates will be able to:
• Communicate and problem-solve in at least two media.
• Write a visual analysis/ critique of their own and others' art based on both form and content, and its relation to a global context.
• Recall and summarize key movements in the history of art and contemporary art on a global scale and understand and articulate how this legacy influences their artwork.
• Assemble a portfolio of strong artwork which collectively demonstrates skill, understanding of techniques in a given medium, originality, thoughtfulness, and personal expression.

The **Associate in Arts in Art History for Transfer** is intended for students who plan to complete a Bachelor's Degree in Art History at a CSU campus. The Art History degree prepares students planning to transfer into the Art History majors, or a similar major, with an understanding of the study of art. The program is an inquiry of the diverse creativity throughout the world. The Art History program is coupled with the hands on practices of studio arts. Within the transfer model curriculum is a range of courses designed to promote a breadth of artistic knowledge. Art History examines the human capacity for communicative creativity. The evaluation of works of art, in a myriad of forms, places, and time periods, engages the student with the art of prior cultures and the progression of contemporary events. This contextual approach, strong in rigorous analysis, is an integrated field of study drawing upon all the disciplines of the Arts and Humanities. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in art history or similar major. The Associate transfer degrees (AA-T) require the completion and certification of the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, as well as the specific Associate for transfer (AA-T) major degree requirements. The AA-T does not require any additional college specific General Education requirements. Students interested in the AA for transfer degree in Art History should consult with the Art program Chair and a counselor.

ART

Students who study art history will explore the relationship between art and architecture, artists and aesthetics, and the cultural and social context in which they were made. Studying Art History opens paths towards advanced studies to pursue careers which include: Art Historians, Art Curators, Arts Education, Museum and Gallery Administration, Fine Artists, Multimedia Arts and more.

Degree Major Requirements:

Dept/No.	Title	Units
Required Core (9 units):		
ART 2	History of Western Art: Prehistory through the Middle Ages	3
ART 3	History of Western Art: Renaissance to Contemporary Art	3
ART 20	Beginning Drawing and Composition	3
List A Required Course (3 units):		
ART 122	World Art (3)	3
List B Select one of the following (3 units):		
ART 46	2-D Visual Design (3)	
ART 47	3-D Visual Design (3)	
ART 22	Intermediate Drawing & Composition (3)	3
List C Select one of the following (3 units):		
ART 1	Introduction to Art History (3)	
ART 4	History of Modern Art (3)	
HUMAN 1	Introduction to Humanities (3)	
PHIL 1	Introduction to Philosophy (3)	3
	Total Required Units:	**18**

ART 1
Introduction to Art History
3 units, 3 hours lecture (GR or P/NP)
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 Western Art: Prehistory through the Middle Ages
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: ENGL 1A
Acceptable for credit: CSU, UC
Major visual art forms of early civilizations: Painting, sculpture, and architecture from prehistory through the medieval period. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3

ART 3
History of Western Art: Renaissance to Contemporary Art
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: ENGL 1A
Acceptable for credit: CSU, UC
Major visual art forms of Western cultures from the Renaissance period to Contemporary period: Survey of the foremost artists and their works. 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 P/NP)
Recommended Preparation: ENGL 1A
Acceptable for credit: CSU, UC
Major visual art forms and movements of the 19th and 20th centuries: Concentration on the foremost painters, sculptors, and architects of the modern period and their works. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3

ART 20
Beginning Drawing and Composition
3 units, 2 hours lecture 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Freehand drawing with various media: Drawing techniques and fundamentals of composition applied to subject matter including an introduction to perspective. 1002.10

ART 22
Intermediate Drawing & Composition
3 Units, 2 Hours Lecture 4 Hours Lab (GR/PNP)
Acceptable for credit: CSU, UC
Exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies: Foundations of drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. 1002.10

ART 46
2-D Visual Design
3 units, 2 hours lecture 4 hours laboratory (GR/PNP)
Acceptable for credit: CSU, UC
Fundamental elements of design: Dot, line, plane, volume, space, color, texture and light; laboratory experience in visual composition and layout emphasizing two dimensional design. 1002.10

ART 47
3-D Visual Design
3 units, 2 hours lecture 4 hours laboratory (GR/PNP)
Acceptable for credit: CSU, UC
Fundamentals of three dimensional design: Form, space, line, texture, color, and time as preparation for all fields of dimensional design, architecture, sculpture, and/or 3D computer modeling. 1002.10

ART 48AA-FZ
Selected Topics in Art
.5-5 units: 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
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 P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1002.00

ART 50
Beginning Painting
3 units, 2 hours lecture 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Emphasis on the basic techniques of oil or acrylic painting: Preparation and use of canvas and supports, color mixing, composition in a variety of styles, development of imaginative and objective images. 1002.10

ART 52
Intermediate Painting
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Continuation of ART 51: Emphasis on more independent and complex activities and projects. 1002.10

ART 53
Advanced Painting
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Continuation of ART 52: Emphasis on developing greater clarity in personal imagery and painting style; development of a professional portfolio. 1002.10

ART 60
Beginning Painting: Watercolor
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Fundamentals of washes, brushwork, color, and special effects: Transparent, wet-into-wet, and opaque techniques as applied to various subject matter. 1002.10

ART 61
Continuing Painting: Watercolor
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Continued development of skills, techniques, and content in watercolor painting: Creative experimentation and individual expression in watercolor painting processes. 1002.10

ART 62
Intermediate Painting: Watercolor
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Intermediate level development of skills, techniques, and content in watercolor painting: Creativity, composition, and individual expression through watercolor techniques emphasized; concentrated work in specific areas. 1002.10

ART 63
Advanced Painting: Watercolor
3 units, 2 hours lecture, 4 hours laboratory (GR)
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 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 P/NP)
See section on Selected Topics. 1002.00

ARTS AND HUMANITIES

See listing for **Liberal Arts with Emphasis in Arts and Humanities**.

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

ASIAN AND ASIAN-AMERICAN STUDIES
(ASAME)

ASAME 45A
Asian-American History to 1945
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Asian-American history from the Pre-Columbian period to 1945: The "old" Asian immigrants and their experiences: Labor, settlement, community, racist opposition, and eventual acceptance. 2203.02
AA/AS area 2, 5; CSU area D; IGETC area 4

ASAME 45B
Asian-American History from 1945 to the Present
3 units, 3 hours lecture (GR or P/NP)
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

ASTRONOMY

(ASTR)

ASTR 1
Introduction to Astronomy
3 units, 3 hours lecture (GR or P/NP)
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, novas and supernovas, neutron stars, black holes, galaxies, and cosmology. 1911.00
AA/AS area 1; CSU area B1; IGETC area 5A

ATHLETICS

See listing for **Kinesiology & Athletics**.

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

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 Achievement 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 Achievement 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	4
	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	4
	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

AUTO BODY & PAINT

AUTOB 30
Basic Methods of Paint Preparation and Equipment
10 units, 6 hours lecture, 12 hours laboratory (GR or P/NP)
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 P/NP)
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 P/NP)
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 T-TEN program (Toyota Technical Education Network), providing students enrolled in the Toyota Specialist program 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 our 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, 30, 32, 34, 35, 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 22 may be required for enrollment in a student's first "major" course.

Associate in Science (AS) Degree and Certificate of Achievement 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 Achievement** 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 Proficiency 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	3
	Semester Total	14
SECOND SEMESTER		
ATECH 11	Engines and Fuel Systems	10
	Semester Total	10
THIRD SEMESTER		
ATECH 12	Electrical/Electronic Systems	10
ATECH 24A**	Computer Controls and Fuel Injection	4
	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	2
	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

Dept/No.	Title	Units
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	3
	Semester Total	14

SECOND SEMESTER

Dept/No.	Title	Units
ATECH 10	Automotive Chassis	10
ATECH 26	Auto Electrical Systems	4
	Semester Total	14

THIRD SEMESTER

Dept/No.	Title	Units
ATECH 15	Drivetrain/Transmissions	10
ATECH 23	Automotive Air Conditioning	4
	Semester Total	14
	Total Required Units:	**42**

*Candidates for the AS Degree should take Mathematics and English classes required for that degree.

TOYOTA SPECIALIST

Degree Major/Certificate Requirements:
Dept/No.   **Title**   **Units**

FIRST SEMESTER

Dept/No.	Title	Units
ATECH 31	Introduction to Toyota	4
	Semester Total	4

SECOND SEMESTER

Dept/No.	Title	Units
ATECH 32	Toyota Electrical and Electronic Systems	10
	Semester Total	10

THIRD SEMESTER

Dept/No.	Title	Units
ATECH 33	Toyota Engines, Cooling and Lubrication Systems	5
ATECH 34	Toyota Electrical and Electronic Systems	10
	Semester Total	15

FOURTH SEMESTER

Dept/No.	Title	Units
ATECH 30	Toyota Chassis Systems	10
	Semester Total	10

FIFTH SEMESTER

Dept/No.	Title	Units
ATECH 35	Toyota Electrical and Electronic Systems	10
ATECH 23	Automotive Air Conditioning	4
	Semester Total	14
	Total Required Units:	**53**

Prerequisites:
ATECH 32 is a prerequisite for ATECH 33 and 34
ATECH 32, 33 and 34 are prerequisites for ATECH 30
ATECH 32, 33, 34 and 30 are prerequisites for ATECH 35

*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

Dept/No.	Title	Units
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	3
	Semester Total	14

SECOND SEMESTER

Dept/No.	Title	Units
ATECH 10	Automotive Chassis	10
	Semester Total	10

THIRD SEMESTER

Dept/No.	Title	Units
ATECH 40	Advanced Automotive Chassis	10
	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

Dept/No.	Title	Units
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	3
	Semester Total	14

SECOND SEMESTER

Dept/No.	Title	Units
ATECH 12	Automotive Electrical and Electronic Systems	10
	Semester Total	10

THIRD SEMESTER

Dept/No.	Title	Units
ATECH 41	Advanced Engine Repair	10
	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	3
	Semester Total	14
SECOND SEMESTER		
ATECH 12	Electrical/Electronic Systems	10
	Semester Total	10
THIRD SEMESTER		
ATECH 42	Advanced Auto Electronics	10
	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	3
	Semester Total	14
SECOND SEMESTER		
ATECH 15	Drivetrain/Transmissions	10
	Semester Total	10
THIRD SEMESTER		
ATECH 45	Adv Automotive Transaxles	10
	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 Proficiency in Light-Duty Auto Repair**. Confer with a counselor or division dean concerning the specific pattern of requirements for this program.

Certificate of Proficiency 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	4
	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

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

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
Eligible for credit by examination.
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.
Eligible for credit by examination.
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
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

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

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
Eligible for credit by examination.
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 P/NP)
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 P/NP)
Prerequisite: Atech 24A
Also offered as Appr 485. Not open for credit to students who have completed or are currently enrolled in Appr 485.
Eligible for credit by examination.
Acceptable for credit: CSU
Five-gas analysis using BAR 97: Advanced emissions diagnostics and related topics. 0948.00

ATECH 30
Toyota Chassis Systems
10 units: 6 hours lecture 12 hours lab (GR)
Acceptable for credit: CSU
A study of automotive brake, suspension, tire and alignment systems, with special emphasis on Toyota vehicles. Student will diagnose, disassemble, inspect, and rebuild suspension and brake systems and will learn safe use of tools and equipment; course prepares student for CA State Brake and Lamp licensing exams as well as ASE certification examinations. 0948.00

ATECH 31
Introduction to Toyota
4 units, 3 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU
Introductory class for the Toyota T-TEN program: Service information, vehicle inspections, preparing estimates, changing fluids and filters, proper hazardous waste disposal and performing other basic maintenance tasks. 0948.00

ATECH 32
Toyota Electrical & Electronic Systems
10 units, 6 hours lecture, 12 hours laboratory (GR)
Recommended preparation: Math 225 or equivalent
Acceptable for credit: CSU
A study of basic electrical theory and the function, diagnosis, and repair of modern automotive electrical systems, with emphasis on Toyota vehicles and systems. Emphasis is placed on the use of instrumentation in the diagnosis of electrical circuits and component failures. 0948.00

ATECH 33
Toyota Engines, Cooling and Lubrication Systems
5 units, 3 hours lecture, 6 hours laboratory (GR)
Prerequisite: Atech 32
Acceptable for credit: CSU
A study of the principles, construction, diagnosis and repair of automotive engines, cooling and lubrication systems, with specific emphasis on Toyota vehicles and systems. 0948.00

ATECH 34
Toyota Engine Performance
10 units: 6 hours lecture 12 hours lab (GR)
Acceptable for credit: CSU
A study of engine fuel, ignition and emission control systems, with emphasis on Toyota vehicles and systems. Course will prepare student for the ASE Engine Performance examination. 0948.00

ATECH 35
Toyota Drive Train and Automatic Transmissions
10 units: 6 hours lecture 12 hours lab (GR)
Acceptable for credit: CSU
Course studies the theory and operation, diagnosis and service techniques of single dry disc clutches, manual transmissions/transaxles, universal joints, final drives, and hydraulically controlled automatic transmissions and transaxles, with special emphasis on Toyota vehicles and systems.   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
Eligible for credit by examination.
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 P/NP)
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 248AA-FZ
Selected Topics in Auto Mechanics
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 0948.00

AVIATION MAINTENANCE TECHNOLOGY
(AMT)

The Aviation Maintenance Technology (AMT) program at College of Alameda provides the opportunity for students to qualify for the **Federal Aviation Administration (FAA) Airframe and Powerplant Certificate** upon successful completion of our two-year Diamond Award-winning program. **An airframe and powerplant mechanic** (A&P) is certified and responsible to inspect and maintain aircraft. Job opportunities are available literally all over the world.

The aviation program is offered at the **College of Alameda aviation facility** located at the north end of the **Oakland International Airport**. Our state-of-the-art facility includes twelve aircraft, aircraft system mockup trainers, and a computer lab with a computer assigned to each student. This is a two-year evening-only program that runs five days a week, six hours a night. All F.A.A. testing is done on site. Mandatory attendance is required for this program to comply with F.A.A. regulations. Any time missed must be made up. The AMT student will need to purchase approximately $600 dollars worth of tools during the course of this program.

The AMT faculty and staff are dedicated to helping each and every student through this program. College of Alameda graduates are recognized throughout the aviation industry for their acquired skills and knowledge. In partnership with Oakland public schools the COA - AMT program also is affiliated with an Aviation High School. This charter high school prepares the high school student not only for a high school diploma, but also for their FAA airframe certificate. Feel free to visit us at anytime, ask questions, and tour the aviation facility. Come join us for an exciting career in aviation.

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 Achievement** 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 56L	Basic Science of Aviation Maintenance Technology	3.0
AMT 56	Basic Science of Aviation Maintenance Technology	6.5
AMT 58L	Survey of Aviation Maintenance Technology	3.0
AMT 58	Survey of Aviation Maintenance Technology	6.5
AMT 62L	Airframe Systems I	3.0
AMT 62	Airframe Systems I	6.5
AMT 64L	Airframe Systems II	3.0
AMT 64	Airframe Systems II	6.5
AMT 66L	Airframe Systems and Review	3.0
AMT 66	Airframe Systems and Review	6.5
	Total Required Units:	**43.0**

OR Afternoon Program Sequence...

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	3.0
	Total Required Units:	**43.0**

POWERPLANT

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
AMT 56L	Basic Science of Aviation Maintenance Technology	3.0
AMT 56	Basic Science of Aviation Maintenance Technology	6.5
AMT 58L	Survey of Aviation Maintenance Technology	3.0
AMT 58	Survey of Aviation Maintenance Technology	6.5
AMT 70L	Theory of Powerplants I	2.5
AMT 70	Theory of Powerplants I	5.0
AMT 74L	Theory of Powerplants II	2.5
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:	**50.0**

Recommended:
AMT 270, Aviation Maintenance Technology Preparation (1-3) (if needed)

AMT 48AA-FZ
Selected Topics in Aviation Maintenance
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
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 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 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

For all program degree and certificate updates, please visit:
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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 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)
Acceptable for credit: CSU
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)
Acceptable for credit: CSU
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)
Acceptable for credit: CSU
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)
Acceptable for credit: CSU
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)
Acceptable for credit: CSU
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)
Acceptable for credit: CSU
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)
Acceptable for credit: CSU
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)
Acceptable for credit: CSU
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)
Acceptable for credit: CSU
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 P/NP)
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
Course study under this section may be repeated two times for a maximum of 3 units.
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

BIOLOGY
(BIOL)

What is Biology? Biologists study life from a scientific perspective. We are fascinated by the myriad ways that living organisms survive and cooperate with each other, and study how these ways came into being. **The Biology Department at College of Alameda** offers courses that consider the smallest biological molecules, whole organisms, and the entire ecosystem of the Earth. All the courses in biology help you to have a clear understanding of the scientific processes -- both philosophical and technical -- used to gather this knowledge.

Why Study Biology? Biologists take very diverse career paths. Some enter health fields like medicine, dentistry, nursing, physical therapy, and pharmacy. Others enter into research in environmental and conservation areas. Training in biology can also lead to careers in biotechnology and other fields of technology. Because we ourselves are life forms, interacting with and dependent on other life forms, it is important for any educated person to have an understanding of the basics of biology. This is why we invite and encourage all students to take at least one of our courses.

What is special about Biology at College of Alameda? When you take our classes you will be taking courses that transfer to UC and CSU campuses and to private colleges and universities. Most of our classes have laboratory sections where you get hands-on experience with life forms, and personalized interaction with your instructors. Our classes are small in size with a low ratio of students to instructor. We believe this makes for the best training of a biologist. You will become actively involved in your own education. Finally, we offer classes all day, every day, including the weekends, and many nights during the week.

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 P/NP)
Prerequisite: Chem 1A
Acceptable for credit: CSU, UC
Introduction to general biology: Cell structure and function, metabolism, molecular and organismal genetics, and animal physiology. 0401.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B/5C

BIOL 1B
General Biology
5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)
Prerequisite: Biol 1A
Acceptable for credit: CSU, UC
Continuation of BIOL 1A: Origin of life, evolution, classification, plant structure and function, and ecology. 0401.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B/5C

BIOL 2
Human Anatomy
5 units, 4 hours lecture; 3 hours laboratory (GR or P/NP)
Prerequisite: Biol 10 or 24
Acceptable for credit: CSU, UC
Detailed study of human body structure: Molecules, cells, tissues, organs and organ systems, basic physiology and cell division, selected human diseases. Laboratory work includes extensive use of microscopes, figures/charts, three-dimensional models, dissected human cadavers, and dissection of other mammalian organisms/organs. 0410.00
AA/AS area 1; CSU Area B2, B3; IGETC area 5B/5C

BIOL 4
Human Physiology
5 units, 4 hours lecture; 3 hours laboratory (GR or P/NP)
Prerequisite: Chem 1A or 30A
Recommended preparation: Biol 2
Acceptable for credit: CSU, UC
Detailed study of human body function: Molecules, cells, tissues, organs and organ systems, basic anatomy essential to understanding function, physical and chemical factors and processes, and selected human diseases. Laboratory work includes computer simulations and interactive programs, physiological experiments and demonstrations, and use of microscopes. 0410.00
AA/AS area 1; CSU Area B2, B3; IGETC area 5B/5C

Instructor Ann Kircher

*Laboratory Technician
Helena Lengel*

Instructor John Steiner

Instructor Reza Majlesi

BIOL 10
Introduction to Biology
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in Biol 1A or 1B.
Students with previous credit in Biol 11 receive only 1 unit of credit for Biol 10.
Acceptable for credit: CSU, UC
Fundments of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. Includes laboratory exercises designed to complement lectures. 0401.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B/5C

BIOL 11
Principles of Biology
3 units, 3 hours lecture (GR)
Not open for credit to students who have completed or are currently enrolled in Biol 1A or 1B or 10.
Acceptable for credit: CSU, UC
Fundments of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. 0401.00
AA/AS area 1; CSU area B2; IGETC area 5B

BIOL 31
Nutrition
4 units, 4 hours lecture (GR or P/NP)
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
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 P/NP)
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 P/NP)
Acceptable for credit: CSU
See section on Independent Study. 0401.00

BIOL 248AA-FZ
Selected Topics in Biological Sciences
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 0401.00

BIOLOGY

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

BUSINESS
(BUS)

There are three **Associate (AA/AS-T) Degree options** in Business: AA in Accounting and AS-T & AA in Business Administration. Certificate of Proficiency options are also available.

Business Program Learning Outcome Set Outcomes:

Critical Thinking
Develop critical thinking skills required for transfer in business administration, accounting, economics, and other related fields.

Communication
Analyze, organize, and compose various types of written and oral business communications.

Technology
Analyze and solve business problems using technology.

Awareness
Demonstrate an understanding of the legal and social environmentof business, in particular civil and criminal law, consumer protection, and personal property rights.

Interpersonal Communication
Understand group dynamics and work effectively in team activities within and outside the classroom.

Associate in Arts Degrees:
Accounting

The Associate in Science in Business Administration for Transfer (AS-T)

Certificates of Achievement:
Accounting
Business Administration

Certificates of Proficiency:
Green Diesel Technician
Small Business Administration
Office Administration for the Logistics Industry
Warehouse Operations and Forklift Certification

ACCOUNTING

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 **AA degree in Accounting** is 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.

Accounting career options await you in:
➢ Entertainment, Technology, Sports, Government, Non-profit and Education Criminal Investigation, Environment, Travel, Food and Fashion

Business and Accounting students seeking transfer to four-year universities will meet the Accounting transfer requirements. Our Accounting program provides occupational training for entry level bookkeeping, accounting, and technical positions. Notewworthy of our accounting program, for forty plus years COA has provided exceptional accounting tutorial services to assist and ensure student success in Accounting.

The suggested sequence of courses required for the Associate in Arts (AA) in Accounting are listed below:

Degree Major Requirements:

Dept/No.	Title	Units
BUS 10	Introduction to Business	3
BUS 2	Introduction to Business Law	3
ECON 1	Principles of Economics (Macro)	3
ECON 2	Principles of Economics (Micro)	3
BUS 1A*	Financial Accounting	4
BUS 24	Computerized Accounting Principles	3
BUS 1B	Managerial Accounting	4
BUS 209	Fundamentals of Income Tax	4
CIS 42	Spreadsheet Applications	4
Select one course from the following:		
BUS 5	Human Relations in Business (3)	
BUS 54	Small Business Management (3)	
CIS 1	Introduction to Computer Information Systems (4)	3-4
	Total Required Units:	**31-32**

Recommended:
*Bus 20, General Accounting, while not a requirement, does provide a good foundation for Bus 1A, Financial Accounting.

AA Accounting Suggested Sequence
Semester 1: BUS 10, BUS 2
Semester 2: ECON 1, BUS 1A, BUS 24
Semester 3: ECON 2, BUS 1B
Semester 4: BUS 209, CIS 42, (BUS 5/BUS 54/CIS1

The **Accounting Certificate of Achievement** is designed for students who want to acquire skills to work as account clerks or bookkeepers. This certificate is recommended for students who are not planning to transfer to a four-year college and who plan to enter the job market after completion of the certificate. A **Certificate of Achievement** will be awarded upon satisfactory completion of the courses specified below.

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	Spreadsheet Applications	4
	Total Required Units:	17.5

BUSINESS ADMINISTRATION

Associate in Science in Business Administration for Transfer AS-T Degree

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Science in Business Administration for Transfer (AS-T) is intended for students planning to transfer to a CSU with a major in Business Administration. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

Career opportunities in Business Administration includes but not limited to: Marketing, sales, accounting, technology, education and upper level management.

The following is required for the Associate in Science in Business Administration:

1. Completion of 60 CSU-transferable units.
2. Minimum grade point average (GPA) of a least 2.0 in all CSU transferable coursework.
3. Complete a minimum of 18 semester units in an AS-T major. All courses in the major must be completed with a grade C or better.
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); or the Intersegment General Education Transfer Curriculum (IGETC) pattern.

Degree Major Requirements:

Dept/No.	Title	Units
BUS 1A*	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
ECON 1	Principles of Economics (Macro)	3
ECON 2	Principles of Economics (Micro)	3
MATH 13	Introduction to Statistics	4
CIS 1	Introduction to Computer Information Systems	4
BUS 10	Introduction to Business	3
	Total Required Units:	28

AS-T Business Administration Suggested Sequence
Semester 1: BUS 10, CIS 1
Semester 2: ECON 1, BUS 2
Semester 3: BUS 1A, ECON 2
Semester 4: BUS 1B, MATH 13

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 1A*	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
ECON 1	Principles of Economics (Micro)	3
ECON 2	Principles of Economics (Micro)	3
Select one course from the following:		
BUS 10	Introduction to Business (3)	
CIS 1	Introduction to Computer Information Systems (4)	3-4
	Total Required Units:	20-21

Recommended:
*Bus 20, General Accounting, while not required, provides good preparation for Bus 1A, Financial Accounting.

CERTIFICATE OF PROFICIENCY (CP)

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Proficiency**. Confer with a counselor or the division dean concerning the specific pattern of requirements for these programs.

GREEN DIESEL TECHNICIAN
Atlas Program

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
DMECH 248AC		
	AC Preventative Maintenance and Inspection	4
AUTOB 12	Diesel Service Welding	2
	Total Required Units:	**6**

OFFICE ADMINISTRATION FOR THE LOGISTICS INDUSTRY
Atlas Program

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
BUS 247	Introduction to Logistics for the Non-traditional Office	1
BUS 220	Business Terminology in Logistics	2
BUS 236	Records Management in Logistics	2
CIS 1	Introduction to Computer Information Systems	4
	Total Required Units	**9**

Recommended:

MATH 250	Arithmetic	3

SMALL BUSINESS ADMINISTRATION

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
BUS 54	Small Business Management	3
BUS 10	Introduction to Business	3
BUS 208	Communication Skills for Technicians (3)	3
	Total Required Units:	**9**

WAREHOUSE OPERATIONS AND FORKLIFT CERTIFICATION
Atlas Program

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
BUS 240	Introduction to Warehouse Operations	2
CIS 205	Computer Literacy	1
LRNRE 280	Study Skills	1
DMECH 202	Forklift Operations	1
	Total Required Units:	**5**

BUS 1A
Financial Accounting
4 units, 4 hours lecture (GR)
Acceptable for credit: CSU, UC
Study of purpose, theory, and specific methods of accounting: Systems and methods employed in accumulating data for financial statements; income measurement including cost measurement, classification, and expiration; revenue recognition and measurement. 0502.00
C-ID ACCT 110

BUS 1B
Managerial Accounting
4 units, 4 hours lecture (GR)
Prerequisite: Bus 1A
Acceptable for credit: CSU, UC
Uses of accounting data for planning, controlling and decision making: Sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses, and limitations of financial statements and reports. 0502.00
C-ID ACCT 120

BUS 2
Introduction to Business Law
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code. 0501.00
C-ID BUS 125

BUS 5
Human Relations in Business
3 units,: 3 hours lecture (GR)
Acceptable for credit: CSU
Application of behavioral science concepts to human problems in organizations: Action necessary to prevent and resolve problems among individuals within groups; application of logical decision-making techniques. 0501.00
AA/AS area 2

BUS 10
Introduction to Business
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Introduction to business: Survey of various phases of business organization, finance, personnel, production, marketing, managerial controls and government business relations. 0501.00
C-ID BUS 110

BUS 20
General Accounting
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
Not open for credit to students who have completed or are currently enrolled in Bus 1A or 1B.
Theory and practice of accounting: Double-entry process on accrual basis; complete accounting cycle with use of work sheet and preparation of end-of-the-year financial statements; petty cash, banking procedures, notes, drafts, and introduction to payroll taxes. 0502.00

BUS 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 48AA-FZ
Selected Topics in Business
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
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 109
Introduction to Logistics
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
Overview of logistics functions in the management of business logistics at the introductory level including: Purchasing, inventory management, transportation, warehousing and their related technologies. 0510.00

BUS 112
Principles of Logistics
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
Practical Introduction to logistics functions in the management of business logistics functions including: Purchasing, inventory management, transportation, warehousing and their related technologies; Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 0510.00

BUS 113
Introduction to Supply Chain Management
3 units, 3 hours lecture(GR)
Acceptable for credit: CSU
Overview of the Introduction to the tools and techniques for design and improvement of any supply chain, through the optimal use of information, materials, and technology to improve efficiency and reduce costs on an introductory level. Integrate the utilization of outside suppliers and customers into an organization's supply chain on an introductory level. 0510.00

BUS 114
Principles of Supply Chain Management
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
Practical Introduction to the principles, tools and techniques for design and improvement of any supply chain, through the optimal use of information, materials, and technology to improve efficiency and reduce costs. Integrate the utilization of outside supply chain. 0510.00

BUS 115
Computerized Logistics
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
Provides a study of the need and use of computers in the supply chain and logistics industry and an introduction to the software that is available, such as enterprise resource planning, demand planning, and warehouse management. 0510.00

BUSINESS

BUS 116
Warehouse Management Operations
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
Introduction of warehouse functions and management including facility location and operation, financial analysis, security, cargo handling, and productivity improvement and measurement. 0510.00

BUS 117
Certified Logistics Associate (CLA)
3 units, 4 hours lecture(GR)
Acceptable for credit: CSU
Overview of the foundational-level knowledge of the world of supply chain management in a global environment. Introduce the fundamentals of logistics and interrelationships in the areas of manufacturing: Safety, Manufacturing Process, Maintenance Awareness, and Quality Assurance. This coursework certifies students as a Certified Logistics Associate (CLA). 0510.00

BUS 118
Certified Logistics Technician (CLT)
4 units, 4 hours lecture (GR)
Prerequisite: BUS 117
Acceptable for credit: CSU
Practical introduction to advanced technical competencies of the world of supply chain management in a global environment. Introduces advanced technical skillsets of logistics and the interrelationships in the areas of manufacturing: Safety, Manufacturing Process, Maintenance Awareness, and Quality Assurance. This coursework certifies students as a Certified Logistics Technician (CLT). 0510.00

BUS 207A
Business English
3 units, 3 hours lecture (GR or P/NP)
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 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 220
Business Terminology in Logistics
2 units, 2 hours lecture (GR or P/NP)
Recommended preparation: CIS 200 or CIS 205 or BUS 219
Introduction to standard warehousing terminology: Applications throughout the logistics, retail, wholesale and manufacturing industries; spelling ability, vocabulary enrichment; and contextual comprehension of standard warehousing terminology. 0510.00

BUS 236
Records Management in Logistics
2 units, 2 hours lecture (GR or P/NP)
Introduction to records management utilized in the logistics industry: Core records management principles, procedures, and office skills relating to inventory recordkeeping; standard terminology, practices and technology that are used to maintain and share inventory records. 0510.00

BUS 239
Quickbooks Pro
1.5 units, 1 hour lecture, 1.5 hours laboratory (GR or P/NP)
Introduction to QuickBooks business accounting software: Company setup, payroll, and transactions to complete the accounting cycle. 0502.00

BUS 240
Introduction to Warehouse Operations
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Introduction to warehouse operations: Objectives of warehousing, software information systems used in warehousing, warehouse safety, and practice hand-on activities that are used in a functioning warehouse. 0510.00

BUS 247
Introduction to Logistics for the Non-traditional Office
1 units, 1 hours lecture (GR or P/NP)
Introduction to state-of-the-art logistics technologies: Procedures and terminology relevant to the mobile workforce, worksite environment, and the "virtual office" environment; handheld devices used in inventory and tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, and a survey of the logistics/warehousing industry as well as job opportunities and careers. 0510.00

BUS 248AA-FZ
Selected topics in Business
.5-9 units: 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 0501.00

CHEMISTRY
(CHEM)

Why Study Chemistry? Chemistry addresses the fundamental nature of substances and the changes that substances undergo. Students learn problem-solving skills rooted in the scientific world view. Specifically, you will learn about the chemical aspects of everyday life enabling you to understand the chemical foundations of the environment, energy, disease (causes and prevention), and the chemical basis of nutrition. The study of chemistry helps you understand the fundamentals controlling the interactions of elements and molecules which form the basis for our world and the universe. Knowledge of the discipline enables you to practice the protocols and techniques for working safely with chemicals. Modern civilization is based on chemistry and its effects upon the environment and ourselves. Some of the consequences are considered better than others and studying chemistry allows us to search for alternatives that may be practical or feasible.

What can you do with Chemistry? Some people are motivated primarily by curiosity about nature and/or about how things work. Questions that might be answered in studying chemistry include: the chemical composition of rocks from this or other planets, the chemical composition of the atmosphere, or the chemical reactions behind technologies such as rocket propulsion and automobile airbag deployment. Chemistry is essential in the practice of medicine in allowing us to understand the chemistry underlying biology, pharmacology, and human physiology.

The COA chemistry program is designed to provide you with a solid grasp of the basics to achieve your long-term goals. **Careers in chemistry include:** analytical chemist, biotechnologist, biochemist, chemical engineer, dietitian, environmental chemist, food and drug inspector, forensic chemist, geochemist, health professional, perfumer, pharmacist, professor, and many others.

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
General principles of chemistry: Measurements, atomic theory, chemical nomenclature, chemical composition, stoichiometry, reactions in aqueous solution, thermochemistry, electron configurations, periodic properties, chemical bonding, gases, liquids, solids, and solutions. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

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
General principles of chemistry: Kinetics, equilibrium, acid-base equilibria, buffers, solubility equilibria, entropy and free energy, electro-chemistry, nuclear chemistry, coordination chemistry, and an introduction to organic chemistry. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

CHEM 30A
Introductory General Chemistry
4 units, 3 hours lecture, 3 hours laboratory (GR)
Prerequisite: Math 201 or 208 or 210D
Acceptable for credit: CSU, UC
Fundamental principles of general chemistry: Metric measurements, matter and energy, atomic structure, chemical nomenclature, chemical bonding, chemical reactions, stoichiometry, gas laws, nuclear chemistry, properties of liquids, solids, solutions, acids and bases. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

CHEM 30B
Introductory Organic and Biochemistry
4 units, 3 hours lecture, 3 hours laboratory (GR)
Prerequisite: Chem 30A
Acceptable for credit: CSU, UC
Introduction to basic organic chemistry and biochemistry: Hydrocarbons; organic functional groups, nomenclature, and reactions; polymers, carbohydrates, proteins, enzymes, lipids, nucleic acids, protein synthesis, and metabolic pathways. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

CHEM 48AA-FZ
Selected Topics in Chemistry
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
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 50
Beginning Chemistry

4 units, 3 hours lecture, 3 hours laboratory (GR)
Recommended preparation: Math 201 or 210D
This is a preparatory course for Chem 1A for students who have not had high school chemistry.
Acceptable for credit: CSU, UC
Principles of basic chemistry: Metric measurements, matter and energy, atomic structure, chemical nomenclature, chemical reactions, stoichiometry, chemical bonding, gas laws, properties of liquids, solids, solutions, acids and bases. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

CHEM 248AA-FZ
Selected Topics in Chemistry

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1905.00

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

CHINESE
(CHIN)

What does it mean to study Cantonese? The study of Cantonese involves learning the words and rules of the language with the purpose of acquiring them with accuracy and using them to communicate with Cantonese speakers worldwide.

Why study Cantonese? The Cantonese Program at COA provides courses that satisfy Foreign Language requirements at 4-year colleges and universities, provides marketable foreign language skills and offers cultural enrichment.   This will empower students to:

- Communicate with native speakers at home and worldwide
- Increase employment potential
- Improve memory and cognitive skills
- Enhance travel worldwide
- Expand one's universe

Beyond acquisition, learning languages can expand the heart and mind and help us in our search to understand who we are as human beings.

Cantonese Program Learning Outcomes:

I. Grammatical Proficiency
Speak, write and comprehend Cantonese with accuracy as students advance through the course levels.

II. Language Skill Application
Understand and communicate with native speakers in Cantonese with cultural fluency through the progressive skill levels and in conjunction with course content.

III. Cultural Knowledge
Demonstrate cultural and historical understanding of the societies associated with Cantonese as students advance through the course levels.

CHIN 9A
Spoken and Written Cantonese
5 units, 5 hours lecture (GR)
Prerequisite: 3 years of high school study of the Chinese language or equivalent
Acceptable for credit: CSU
Pre-elementary Cantonese enabling skills in: understanding, listening, reading, and writing simple Cantonese Chinese; Acquaintance with culture; Focus on differences between spoken and written forms of Cantonese. 1107.00

CHIN 9B
Spoken and Written Cantonese
5 units, 5 hours lecture (GR or P/NP)
Prerequisite: Chin 9A
Acceptable for credit: CSU
Continuation of pre-elementary Cantonese strengthening skills in: understanding, listening, reading, and writing simple Cantonese Chinese; Appreciation of Chinese culture; Focus on differences between spoken and written forms of Cantonese. 1107.00

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 3B/6A

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 3B/6A

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 3B/6A

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 3B

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 3B

CHIN 30A
Conversational Cantonese A
5 units, 5 hours lecture (GR)
Prerequisite: Chin 10B or 3 years of high school study or equivalent
Acceptable for credit: CSU, UC
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, UC
Continuation of CHIN 30A: Further development of oral comprehension skills as well as additional growth in cultural awareness. 1107.00

COMMUNICATION
(COMM)

"Communication focuses on how people use messages to generate meaning within and across all kinds of contexts, cultures, channels, and media." (Association for Communication Administration)

The mission of our program is to engage, challenge, and empower students from diverse backgrounds with the essential Communication skills.

The Program offers a core curriculum to develop and enhance the following set of principle skills and abilities:
- Critical Thinking, Problem Solving, to make informed, analytical, and ethical choices,
- Verbal and Nonverbal Skills,
- Technology Skills and Information Competency
- Communication Advocacy
- Leadership/Team Builder principles for business, educational, and non-profit environments

Our Faculty are dedicated, knowledgeable instructors and committed advocates to "Student Success". We support a NEW Transfer Program-AA-T where students have a Pathway towards being successful in transferring, securing a degree, and continuing their occupational aspirations.

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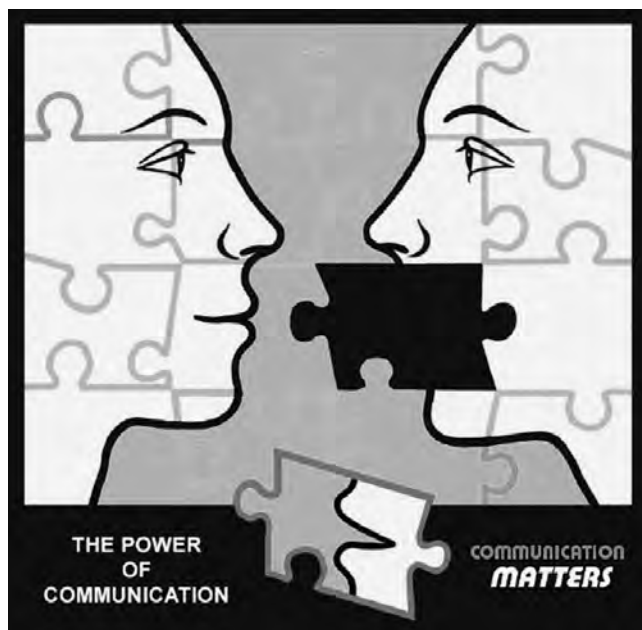
Associate Degrees for Transfer
California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California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

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

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

The Associate of Arts in Communication Studies Transfer Degree (AA-T) is designed for students planning to transfer into the communications major. A student pursuing this degree will meet the AB 1440 Transfer Curriculum Model for CSU.

Degree Major Requirements:

Dept/No.   Title   Units

Required courses (one of the following):
COMM 001A Introduction to Speech (3)
COMM 045   Public Speaking (3)   3

Required (two of the following):
COMM 001B Introduction to Speech (3)
COMM 004   Dynamics of Group Discussion (3)
COMM 020   Interpersonal Communication
                    Skills (3)
COMM 044   Argumentation (3)   6

Required (two of the following):
COMM 2A   Fundamentals of Oral Interpretation
                    of Literature (3)
COMM 005   Persuasion and

	Critical Thinking (3)	
COMM 6	Intercultural Communication (3)	
COMM 19	Survey of Mass Media (3)	6

Required (one of the following):

COMM 12	Organizational Communication (3)	
PHIL 010	Logic (3)	
PSYCH 001A	Introduction to General Psychology (3)	
ANTHR 003	Introduction to Social and Cultural Anthropology (3)	
ENGL 001A	Composition and Reading (4)	
ENGL 005	Critical Thinking in Reading and Writing (3)	3-4

Total Required Units:	**18-19**

*For the Associate in Arts Degree in Communication for Transfer, students must complete the IGETC or CSU GE-Breadth Education pattern and elective courses for an additional 41-42 units.
Total Units 46 – 49

COMMUNICATION CAREER OPPORTUNITIES

According to the National Association of College Students studying communication can expect to develop skills essential for leadership, career development, and employment opportunities. Today's employers, according to the National Association of College Employment, want workers with communication skills and strong work ethics, along with interpersonal, analytical, and organizational skills. All of these are essential components of our communication courses.

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
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
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
Dynamics of Group Discussion
3 units, 3 hours lecture (GR)
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)
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; CSU area A3; IGETC area 1B

COMM 6
Intercultural Communication
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Dynamics of intercultural communication as it applies to the diversity of American cultures: Cultural concepts, language style, content, ethnic perspectives, perceptions and stereotypes, symbols, and roles as they facilitate or hinder effective verbal and nonverbal interaction across cultures; analysis of multiple intercultural communication theories. 1506.00
AA/AS area 2, 4d, CSU area D, and IGETC area 4

COMMUNICATION

COMM 12
Organizational Communication
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
Dynamics of organizational communication: Theory and practice of communication in private and public organizations, interpersonal and group communication patterns within organizations, systems of ethical internal and external communication, leadership within organizations, diversity in the workplace, conflict negotiation and the role of communication in achieving organizational goals, and organizational culture's impact on communication locally, nationally, and internationally. 1506.00
AA/AS area 4d

COMM 19
Survey of Mass Media
3 units, 3 hours lecture (GR)
Acceptable for credit CSU, UC
Survey of traditional and non-traditional mass media in America: Impact of mass media trends and technology into the 21st century; critical analysis of media messages and examination of mass media from historical, political, social, and cultural perspectives. 1506.00
AA/AS area 2; CSU area D

COMM 20
Interpersonal Communication Skills
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Analysis of communication needs and improvement of skills: Listening, perception, nonverbal communication, semantics, and conflict resolution. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C
C-ID COMM 130
NOTE: COMM 20 will no longer satisfy CSU Area A1 effective F15

COMM 44
Argumentation
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Principles of argumentation and persuasion: Practice in creating persuasive communication through finding issues, using evidence, detecting fallacies, and employing argumentative brief writing. 1506.00
AA/AS area 4d
C-ID COMM 120

COMM 45
Public Speaking
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Principles of public speaking: Oral presentations based on political and social issues; critical-thinking, organization, and research. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C

COMM 48AA-FZ
Selected Topics in Speech
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)
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)
See section on Selected Topics. 1506.00

COMPUTER INFORMATION SYSTEMS
(CIS)

Computer Information Systems, and why you should study CIS. Computer Information Systems enhances computer literacy. Computer literacy is having knowledge and understanding of computers and their uses. It involves three levels of proficiency (**T-O-P**).
- The First level involves Terminology – ability to read, write, and understand "geek" language.
- The Second level involves Operations – ability to use computers to get work done e.g., word processing, spreadsheets, presentations, and database management.
- The Third level involves Programming – ability to code instructions for computers to operate on desktops, networks, and on the Web.

Computers are everywhere and impact many of our daily activities. Our lives are dependent on information from a computer. Computer skills are a necessity in today's technological world.

The CIS program at College of Alameda prepares you for entry-level business opportunities requiring the use of computer applications, such as word processing, spreadsheet, database management, and geographical information systems (GIS) programs. Our CIS program prepares you for transfer to a university. Advanced students take programming courses, help desk and networking courses, and web publishing courses.

We offer beginning and advanced office application courses. We are the only Peralta college to offer help desk (desktop support technician) courses and networking courses. Our web publishing courses, offered as hybrid (with some face to face meetings) as well as online, lead to a certificate of proficiency upon successful completion of the courses. We also offer other online CIS courses which can fit your busy schedule.

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 Achievement in Computer Information Systems**. Confer with a counselor concerning the specific pattern of requirements for this program and refer to the Degrees and Programs 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 36A	Java Programming Language I (4)	
CIS 36B	Java Programming Language II (4)	
CIS 39A	UNIX/LINUX Operating System (4)	
CIS 97A	Oracle SQL and PL/SQL (4)	
CIS 201	Introduction to Computer Hardware (4)	
CIS 226A	Desktop Support Technician I	3
CIS 226B	Desktop Support Technician II	3
CIS 209	Introduction to Windows (1)	
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)	9-10
	Total Required Units:	**24-26**

CERTIFICATE OF PROFICIENCY (CP)

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Proficiency**. Confer with a counselor or the division dean concerning the specific pattern of requirements for these programs.

DESKTOP SUPPORT TECHNICIAN

Certificate of Proficiency 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	3
CIS 226B	Desktop Support Technician II	3
CIS 239	Help Desk Tools and Techniques	2
	Total Required Units:	**16**

WEB PUBLISHING

Certificate of Proficiency 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	2
	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 P/NP)
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 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 36A
Java Programming Language I
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
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

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

CIS 36B
Java Programming Language II
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
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 40
Database Management
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 1 or 5
Acceptable for credit: CSU
Design, implementation, and maintenance of databases: Analysis of user requirements; building tables, queries, forms, reports, and other topics. 0702.10
AA/AS area 4c

CIS 42
Spreadsheet Applications
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
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.
Eligible for credit by examination.
Acceptable for credit: CSU
Principles of electronic spreadsheets using features available with current popular spreadsheet software: Worksheet creation, formatting and charting; entering data and formulas; functions; editing and printing; web queries; basic database functions of sorting and querying; creating web pages; logical functions; lookup tables; Pivot Tables, Pivot Charts, and trendlines; graphic design for financial statements; creating templates; using macros. 0702.10
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 P/NP)
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 97A
Oracle SQL and PL/SQL
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
Recommended preparation: CIS 205
Introduction to graphical user interfaces using Microsoft Windows. 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 P/NP)

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 P/NP)

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 P/NP)

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 P/NP)

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 224
Introduction to the Internet

1 unit, .75 hours lecture, .75 hours laboratory (GR or P/NP)
Eligible for credit by examination

Introduction to the Internet for access to information resources: Web browsers, web sites, web pages, electronic mail, and skills relevant to participating in an online, hybrid, or web-enhanced course. 0709.00
AA/AS area 4c

CIS 226A
Desktop Support Technician I

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
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 P/NP)
Recommended preparation: CIS 1

Windows desktop applications: Support for users running applications on Windows desktops. 0708.20
AA/AS area 4c

CIS 227
Word Processing for Legal Professionals

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Bus 230DEF (Self-Paced). Students should be able to type 25 words per minute.
Also offered as BUS 227. Not open for credit to students who have completed or are currently enrolled in BUS 227.

Emphasis on the use of Microsoft Office Word Application features to create legal-oriented documents: legal correspondence, legal pleadings, memorandum of points and authorities, table of contents, table of authorities, indexes, and forms. 0706.00
AA/AS area 4c

CIS 233
Introduction to the Internet: Search Engines, Access Methods, and Resources

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: CIS 200 or CIS 205 or BUS 219
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

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

CIS 234A
World Wide Web Publishing I
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
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 239
Help-Desk Tools and Techniques
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
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 248AA-FZ
Selected Topics in Computer Information Systems
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 0702.00

COUNSELING
(COUN)

The Counseling Department offers several Counseling classes to assist students with recognizing their full potential through developing self awareness, educational management and lifelong independent career planning skills.

Counseling courses are designed to provide an in-depth exploration into the process of self-knowledge. These courses, taught by Counseling Faculty, will enable students to identify educational and career goals, assist students with student success strategies, learning and study skills, and Associate Degree and transfer planning.

COUN 24
College Success
3 units, 3 hours lecture (GR or P/NP)
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 30
Personal Growth and Development
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Engl 201B or ESL 21B
Acceptable for credit: CSU
Examination of the psycho-social dynamics of personal growth: Focus on self exploration, learning to make choices, stress and coping, interpersonal relationships, origin and resolution of conflicts and the role of emotions in behavior and health; includes active personal involvement, group interaction, and self-study. 4930.10
AA/AS area 2; CSU area E

COUN 57
Career and Life Planning
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Engl 201B
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 P/NP)
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 P/NP)
Recommended preparation: Coun 200A
Educational planning and college success skills: Development of a Student Educational Plan (SEP) with a counselor and introduction to topics such as time management, study skills, note-taking, and test-taking techniques. 4930.10

COUN 201
Orientation to College: Student Success and Support Program
1 unit, 1 hour lecture (P/NP)
Information for new students: College programs, policies and procedures, campus resources, assessment; and abbreviated Student Educational Plan (SEP). 4930.10

COUN 207A
Career Exploration
1 unit, 1 hour lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in Coun 207.
Career decision making: Exploration and clarification of values, skills, and goals to facilitate informed and realistic career choices, and introduction to personal and occupational assessment tools. 4930.10

COUNSELING

COUN 207B
Career Exploration
1 unit, 1 hour lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in Coun 207.
Occupational assessment tools: Practice in networking, informational interviews, research on employment opportunities and trends, and resources used in job search. 4930.10

COUN 207C
Career Exploration
1 unit, 1 hour lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in Coun 207.
Job search skills: Resumes, cover letters, telephone skills, and interviewing techniques. 4930.10

COUN 221
Preparing for College/University Transfer
.5-1 units, .5-1 hours lecture (GR or P/NP)
In-depth information and assistance with the transfer process to four-year colleges and universities: Lower-division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid, and scholarship information. Students will receive the information necessary to develop a Student Educational Plan (SEP) for transfer. 4930.10

COUN 224
College Preparedness
2-3 units, 2-3 hours lecture (GR or P/NP)
Recommended preparation: Coun 200A and 200B
Acquisition of college success skills: Time management, good study habits, effective note taking, goal-setting strategies, educational planning, and use of library and other learning resources. 4930.10

COUN 230
Strategies for Personal Development
3 units, 3 hours lecture (GR or P/NP)
Examination of theories and principles of personal growth and interpersonal effectiveness: Dynamics of relationships in the areas of friendship, love, family, school, occupations and other group relations; emphasis on self exploration and developing positive coping strategies. 4930.10
AA/AS area 2

COUN 248AA
Strategies in Community Learning I
1-3 Units, 1-3 Hours Lecture (GR/PNP)
Learning strategies for students in learning communities: Contextualized learning to promote academic skills and college success; foster involvement in campus life and community activities; and examine how community participation enhances college success.

COUN 248AB
Strategies in Community Learning II
1-3 Units, 1-3 Hours Lecture (GR/PNP)
Learning strategies for students in learning communities: Contextualized learning to promote academic skills and college success; foster involvement in campus life and community activities; and examine how community participation enhances college success.

COUN 501
Counseling Learning Lab
0 units, 1-5 hours laboratory (Not graded)
Success and retention strategies offered in small groups: Provides assistance to students in overcoming barriers in reaching their educational goals and increasing their successful completion of college courses. Workshop content to cover a variety of topics and students may enroll in more than one lab per semester. 4930.09

DANCE
(DANCE)

Dance is self aware movement which begins in solitude and becomes ever more public up to and including being a disciplined art form. It can incorporate movement - with stories, music, and costumes; in various environments and venues; in film or integrating other facets of the larger world of performance art. Dance engages the whole person; at once personal and communal and rooted in the interaction of the body, mind, and spirit. Dance is an activity which activates patterns of mind/body integration with discipline that does not require rules. As such, dance is spiritual & political, emotionally & physically healing, intellectually and emotionally creative and enhancing of one's life.

Dance at College of Alameda is a pursuit of professional training in modern dance and choreography for students of all ages. We seek to convey technical excellence and innovative artistry in our courses some of which are appropriate for transfer. We provide training in ballet and modern techniques for serious dance students and also provide physical challenge for non dancers who just want to stay fit and healthy. We would like to encourage students to deelop a cross-cultural understanding through the arts by creating dances from different cultures such as: Chinese, Vietnamese, Cambodian, Latino, and others; for special celebrations contributing to campus life. These include: Chinese New-Year, Black History and Asian Heritage events, Cinco De Mayo, and the Full-Moon Festival. We seek in an ongoing fashion to develop other audiences locally and nationally. We encourage students to take courses in the other fields including: Theater, Music, Apparel Design, and Creative Writing – top broaden their understanding of the pursuit of dance as a holistic performance art.

The Faculty at COA actively perform in the field – having relationships in several communities throughout the South and East Bay to provide students performance opportunities. We work in one-on-one relationship with individual students to mentor them in their progress for the duration of the program. We offer an **extensive performance schedule** with a full performance calendar each year featuring many student- and faculty-produced concerts. This schedule provides students with regular performance opportunities at each stage in their development as a dancer – preparing them for the demands of professional performance in dance productions.

DANCE 25
Ballroom Dance Rumba
1 unit, 3 hours lab (GR/PNP)
Acceptable for credit: CSU, UC
Study and Development of beginning skills of Rumba dance: Emphasizing beginning techniques of partner Rumba dancing for men and women. Proper body placement, lead and follow techniques, and stylization applied to dance patterns. 1008.00
CSU area E

DANCE 26
Ballroom Dance Tango
1 unit, 3 hours lab (GR/PNP)
Acceptable for credit: CSU, UC
Study and Development of beginning skills of Tango dance: Emphasizing beginning techniques of partner American and Argentine Tango dancing for men and women. Proper body & hand placements, lead and follow techniques, and stylization applied to dance patterns. 1008.00
CSU area E

DANCE

DANCE 27
Ballroom Dance Fox Trot
1 unit, 3 hours lab (GR/PNP)
Acceptable for credit: CSU, UC
Study and Development of beginning skills of Fox Trot dance: Emphasizing beginning techniques of partner Fox Trot dancing for men and women. Proper body placement, lead and follow techniques, and stylization applied to dance patterns. 1008.00
CSU area E

DANCE 28
Ballroom Dance Waltz
1 unit, 3 hours lab (GR/PNP)
Acceptable for credit: CSU, UC
Study and Development of beginning skills and techniques of American and Viennese dances: Emphasizing the evolution of Ballroom dance forms and rhythm from its origins to present day. 1008.00
CSU area E

DANCE 29
Ballroom Dance Bolero
1 unit, 3 hours lab (GR/PNP)
Acceptable for credit: CSU, UC
Study and Development of beginning skills and technique of Bolero dance: Emphasizing the evolution of Ballroom dance forms and rhythm from its origins to present day. 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 P/NP)
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 59 (pending State approval)
Combined Yoga and Pilates for Dance
1 Unit, .5 Hours Lecture, 2 Hours Lab (GR)
Acceptable for credit: CSU, UC
Combines elements of Yoga and Pilates to improve body awareness, strength, flexibility, efficient movement, and dance techniques. 1008.00

DANCE 60
Ballet I
1 unit, 3 hours lab (GR)
Acceptable for credit: CSU, UC
Study and development of beginning skills and techniques of ballet: Including body alignment, placement, positions of the feet, carriage of the arms and musicality. 1008.00
CSU area E

DANCE 61
Ballet II
1 unit, 3 hours lab (GR)
Prerequisite: DANCE 60
Acceptable for credit: CSU, UC
Intense study and development of the skills and techniques of ballet: Including body alignment, placement, positions of the feet, carriage of the arms, musicality and movement quality. 1008.00
CSU area E

DANCE 64
Jazz Dance I
1 unit, 3 hours lab (GR)
Acceptable for credit: CSU, UC
Study and development of the skills and techniques of jazz dance: Development of beginning to intermediate level proficiency in skills related to rhythm, dance production, stagecraft and choreography. 1008.00
CSU area E

DANCE

DANCE 65
Jazz Dance II
2 units, 1 hour lecture, 3 hours lab (GR)
Prerequisite: DANCE 64
Acceptable for credit: CSU, UC
Study and development of the skills and techniques of jazz dance: Development of intermediate to advanced skills/knowledge related to body awareness and body mechanics, musicality, choreography and evolution of jazz dance forms. 1008.00
CSU area E

DANCE 66
Jazz Dance III
2 units, 1 hour lecture, 3 hours lab (GR)
Recommended Preparation: DANCE 65
Acceptable for credit: CSU, UC
Study and development of the skills and techniques of jazz dance: Intermediate-advanced proficiency in dance mechanics, dance anatomy, musicality, jazz dance choreography, dance production, stage performance and dance history. 1008.00
CSU area E

DANCE 67
Jazz Dance IV
2 units, 1 hour lecture, 3 hours lab (GR)
Recommended Preparation: DANCE 66
Acceptable for credit: CSU, UC
Study and development of the skills and techniques of jazz dance: Advanced proficiency in dance mechanics, dance anatomy, musicality, jazz dance choreography, dance production, stage performance and dance history. 1008.00
CSU area E

DANCE 68
Modern Dance I
1 unit, 3 hours lab (GR)
Acceptable for credit: CSU, UC
Study and development of beginning skills and techniques emphasizing the evolution of modern dance from its origins to present day.1008.00
CSU area E

DANCE 69
Modern Dance II
2 units, 1 hour lecture, 3 hours lab (GR)
Prerequisite: DANCE 40
Acceptable for credit: CSU, UC
Study and development of intermediate skills and technique in Modern dance: Emphasizing the evolution of modern dance from its origins to present day and the development of individual movement styles. 1008.00
CSU area E

DANCE 70
Modern Dance III
2 units, 1 hour lecture, 3 hours lab (GR)
Prerequisite: DANCE 69
Acceptable for credit: CSU, UC
Study and development of advanced/intermediate skills and techniques in Modern dance: Emphasizing proficiency in dance mechanics, dance anatomy, history, the development of choreography, individual movement styles and performance. 1008.00
CSU area E

DANCE 71
Modern Dance IV
2 units, 1 hour lecture, 3 hours lab (GR)
Prerequisite: DANCE 70
Acceptable for credit: CSU, UC
Study and development of advanced skills and technique in Modern dance: Emphasizing proficiency in dance mechanics, dance anatomy, the historical, philosophical and social evolution of modern dance from its origins to present day, choreography, performance and repertory work. 1008.00
CSU area E

S e e   u s   o n   Y o u T u b e:

http://www.youtube.com/watch?v=fsm6MHIIqZo
http://www.youtube.com/watch?
   feature=endscreen&v=M13TETX2Q5c&NR=1
http://www.youtube.com/watch?v=wpkIjQdgDD4
http://www.youtube.com/watch?v=4Yrn-flMuBI
http://www.youtube.com/watch?v=Cje0sMkzxFI

DANCE 88
Swing Dance I

1 unit, 3 hours lab (GR/PNP)
Acceptable for credit: CSU, UC
Swing Dance instruction to acquire technical prowess, understanding commonality of Swing Dance forms such as East Coast, West Coast, "Jive", "Lindy", "Jitterbug", "Country/Western", and historical significance as the National Dance of the United States of America. 1008.00
CSU area E

DANCE 89
Swing Dance II

1 unit, 3 hours lab (GR/PNP)
Acceptable for credit: CSU, UC
Continuation of Dance 88. A thorough review of beginning Swing is provided. Then more complex turns, patterns, partner are demonstrated and practiced. There is greater emphasis on the development of dance stylization and timing and emphasis on proper partner dance etiquette and safety. 1008.00
CSU area E

DANCE 92
Salsa I
1 unit, 3 hours lab (GR/PNP)
Acceptable for credit: CSU, UC
Study and development of beginning skills and techniques of Cuban and Latin Salsa emphasizing the evolution of Salsa dance from its origins to present day. 1008.00
CSU area E

DANCE 93
Salsa II
1 unit, 3 hours lab (GR/PNP)
Prerequisite: DANCE 92 or instructor permission
Acceptable for credit: CSU, UC
Examination of 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 94
Salsa III
1 unit, 3 hours lab (GR/PNP)
Acceptable for credit: CSU, UC
Prerequisite: DANCE 93 or instructor permission
Advanced study and development of Salsa skills: Lead/follow techniques; dance pattern complexity; proper timing; advanced dance combinations. 1008.00
CSU area E

DANCE 248AA-FZ
Selected Topics in Dance
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1008.00

DENTAL ASSISTING
(DENTL)

The Dental Assisting Program at College of Alameda is a national and state accredited program.

Dental Assisting is the study of the dental healthcare industry. Coursework addresses the various issues surrounding patient dental care and oral health. This program includes California Dental law, ethics, professionalism, infection control, head and neck anatomy, dental radiology, dental materials, chair-side skills, coronal polish, and pit and fissure sealants.

The fall semester courses introduce basic theory and chairside skills, leading to more advanced studies courses during the spring semester, which also include internships and advanced use of technology within dentistry. A **Certificate of Achievement** is awarded upon successful completion of the program. The Dental Assisting Program prepares you for the California Registered Dental Assistant and National Certified Dental Assistant exams.

The program seeks individuals who enjoy interaction with people, teamwork, have good communications skills, enjoy variety in their work and enjoy excellent working opportunities and conditions. Dental Assisting is a rewarding and stable career.

Program Learning outcomes
1. Apply critical thinking to all aspects of the dental field.
2. Communicate in written and verbal form according to terminology of the dental field.
3. Demonstrate knowledge of cultural sensitivity within the field of dental assisting.
4. Demonstrate self discipline to pursue intellectual curiosities with integrity in both personal and
    professional lives.

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 of 75% = C or better grade will earn a Certificate of Achievement 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. Candidates must possess a high school diploma or the equivalent. All eligibility requirements, including having official transcripts on file, must be completed prior to applying to the program. The application deadline is April 15 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 15 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:

1. Possession of a high school diploma or the equivalent prior to application to and admission into the program.
2. Official transcripts must be on file in the Admissions and Records Office prior to program application.
3. It is **highly recommended** that the following be completed prior to admission into the program and enrollment in Fall term courses:
   - DENTL 251, Dental Terminology
4. 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.
5. 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.
6. 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
PREREQUISITE COURSES:		
HLTED 9	First Aid and Safety	2
HLTED 11	Cardiopulmonary Resuscitation	.5
	Subtotal	**2.5**
FALL SEMESTER		
DENTL 220A	Infection Control and Oral Health	2
DENTL 220B	Infection Control and Coronal Polish	1
DENTL 221	Professional Standards	.5
DENTL 222	Oral Anatomy, Morphology and Body Systems	3.5
DENTL 223	Chairside Procedures	3
DENTL 224A	Dental Radiology I	3
DENTL 225	Dental Materials and Lab Procedures	3
	Semester Total	**16**
SPRING SEMESTER		
DENTL 224B	Dental Radiology II	3
DENTL 226	Advanced Chairside Procedures	3
DENTL 227	Biodental Sciences	2
DENTL 228A	Clinical Rotations and Review	2
DENTL 228B	Clinical Rotations and Internship	5
DENTL 229	Practice Management	1.5
	Semester Total	**16.5**

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 20	Interpersonal Communication (3) or	
COMM 45	Public Speaking (3)	3
	Subtotal	**9**
	Total Required Units:	**44**

*A higher level English course, such as Engl 1A, may be substituted for Engl 201B.

DENTL 220A
Infection Control and Oral Health
2 units, 1.5 hours lecture, 2 hours laboratory (GR) (12 weeks)
Corequisite: Dentl 221 and 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 20 or 45
Introduction to infection control and oral health: Emphasis on infection control and disinfection techniques for patient and occupational protection; disease transmission, microbiology, and application of Cal-DOSH (OSHA) blood-borne pathogens standards, Dental Board Infection Control guidelines, and CDC recommendations for healthcare settings; relationship and value of nutrition in promoting good oral health. 1240.10

DENTL 220B
Infection Control and Coronal Polish
1 unit, .5 hours lecture, 1.5 hours laboratory (GR) (5 weeks)
Prerequisite: Dentl 220A
Corequisite: Dentl 221 and 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 20 or 45
Introduction to infection control and coronal polish: Emphasis on coronal polish, infection control, sterilization and disinfection techniques, and legal considerations for patient and occupational protection; application of Cal-DOSH (OSHA) blood-borne pathogens standards, Dental Board Infection Control guidelines, and CDC recommendations for healthcare settings; principles of tooth polishing and plaque and stain formation, indications and contra-indications of coronal polishing, polishing agent composition and storage and handling; characteristics, manipulation, and care of dental hand pieces; nutritional information for good oral health and preventative care. 1240.10

DENTL 221
Professional Standards
.5 units, 10 term hours lecture (GR)
Prerequisite: Dentl 220
Corequisite: 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)
Corequisite: 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
3 units, 2 hours lecture, 3 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
Corequisite: Dentl 220A and 220B 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 20 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
3 units, 2 hours lecture, 3 hours laboratory (GR)
Corequisite: Dentl 220A and 220B 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 20 or 45
Basic principles of radiation and radiation safety and protection: Elementary anatomic landmarks for exposing dental radiographs on X-ray mannequins using bisecting and parallel techniques; radiological terminology and vocabulary including basic digital radiography; radiologic infection control; and proficiency, through examination, in radiation safety and protection techniques as required by ADA accrediting standards. 1240.10

DENTL 224B
Dental Radiology II
2 units, 1 hour lecture, 3 hours laboratory (GR)
Prerequisite: Dentl 220A and 220B and 221 and 222 and 223 and 224A and 225
Corequisite: Dentl 226 and 227 and 228A and 228B and 229
Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 20 or 45
Advanced principles of radiation and radiation safety and protection: Intermediate and advanced principles of radiology including film placement, angulations and exposures; anatomical identification and interpretation of radiologic images; specialty radiographic procedures such as digital radiographs, occlusal films, and pedo FMX; experience in exposing film on human subjects and advanced darkroom/processing procedures; and community service project serving underserved population within the local area. 1240.10

DENTL 225
Dental Materials and Lab Procedures
3 units, 2 hours lecture, 3 hours laboratory (GR)
Corequisite: 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
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite: Dentl 220A and 220B and 221 and 222 and 223 and 224A and 225
Corequisite: Dentl 224B and 227 and 228A and 228B and 229
Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 20 or 45
Advanced study of dental specialties: Endodontics, pediatrics, oral surgery, orthodontics, and periodontics to reflect Dental Board of California educational requirements and preparation for the California Registered Dental Assistant examination. 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 228A
Clinical Rotations and Review
2 units, 2 hours lecture (GR)
Prerequisite: Dentl 220A and 220B and 221 and 222 and 223 and 224A and 225
Corequisite: Dentl 224B and 226 and 227 and 228B and 229
Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 20 or 45
Advanced study of specialty areas in dentistry: Restorative and preventative materials, amalgam, composites, sealants, prosthodontics, endodontics, orthodontics, oral surgery, periodontics, and pediatrics. 1240.10

DENTL 228B
Clinical Rotations and Review
5 units, 16 hours laboratory (GR)
Prerequisite: Dentl 220A and 220B and 221 and 222 and 223 and 224A and 225
Corequisite: Dentl 224B and 226 and 227 and 228A and 229
Application of practical chairside skills in clinical rotations at private dental offices and local dental schools: Manipulation of dental materials, front office skills, and care of the dental patient during dental procedures. 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 230
Pit and Fissure Sealants
0.5 units, 0.34 hour lecture, 0.51 hour laboratory (GR)
Prerequisite: Dentl 220A and 220B and 221 and 222 and 223 and 224A and 225
Corequisite: Dentl 224B and 226 and 227 and 228A and 228B and 229
Recommended preparation: Dentl 251 and 252
Legal requirements and scope of practice as related to Pit and Fissure Sealants: Morphology of the teeth; l identify indication and contraindications of Pit and Fissure Sealants; importance of documentation; infection control, equipment and armamentarium needed as well as instrument grasp, fulcrum techniques and application of materials. 1240.10

DENTL 248AA-FZ
Selected Topics in Dental Assisting
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
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

DIESEL MECHANICS
(DMECH)

Prepare for a well-paying career in Diesel and Truck Mechanics!
Journey-level diesel and truck mechanics are highly respected technical experts in their field. They work independently to solve problems using professional judgment, and take responsibility for the safe operation of the equipment that they repair and maintain.
Diesel and truck mechanics also specialize in a particular field. Areas of specialization include trucks, buses, boats, ships, locomotives, construction machines, and all classifications of support equipment. On the job, diesel and truck mechanics perform a range of duties including the following:

- Diagnosing problems in mechanical, electrical, and electronic systems that require the use of sophisticated computers and other diagnostic test equipment.
- Troubleshooting electronic controls that govern engine performance and horsepower. Transmissions and brake systems are increasingly controlled by electronic systems that interface with engine function.
- Troubleshooting steering, hydraulic, and pneumatic systems as well as brakes, axles, differentials, electric motors, and compressors.

Technical and Professional Skills Developed in the Program
- Apply safe work habits and practices.
- Troubleshoot and perform repairs in mechanical, electrical, and electronic systems.
- Use computers to diagnose equipment and research information.
- Perform preventative maintenance such as engine tune-ups, front-end alignments, and brake adjustments.
- Operate shop machinery and equipment including hoists, overhead cranes, forklifts, hydraulic jacks, steam cleaners, floor jacks, disassembly stands, grinders, drill presses, hydraulic presses, and bead blasters.
- Select and use precision tools such as torque wrenches, micrometers, dial indicators, tap and dies, and bore gauges.
- Maintain professional attitude in challenging working conditions.
- Develop self-confidence and pride in workmanship.
- Think analytically and make professional decisions.

Skills, Background, and Personal Qualities Helpful for Success in the Program
- Proficiency in basic math, reading, communication and personal computers.
- Completion of high school courses in auto, metal, machine shop, and science.
- Mechanical aptitude and ability.
- Self-discipline to learn to carry out precision work to

Instructor
Mike Robertson

Instructor
Scott Albright

industry standards.
- Good physical condition and coordination.
- Commitment to lifelong learning to keep pace with new technology.
- Experience with equipment and tools.

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 Achievement 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.

DIESEL MECHANICS

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
DMECH 11	Truck Mechanics Chassis Systems I	6
DMECH 20A	Truck Mechanics I	4
	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	2
	Semester Total	12
THIRD SEMESTER		
DMECH 14	Diesel Engines I	4
DMECH 21A	Diesel Engines Lecture/Laboratory	6
ATECH 23	Automotive Air Conditioning	4
	Semester Total	14
FOURTH SEMESTER		
DMECH 15	Diesel Engines II	4
DMECH 21B	Diesel Engines Lecture/Laboratory	6
	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
Heavy-Duty Truck Chassis, Transmission, and Drive Axles
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

> **For all program degree and certificate updates, please visit:**
> http://alameda.peralta.edu

DMECH 12
Heavy-Duty Truck's Electrical System and Brake System
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 20E
Truck Mechanics V
4 units, 12 hours laboratory (GR)
Prerequisite: Dmech 11 and 20A and 20C
Recommend Preparation: CIS 205 or equivalent, courses in vocational teaching or physical fitness program: heavy-duty mechanic's job duties often required the lifting of objects and tools that weigh over 100 lbs.
Acceptable for credit: CSU
Students work independently in this advanced lab to develop demonstrations and lesson plans in advanced practical application of scientific principles of truck mechanics in servicing and repairing the powertrain: Transmissions, clutches, hydraulic, rear-axle systems and other components of the chassis
. 0947.00

DMECH 20F
Truck Mechanics VI
4 units, 12 hours laboratory (GR)
Prerequisite: Dmech 11 and 20B and 20D
Recommend Preparation: CIS 205 or equivalent, courses in vocational teaching or physical fitness program: heavy-duty mechanic's job duties often required the lifting of objects and tools that weigh over 100 lbs.
Acceptable for credit: CSU
Students work independently in this advanced lab to develop demonstrations and lesson plans for advanced practical application of scientific principles of truck mechanics in servicing and repairing truck air brake and electrical system: Air valves, pots, electrical systems, 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 P/NP)
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 202
Forklift Operation and Certification
1 units, 1 hours lecture, 3 hours laboratory (GR or P/NP)
Training in forklift operations typically used in the warehousing and distribution industries. Training covers operation, inspection, basic maintenance and safety. 0947.00

DMECH 248AA-FZ
Selected Topics in Diesel Mechanics
.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)
See section on Selected Topics. 0947.00

ECONOMICS
(ECON)

ECON 1
Principles of Economics (Macro-Economics)
3 units, 3 hours lecture (GR)
Prerequisite: Math 203 or 211D or 205B
Acceptable for credit: CSU, UC
Introductory economic concepts: Measurements of national income and production; causes of inflation, recession and depression; money and banking; government monetary and fiscal (spending and taxation) policies; stabilization techniques; economic growth; history of economic thought and philosophy. 2204.00
AA/AS area 2; CSU area D; IGETC area 4
C-ID ECON 202

ECON 2
Principles of Economics (Micro-Economics)
3 units, 3 hours lecture (GR)
Prerequisite: Math 203 or 211D or 205B
Econ 1 is not prerequisite to Econ 2.
Acceptable for credit: CSU, UC
Principles of micro-economics: Forms of business organization, theory of the firm within competitive and noncompetitive markets, distribution of income, poverty, labor issues, agriculture. 2204.00
AA/AS area 2; CSU area D; IGETC area 4
C-ID ECON 201

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 P/NP)
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 P/NP)
See section on Selected Topics. 2204.00

For all program degree and certificate updates, please visit:
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ENGLISH
(ENGL)

The English Department's mission is to serve the educational and career objectives of our community: We offer a range of classes addressing skills at the basic, developmental and transfer levels and are committed to presenting engaging material that addresses the varied interests and needs of our students.

The English department at College of Alameda is focused on helping students achieve their transfer requirements for a four-year institution, offering the necessary critical thinking and composition and reading courses required by the UC and CSU systems, as well as preparatory courses for students who do not place directly into a transfer course.

Studying English gives students skills in expression and critical thinking that can be applied in many aspects of a student's personal and professional life, and graduating with a BA in English from a four year institution offers flexibility in terms of future careers. Professions for English majors include administration, management, professional writing, teaching, editing, and publishing. The AA-T in English affords students an understanding of the study of writing and literature. The program is an inquiry into the voices of American Literature, including the voice of the student. Both the AA and the AA-T English programs include experience in rhetorical and creative writing, as well as the study of literature.

The evaluation of works of writing and literature, in multiple forms, media, and historic periods, engages the student with prior literary voices as well as contemporary thought. This approach draws on the diversity of experience of writers in general, the multitude of forms literature takes, and the unique voices in American literary art.

Upon completion of an AA or AA-T in English, students can: demonstrate an overall understanding of rhetorical applications of writing and the scope of literature; use critical thinking in the analysis of rhetorical writing and literature; and apply rhetorical modes and literary theory to all forms of writing encountered in day-to-day life.

The programs offer curriculum which develop the following learning outcomes:
• Engage in active, purposeful, critical reading: Theoretical and practical knowledge of the purpose of rhetorical writing and literature; examination of the importance of rhetorical writing and literature in American main- and sub-cultures of the past and present.

• Assess, in writing, the tools and materials given to succeed at the workplace or in the community and be able to suggest changes to increase effectiveness: Assess, evaluate, and interpret ideas found in writing and literature; communicate effectively, reach conclusions, and solve problems concerning the craft and criticism of rhetorical writing and literature.
• Evaluate information critically to develop claims and support them: Engage in meaningful discourse regarding personal identity, goals, and knowledge of the capacity of writing and literature as a means of social influence.
• Develop an understanding and appreciation for worldwide cultures and diverse perspectives through active and purposeful reading and writing: Examine the scope of writing and literature with an appreciation of human values; understand the significance of writing and literature as a social action relative to global issues.

Successful completion of the AA-T with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to the local CSU campus and to a program or major in English.

The Student Transfer Achievement Reform Act (Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer". The Associate of Arts in English for Transfer (AA-T) is intended for students planning to transfer to a four-year university with a major in English. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

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

Students should meet early with a Counselor to complete a Student Education Plan (SEP).

Our Faculty members are dedicated, knowledgeable, and committed professionals who advocate for students to succeed. We support the notion of a transfer pathway to success with the AA-T where students may be more successful in transferring, securing a degree, and continuing their occupational aspirations.

The **Associate of Art in English for Transfer** (AA-T) is designed for students planning to transfer into the English major at a California State University. A student pursuing this degree will meet the AB 1440 Transfer Curriculum Model for CSU.

Degree Major Requirements:

Dept/No.	Title	Units
Required Core Courses:		
ENGL 1B	Composition and Reading	4
ENGL 5	Critical Thinking in Reading & Writing	3
List A Minimum of 6 Units:		
ENGL 30A	Introduction to American Literature I	3
ENGL 30B	Introduction to American Literature II	3
List B Minimum of 3 Units:		
ENGL 10A	Creative Writing (3)	
ENGL 47	Children's Literature (3)	3
List C Minimum of 3 Units:		
Any course listed above not already used		
ENGLE 79	Introduction to LGBTQ Literature	
ENGL 31	Survey of African-American Literature (3)	
ENGL 32A	Contemporary Women Writers (3)	3
	Total Required Units:	**19**

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 1B	Composition and Reading	4
ENGL 5	Critical Thinking in Reading & Writing	3
Select four courses (12 units) from the following:		
ENGL 10A	Creative Writing (3)	
ENGL 10B	Creative Writing (3)	
ENGL 30A	Introduction to American Literature I (3)	
ENGL 30B	Introduction to American Literature II (3)	
ENGL 31	Survey of African-American Literature (3)	
ENGL 32A	Contemporary Women Writers (3)	
ENGL 47	Children's Literature (3)	12
	Total Required Units:	**19**

College of Alameda's English major serves students with a wide variety of goals, including transfer to U.C., C.S.U., or other four-year institutions. See a counselor to develop your own program of study.

ENGL 1A
Composition and Reading
4 units, 4 hours lecture (GR or P/NP)
Prerequisite: Engl 201B or ESL 21B or appropriate placement through multiple-measures assessment process
Acceptable for credit: CSU, UC
Reading and writing expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively. 1501.00
AA/AS area 4a, 4d; CSU area A2; IGETC area 1A

ENGL 1B
Composition and Reading
4 units, 4 hours lecture (GR or P/NP)
Prerequisite: Engl 1A
Acceptable for credit: CSU, UC
Continued expository writing: Careful reading of selected plays, poems, and novels. 1501.00
AA/AS area 3, 4a, 4d; CSU area C2; IGETC area 3

ENGL 5
Critical Thinking in Reading and Writing
3 units, 3 hours lecture (GR or P/NP)
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; CSU area A3; IGETC area 1B
C-ID ENGL 105

ENGL 10A
Creative Writing
3 units, 3 hours lecture (GR or P/NP)
Prerequisite: Engl 1A
Acceptable for credit: CSU, UC
Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00
AA/AS area 3, 4d; CSU area C2
C-ID ENGL 200

ENGL 10B
Creative Writing
3 units, 3 hours lecture (GR or P/NP)
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

ENGLISH

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 2; IGETC 3

ENGL 17B
Shakespeare
3 units, 3 hours lecture (GR or CR/NC)
Prerequisite: ENGL 1A
ENGL 17A is not prerequisite to 17B.
Acceptable for credit: CSU, UC
Continued study of selected works of Shakespeare. 1503.00
AA/AS area 3, 4d; CSU area 2; IGETC 3

ENGL 30A
Introduction to American Literature I
3 units, 3 hours lecture (GR or P/NP)
Prerequisite: Engl 1A
Acceptable for credit: CSU, UC
Survey of American literary traditions from their beginnings to the second half of the nineteenth century. 1503.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3
C-ID ENGL 130

ENGL 30B
Introduction to American Literature II
3 units, 3 hours lecture (GR or P/NP)
Prerequisite: Engl 1A
Engl 30A is not prerequisite to Engl 30B.
Acceptable for credit: CSU, UC
Continuation of 30A. Survey of American Romanticism to literature of the present. 1503.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3
C-ID ENGL 135

ENGL 31
Survey of African-American Literature
3 units, 3 hours lecture (GR or P/NP)
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 P/NP)
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 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 2; IGETC 3

ENGL 33B
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; 1970 to the present with emphasis on American and British writers. 1503.00
AA/AS area 3, 4d; CSU area 2; IGETC 3

ENGL 47
Children's Literature
3 units, 3 hours lecture (GR or P/NP)
Prerequisite: Engl 1A
Acceptable for credit: CSU, UC
Survey of literature for children from infancy through adolescence. Historical overview of traditional literature, modern fantasy, poetry, contemporary and historical fiction. Includes practices for encouraging children's interest in reading. 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 P/NP)
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 79
Introduction to LGBTQ Literature
3 units, 3 hours lecture (GR)
Prerequisite: Engl 1A
Acceptable for credit: CSU, UC
Introduction to diverse forms of world literature, poetry, short fiction, novels, drama, and creative non-fiction: Focus on LGBTQ issues, ideas, and characterization; overview of periods of literature including Antiquity, Middle Ages and Renaissance, American Transcendentalist, Romantic, Late 19th & Early 20th centuries, the Harlem Renaissance, and mid-twentieth century to present day.
AA/AS area 3; CSU area C2; IGETC area 3B

ENGL 201A
Preparation for Composition and Reading
4 units, 4 hours lecture (GR or P/NP)
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 4d

ENGL 201B
Preparation for Composition and Reading
4 units, 4 hours lecture (GR or P/NP)
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 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 248AA-FZ
Selected Topics in English
.5-5 units, 0-5 hours lecture, 0-15 hours lab (GR or P/NP)
See section on Selected Topics. 1501.00

ENGL 269A
Foundations in Reading and Writing
6 units, 6 hours lecture (GR or P/NP)
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 269A with further study in reading and writing strategies to prepare students for success in college: Reading strategies including pre-reading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20

ENGL 269B
Foundations in Reading and Writing
6 units, 6 hours lecture (GR or P/NP)
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
Foundations in reading and writing to prepare students for success in college: Reading strategies including prereading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20

ENGL 348AG
Placement Exam Preparation
0.5 Units, 1 hour lecture (P/NP)
Preparation for the English Placement Examination; test-taking strategies and practice; familiarity with question types and testing environment; review of grammar, mechanics, vocabulary, structure; reading strategies review; culminates in students taking the English Placement. 1501.00

ENGLISH AS A SECOND LANGUAGE
(ESL)

The major purpose and goal of the ESL program is to provide quality instruction in reading, writing, speaking and critical thinking. The ESL program intends to develop competency in students' understanding and use of the English language so that they may successfully enter and complete either a vocational or college level major and fully participate in the communities in which they live. We offer courses at convenient times (mornings, afternoons, evenings, and Saturdays).

Suggested Guideline for Student Level of Difficulty

Courses	High Beginning	Intermediate	High Intermediate	Advanced
Grammar (4 Units)	284A/B	215A/B	216A/B	217A/B
Listening & Speaking (4 Units)	283A/B	232A/B	233A/B	50A/B
Reading & Writing (6 Units)	285A/B	222A/B	223A/B	52A/B
Pronunciation (3 Units)		257A	257B	
Conversation (3 Units)	258A			
Vocabulary (3 Units)		205A	205B	

ESL 50A
Advanced Listening and Speaking
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 200B or 233B or placement through multiple-measures assessment process
Acceptable for credit: CSU
Advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms, and pronunciation. 4930.86
AA/AS area 4D

ESL 50B
Oral Communication for Advanced ESL Students
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 50A or placement through multiple-measures assessment process
Acceptable for credit: CSU
Continuation of advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms, and pronunciation. 4930.86
AA/AS area 4D

ESL 52A
Advanced Reading and Writing
6 units, 6 hours lecture (GR/PNP)
Prerequisites: ESL 21A or 223B or placement through multiple-measures assessment process
Acceptable for credit: CSU, UC
Advanced level of reading and writing: Critical thinking skills, critical and analytical reading of college level texts, and writing of research and other academic papers. 4930.87
AA/AS area 4A, 4D

ESL 52B
Advanced Reading and Writing
6 units, 6 hours lecture (GR/PNP)
Prerequisites: ESL 52A or placement through multiple-measures assessment process
Acceptable for credit: CSU, UC
Continuation of advanced level of reading and writing: Critical thinking skills, critical and analytical reading of college level texts, and writing of research and other academic papers. 4930.87
AA/AS area 4A, 4D

ESL 205A
Vocabulary and Idioms in Context 3
3 units, 3 hours lecture (GR or P/NP)
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 P/NP)
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 215A
Intermediate Grammar
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 252B or 284B or placement through multiple-measures assessment process
Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESL 215B
Intermediate Grammar
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 215A or placement through multiple-measures assessment process
Continuation of intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESL 216A
High Intermediate Grammar
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 202A or 215B or placement through multiple-measures assessment process
High intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. 4930.87

ESL 216B
High Intermediate Grammar
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 216A or placement through multiple-measures assessment process
Continuation of high intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. 4930.87

ESL 217A
Advanced Grammar
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 202B or 216B or placement through multiple-measures assessment process
Advanced level of English grammar: Expanding, refining, and applying the complex grammar skills used in academic writing, reading, listening, and speaking. 4930.87

ESL 217B
Advanced Grammar
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 217A or placement through multiple-measures assessment process
Continuation of advanced level of English grammar: Expanding, refining, and applying the complex grammar skills used in academic writing, reading, listening, and speaking. 4930.87

ESL 222A
Intermediate Reading and Writing
6 units, 6 hours lecture (GR/PNP)
Prerequisites: ESL 285B or 251B or placement through multiple-measures assessment process
Intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESL reading materials; expanding paragraphs into simple narratives and essays. 4930.87

ESL 222B
Intermediate Reading and Writing
6 units, 6 hours lecture (GR/PNP)
Prerequisites: ESL 222A or placement through multiple-measures assessment process
Continuation of intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESL reading materials; expanding paragraphs into simple narratives and essays. 4930.87

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ESL 223A
High Intermediate Reading and Writing
6 units, 6 hours lecture (GR/PNP)
Prerequisites: ESL 222B or 201A or placement through multiple-measures assessment process
High intermediate level of reading and writing: Critical readings of essays, short academic texts, short stories, and/or a novel; writing well-developed essays and compositions. 4930.87

ESL 223B
High Intermediate Reading and Writing
6 units, 6 hours lecture (GR/PNP)
Prerequisites: ESL 223A or placement through multiple-measures assessment process
Continuation of high intermediate level of reading and writing: Critical readings of essays, short academic texts, short stories, and/or a novel; writing well-developed essays and compositions. 4930.87

ESL 232A
Intermediate Listening and Speaking
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 250B or 283B or placement through multiple-measures assessment process
Intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 232B
Intermediate Listening and Speaking
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 232A or placement through multiple-measures assessment process
Continuation of intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 233A
High Intermediate Listening and Speaking
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 232B or 200A or placement through multiple-measures assessment process
High intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 233B
High Intermediate Listening and Speaking
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 233A or placement through multiple-measures assessment process
Continuation of high intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 257A
Pronunciation 3
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: ESL 256 or appropriate placement through multiple-measures assessment process
Non-degree applicable
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 258
Conversation 2
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Appropriate placement through multiple-measures assessment process
Non-degree applicable
Beginning level of spoken American English: Focus on self-expression and vocabulary needed for daily activities. 4930.82

ESL 283A
High Beginning Listening and Speaking
4 units, 4 hours lecture (GR/PNP)
High beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 283B
High Beginning Listening and Speaking
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 283A or placement through multiple-measures assessment process
Continuation of high beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 284A
High Beginning Grammar
4 units, 4 hours lecture (GR/PNP)
High beginning level of English grammar: Basic grammar structures, sentence patterns and parts of speech. 4930.87

ESL 284B
High Beginning Grammar
4 units, 4 hours lecture (GR/PNP)
Prerequisites: ESL 284A or placement through multiple-measures assessment process
Continuation of high beginning level of English grammar: Basic grammar structures, sentence patterns, and parts of speech. 4930.87

ESL 285A
High Beginning Reading and Writing
6 units, 6 hours lecture (GR/PNP)
High beginning level of reading and writing: Fiction and non-fiction readings adapted for ESL ; writing short narrative and descriptive paragraphs. 4930.86

ESL 285B
High Beginning Reading and Writing
6 units, 6 hours lecture (GR/PNP)
Prerequisites: ESL 285A or placement through multiple-measures assessment process
Continuation of high beginning level of reading and writing: Fiction and non-fiction readings adapted for ESL ; writing short narrative and descriptive paragraphs. 4930.86

GEOGRAPHY
(GEOG)

What is Geography? Humans have long pondered their place in the natural world, recognizing both the challenges and opportunities afforded them by the environment and, more recently, the effects of human activities in modifying that environment. This interplay of natural systems and human societies is the subject of the field of geography. **Physical geography** focuses primarily on the operation of earth's systems upon which humans depend; **cultural geography** examines how humans live on the earth: how we modify the landscape, organize space, move about, use resources, and create the economies that sustain us.

Skills learned in the study of geography are useful in many rewarding career paths. **Urban planners** design livable environments in the city; **environmental managers**, employed by government agencies and private industry, work to conserve our natural resources; **hydrologists** manage increasingly scarce water resources; **cartographers** produce maps for both public and private employers; **academic geographers** teach at all levels in our educational system; **geographic information system (GIS) specialists** provide their technical expertise to assist in the planning of structures and projects; **foresters**, many employed by the National Forest Service or the US Department of Agriculture, manage millions of acres of precious woodlands; **park rangers** in state and national parks help to maintain the health and beauty of these places and share their knowledge through public information programs.

> **"When we try to pick out anything by itself, we find it hitched to everything else in the universe."**
> *- John Muir 1869*

The College of Alameda Geography program recognizes this and takes an integrated, system-based approach to the study of natural processes, sometimes called earth system science. This stress upon the interactions of various components of our system is especially valuable in today's rapidly changing environment.

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.

> ***For all program degree and certificate updates, please visit:***
> http://alameda.peralta.edu

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)	
GEOL 10	Introduction to Geology (3)	
SOC 1	Introduction to Sociology (3)	12
	Total Required Units	**19**

GEOG 1
Physical Geography
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Basic elements of the earth's physical systems and processes: Earth-sun relations, weather, climate, water, plate tectonics, landforms, soils, and ecosystems and their interrelationships and global distribution patterns. 2206.00
AA/AS area 1; CSU area B1; IGETC area 5A

GEOG 1L
Physical Geography Laboratory
1 unit, 3 hours laboratory (GR or P/NP)
Prerequisite or corequisite: Geog 1
Acceptable for credit: CSU, UC
Practical application of basic concepts and principles of physical geography: Earth-sun relationships, weather, climate, geologic processes, landforms, and field observation. 2206.00
CSU area B3; IGETC area 5C

GEOG 2
Cultural Geography
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
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 48AA-FZ
Selected Topics in Geography

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
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 P/NP)
See section on Selected Topics. 2206.00

GEOLOGY
(GEOL)

GEOL 10
Introduction to Geology

3 units, 3 hours lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in Geol 1.
Acceptable for credit: CSU, UC
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, place tectonics, metamorphism, running water, ground water, glaciation, weathering and erosion. 1914.00
AA/AS area 1; CSU area B1; IGETC area 5A

GERMAN
(GERM)

What does it mean to study German? The study of German involves learning the words and rules of the language with the purpose of acquiring them with accuracy and using them to communicate with German speakers worldwide.

Why study German? The German Program at COA provides courses that satisfy Foreign Language requirements at 4-year colleges and universities, provides marketable foreign language skills and offers cultural enrichment. This will empower students to:
- Communicate with native speakers at home and worldwide
- Increase employment potential
- Improve memory and cognitive skills
- Enhance travel worldwide
- Expand one's universe

Beyond acquisition, learning languages can expand the heart and mind and help us in our search to understand who we are as human beings.

German Program Learning Outcomes:

I. Grammatical Proficiency
Speak, write and comprehend German with accuracy as students advance through the course levels.

II. Language Skill Application
Understand and communicate with native speakers in German with cultural fluency through the progressive skill levels and in conjunction with course content.

III. Cultural Knowledge
Demonstrate cultural and historical understanding of the societies associated with German as students advance through the course levels.

GERM 1A
Elementary German
5 units, 5 hours lecture (GR or P/NP)
Course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC
Study 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 P/NP)
Prerequisite: Germ 1A
Acceptable for credit: CSU, UC
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 P/NP)
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

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

HEALTH EDUCATION
(HLTED)

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 11
Cardiopulmonary Resuscitation
.5 units, .5 hours lecture (GR)
Meets American Red Cross Adult, Child and Infant CPR certification requirements.
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 48AA
Health Topics impacting LGBTQ Communities
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
General education course that examines anatomical, physiological and psychological basis of health concerns in the lesbian, gay, bisexual, transgender and questioning/queer community; common gynecological and male health issues and treatment options, including sexually transmitted infections, HIV, AIDS, cervical and anal cancers; medical and surgical strategies available to intersex individuals; biological and psychological theories on gender identity formation and sexual orientation; mental health issues regarding victimization; issues surrounding family planning, gay marriage, in vitro fertilization, surrogacy and adoption. 0837.00

HLTED 49
Independent Study in Health Education
.5-5 units, .5-5 hours lecture (GR or P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
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

HLTOC 205
Advanced Medical Terminology with Pathophysiology
4 units, 4 hours lecture (GR or P/NP)
Introduction to the nature of disease: Terminology (ICD-9-CM Code) and structural and functional changes of diseases as they affect the systems of the body; discussion of causes, symptoms, and treatments of disease. 1299.00

H I S T O R Y

HISTORY
(HIST)

To study History is to study yourself in relationship to the human story. It is the study of the past through the written record of human actions over time. Historians examine and analyze stories of the sequence of human events, attempting to investigate patterns, causal relationships, and the effects this has upon subsequent human events. **George Santayana** said:

> "Those who cannot remember the past are condemned to repeat it."

This is why we study history.

Why Study History at College of Alameda? The faculty and the program in history at College of Alameda are part of a core group of innovative, motivating, and passionate educators. The style, design, and delivering of courses reflects their commitment to offering courses that meet the needs of our students today. Our mission is to meet the educational needs of the community by providing comprehensive and flexible programs that will enable students to transfer to four-year institutions and earn degrees and certificates in selected academic and occupational fields, prepare students for positions in the workforce, improve students' basic learning skills, and expand their general knowledge.

Career Options for History Majors include employment opportunities in a variety of different career areas. The need for teachers in the state of California for elementary, middle, and high schools remains high and college graduates with a history degree will find themselves well suited for opportunities to earn teaching credentials in a variety of subjects. The research and writing skills needed to successfully complete a degree in history offer excellent preparation for careers in law, journalism, public relations, and domestic and foreign government service.

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 8A	History of Latin American Civilization (3)	
HIST 17	History of the Mexican-American (3)	
HIST 18	20th Century American Protest Movement (3)	
HIST 19	History of California (3)	9
	Total Required Units	**18**

Associate of Arts in History for Transfer AA-T Degree
The Associate in Arts in History for Transfer is intended for students who plan to complete a Bachelor's Degree in History at a CSU campus. A major component of the History program mission is for students planning to transfer into the History majors (or a similar major) with an understanding of History as the study of change over time, and we as the manifestation of that change. In other words, History is the study of us, or the various components of the present. Upon completion of an AA-T in History, students will have an understanding of the diversity of the recorded past and an appreciation of the process of historical change. At the same time, a History major will gain critical reading and writing skills, which are valuable in life, and in any employment field they choose to enter.

Degree Major Requirements:

Dept/No.	Title	Units
Required Core (6 Units)		
HIST 7A	History of United States to 1877	3
HIST 7B	History of United States Since 1865	3
List A: Select Two (6 Units)		
HIST 2A	History of European Civilization	3
HIST 2B	History of European Civilization, 1600 to present	3
List B: Select one course from each area (6 units):		
Area 1: (3 Units)		
HIST 5	History of Mexico (3)	
HIST 8A	History of Latin-American Civilization (3)	3
Area 2: (3 Units)		
HIST 18	20th Century American Protest Movement (3)	
HIST 19	History of California (3)	3
	Total Required Units	**18**

HIST 2A
History of European Civilization
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
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
C-ID HIST 170

HIST 2B
History of European Civilization
3 units, 3 hours lecture (GR or P/NP)
Hist 2A is not prerequisite to Hist 2B.
Acceptable for credit: CSU, UC
History of Western civilization since 1660: Rise of nations, revolutionary eras, European expansion and decline; Europe and its impact on the world; emphasis on ideas and institutions rather than national histories. 2205.00
AA/AS area 2; CSU area D; IGETC area 4
C-ID HIST 180

HIST 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
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
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 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; shore-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 is 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 17
History of the Mexican-American
3 units, 3 hours lecture (GR or P/NP)
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 18
20Th Century American Protest Movement
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Historical examination of protest movements in the United States during the 20th century; with a focus on the symbiotic relationship among various political, cultural, economic, and artistic developments to the protest movements; provide an understanding of the rise and fall of various protest movements and their political and cultural legacies. 2205.00
AA/AS area 2; CSU area D6; IGETC area 4

HIST 19
History of California
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
California's multi-ethnic history from the pre-Spanish period to the present. Emphasis on the social and ethnic diversity of past and present California. 2205.00
AA/AS area 2, 5; CSU area D; IGETC area 4

HIST 32 (pending State approval)
The United States Since 1945
3 units, 3 hours lecture (GR or P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
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 3B, 4

HIST 53B
History and Culture of the Caribbean/Central America
3 units, 3 hours lecture (GR or P/NP)
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 3B, 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 P/NP)
See section on Selected Topics. 2205.00

HUMANITIES
(HUMAN)

What is the Humanities? The Humanities is an interdisciplinary field that involves the study of local and global forms in the creative arts and sciences. The main objective of studying **humanities at College of Alameda** is to explore the aesthetics of everyday life from a variety of disciplinary perspectives. As a form of general education, the humanities encourages students to examine emerging forms of play, creativity, and innovation so that they learn to become more deeply engaged in their own lives and with the world-at-large. Through fun lectures, games, discussions, workshops, and multisensory projects, COA courses in the humanities explore such exciting topics as performance, the visual arts, language, literature, film, media, popular culture, folklore, storytelling, humor, games, religion, music, dance, foodways, fashion, tourism, and technology.

The humanities will prepare you: (1) to transfer to any discipline of your choice at a college or university, and (2) to learn valuable life skills such as creative thinking, cultural competence, social activism, community-building, and conflict resolution. An AA degree in the humanities can be applied to a range of careers in education, the arts, the sciences, business, medicine, nursing, law, psychology, sociology, anthropology, theology, social work, tourism, and grass-roots and nonprofit organizations.

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)	
HUMAN 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 30A	Introduction to American Literature (3)	
ENGL 30B	Introduction to American Literature (3)	
ENGL 36	Women in Literature (3)	3
	Total Required Units	**18**

*Credit limited to one course only.

HUMAN 1
Introduction to Humanities
3 units, 3 hours lecture (GR or P/NP)
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 P/NP)
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 P/NP)
Acceptable for credit: CSU, UC
The study of how individuals and communities imagine and plan for the future: the exploration of technological trends, scientific discoveries, economic forecasts, religious prophecies, speculative/science fiction, political strategies, architectural design, ecological changes, and emerging lifestyles. 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 P/NP)
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, D, E; IGETC area 3, 4

HUMAN 13B
Myth, Symbol and Folklore
3 units, 3 hours lecture (GR or P/NP)
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, D, E; IGETC area 3, 4

HUMAN 15
Popular Culture
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Study of the meaning and impact of American popular culture in the twentieth century: the cultural evolution of consumerism, amusement, leisure, media, and entertainment industries. 1599.00
Acceptable for credit: CSU
AA/AS area 3, CSU area C2; IGETC area 3

HUMAN 40
Religions of the World
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Comparative study of the world's great religions: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam; original sources stressed. 1599.00
AA/AS area 3; CSU area C2; IGETC area 3

HUMAN 48AA-FZ
Selected Topics in Humanities
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 1599.00

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

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 P/NP)
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 P/NP)
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 P/NP)
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 60
Introduction to LGBTQ Studies
3 Units, 3 Hours Lecture(GR/PNP)
Acceptable for credit: CSU, UC
Interdisciplinary and multiperspectival overview of LGBTQ Studies: multicultural and global aspects of gay, lesbian, bisexual, transgender/transsexual aspects of history, politics, psychology; examination of same-sex attraction and gender diversity in the natural sciences, law and civil rights; and LGBTQ involvement in the Arts and Humanities.
AA/AS area 2, 3; CSU area C2, D; IGETC area 4

HUMAN 248AA-FZ
Selected Topics in Humanities
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1599.00

KINESIOLOGY & ATHLETICS
(KIN & ATHL)

Kinesiology is an introduction to the interdisciplinary approach to the study of human movement. It provides wellness while introducing sub disciplines, i.e., motor learning control, motor development, biomechanics, exercise physiology, social psychological foundations and sports nutrition.

Why study Kinesiology? It provides each person the opportunity to acquire a strong knowledge base in Kinesiology and its applications that is comparable in rigor to that offered by four year institutions.

What can you do with Kinesiology? Various four-year universities offer degrees in the field of Kinesiology. Many employment opportunities are available through Kinesiology i.e., Allied Health, sports, fitness, teaching and coaching.

At College of Alameda the Kinesiology instructors utilize interval training methods that are characterized by alternating periods of vigorous exercise(work interval) with periods of relief (low density exercise) or rest intervals. The student can increase training methods through flexible workout hours in the fitness center.

ATHL 2
Basketball Foundations
2 units, 10 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Fundamentals of Intercollegiate Competition: Theory and practice of basketball fundamentals. 0835.00

ATHL 6
Intercollegiate Men's Basketball
1.5 units, 10 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Fundamentals of intercollegiate competition: Application of theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50
CSU area E

ATHL 071
Intercollegiate Women's Volleyball
3 units, 10 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Fundamentals of intercollegiate competition: Theory, team organization, techniques, strategy, and team leadership. 0835.50
CSU area E

KIN 33
Aerobics
.5-1 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Development of personal fitness with a focus on cardiovascular and respiratory fitness through various group exercise activities. 0835.00
CSU area E

KIN 34
Step Aerobics
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Development of personal fitness using a step platform and step combinations that focus on developing the cardiovascular system. 0835.00
CSU area E

KIN 36
Aerobic Circuits
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: This course will focus on the development of personal fitness with an emphasis on the cardiovascular, muscular and respiratory systems through a variety of exercise activities. 0835.00
CSU area E

KIN 51A
Yoga I - Fundamentals
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Introduction to yoga stretches and postures, conscious breathing patterns and relaxation techniques. Demonstration of modifications for injuries. 0835.00

KIN 51B
Yoga II - Beginning
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Development of beginning yoga stretches, postures, and relaxation techniques. Increased use of conscious breathing patterns. 0835.00

KIN 54A
Cross Fitness I - Fundamentals
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Basic introduction to an individualized program for achieving muscle tone and endurance. 0835.00

KIN 54B
Cross Fitness II - Beginning
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Moderate introduction to an individualized program for achieving muscle tone and endurance. 0835.00

KIN 54C
Cross Fitness III - Intermediate
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: This course employs resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00

KIN 54D
Cross Fitness IV - Experienced
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: This course employs an advanced principle of resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00

KIN 58A
Fitness Center Strength Training I - Fundamentals
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Instruction of fundamentals of techniques for a strength training in the use of resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

KIN 58B
Fitness Center Strength Training II - Beginning
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Instruction for beginners of techniques for a strength training in the use of resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

KIN 58C
Fitness Center Strength Training III - Intermediate
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Instruction for intermediate levels of techniques for a strength training in the use of resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

KIN 58D
Fitness Center Strength Training IV - Experienced
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Instruction of techniques for an experienced training in the use of resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

KIN 60A
Circuit Training for Strength I - Fundamentals
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Activity Class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system. 0835.00

KIN 60B
Circuit Training for Strength II - Beginning
1 unit, 3-6 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Activity Class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system. 0835.00

KIN 60C
Circuit Training for Strength III – Intermediate
1-2 units, 3-6 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardio-vascular system. 0835.00

KIN 60D
Circuit Training for Strength IV - Experienced
1-2 units, 3-6 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardio-vascular system. 0835.00

KIN 67A
Sports Training I - Fundamentals
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Fundamental level of sport specific fitness training to increase sport performance. 0835.00

KIN 74A
Badminton I - Fundamentals
.5-1 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Basic fundamentals and skills in badminton. 0835.00
CSU area E

KIN 74B
Badminton II - Beginning
1 unit, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Beginning principles and fundamentals in badminton. 0835.00
CSU area E

KIN 74C
Badminton III - Intermediate
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Intermediate fundamentals and skills in badminton. 0835.00
CSU area E

KIN 74D
Badminton IV - Competitive
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Advanced fundamentals and skills in badminton. 0835.00
CSU area E

KIN 80A
Basketball I - Fundamentals
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Basic fundamentals and skills in basketball. 0835.00
CSU area E

KIN 80B
Basketball II - Beginning
.5 unit, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity Class: Beginning level of basketball rules and skills. Includes introductory concepts of offense and defense. 0835.00
CSU area E

KIN 80C
Basketball III - Intermediate
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity Class: Intermediate introduction of basketball fundamentals. Includes introductory concepts of offense and defense. 0835.00
CSU area E

KIN 80D
Basketball IV - Competitive
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity Class: Advance introduction of basketball fundamentals through practice drills. 0835.00
CSU area E

KIN 84A
Bowling I - Fundamentals
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Basic fundamentals and skills in bowling. 0835.00
CSU area E

KIN 84B
Bowling II - Beginning
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity course: Beginning principles and fundamentals of bowling. 0835.00

KIN 84C
Bowling III - Intermediate
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Intermediate fundamentals and skills in bowling. 0835.00

KIN 84D
Bowling IV - Competitive
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Advanced fundamentals and skills in bowling. 0835.00

KIN 103A
Soccer I - Fundamentals
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Covers the fundamental techniques of soccer, terminology, rules, and history. Practice, skills drills, and class competitions are provided to enhance skill development and game strategy. A written final exam and skills exams serve to evaluate student achievement. 0835.00
CSU area E

KIN 103B
Soccer II - Beginning
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity class: Covers beginning soccer skills. Through team competition, emphasis is placed upon offensive and defensive tactics and strategies. Develop knowledge and understanding of the current collegiate soccer rules and fitness. 0835.00
CSU area E

KIN 107A
Tennis I - Fundamentals
.5-1 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity Class: Fundamentals and Skills in Tennis. 0835.00
CSU area E

KIN 107B (pending State approval)
Tennis II - Beginning
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Activity Class: Fundamentals and Beginning Skills in Tennis. 0835.00
CSU area E

KIN 120A
Volleyball I - Fundamentals
Acceptable for credit: CSU, UC
Activity class: Fundamentals of volleyball rules and skills. 0835.00
CSU area E

KIN 120B
Volleyball II - Beginning
.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Meets AA-T Kinesiology degree requirements
Activity class: Beginning level of volleyball rules and skills, introductory concepts of offense and defense. 0835.00
CSU area E

KIN 134
Care and Prevention of Athletic Injuries
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
This course provides instruction in the fundamental theories and practices in the prevention, care and treatment of athletic injuries. 0835.00

KIN 150
Introduction to Kinesiology
3 units, 3 hours lecture, 1 hour laboratory
Acceptable for credit: CSU
Interdisciplinary introduction to the study of human movement; importance of the sub-disciplines in kinesiology; career opportunities in areas of teaching, coaching, allied health, and fitness professions. 0835.00

LEARNING RESOURCES
(LRNRE)

LRNRE 48AA-FZ
Selected Topics in Learning Resources
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
See section on Selected Topics. 4930.00

LRNRE 86
Introduction to Service Learning
3 units, 3 hours lecture (P/NP)
Acceptable for credit: CSU
Introduction to service learning: practical skills and knowledge required to serve as effective volunteers; discussion of specific problems in the community; conceptualization, design and application of service projects; placement in volunteer projects within community organizations or schools; civic engagement related to coursework with an experiential approach to learning practical applications of course concepts. 4930.32

LRNRE 211
Computer Access
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
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 is repeatable as per Title 5 Section 56029 for DSPS classes.
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 P/NP)
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.
Course study under this section may be repeated two times for a maximum of 3 units for each semester completed.
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 P/NP)
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.
Course study under this section may be repeated two times for a maximum of 3 units for each semester completed.
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 259
Writing Strategies
1-3 units, 1-3 hours lecture (P/NP)
Open-entry/open-exit course
Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.
Non-degree applicable
Designed for students to master techniques and strategies for writing sentences to full essay. 4930.30

LRNRE 263
Vocational Assessment
.5-2 units, 1-2 hours lecture (P/NP)
Modular, open-entry/open-exit course
Non-degree applicable
Course study under this section is repeatable as per Title 5 Section 56029 for DSPS classes.
Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.
Vocational/Living Skills program for adults with disabilities. Module 1 (.5 units) includes vocational interest assessment, reading and math assessment, job readiness evaluation. Module 2 (.5 units) includes exploration of a variety of vocational options, development of vocational goals and objectives. Module 3 (.5 units) covers an extended exploration of vocational options and workers' rights and responsibilities. Module 4 (.5 units) covers job-search techniques and preparation of a related vita and interview techniques. 4930.30

LRNRE 264
Independent Living Skills
2 units, 2 hours lecture (GR or P/NP)
Non-degree applicable
Course study under this section is repeatable as per Title 5 Section 56029 for DSPS classes.
Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.
Vocational Living Skills program for adults with disabilities. Information on independent living skills: practical knowledge about housing, food and nutrition, health care, sex education, interpersonal interaction techniques and community resources. 4930.31

LRNRE 266
Preparing for Employment
2 units, 2 hours lecture (GR or P/NP)
Recommended preparation: Lrnre 263 (may be taken concurrently)
Non-degree applicable
Course study under this section is repeatable as per Title 5 Section 56029 for DSPS classes.
Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.
Vocational Living Skills curriculum for adults with disabilities. Provides practical knowledge about career exploration, interview techniques, preparing a resume, job search strategies, good work habits, grooming, worker responsibilities and employer expectations. 4930.30

LRNRE 268
Money Management
2 units, 2 hours lecture (GR or P/NP)
Non-degree applicable
Course study under this section is repeatable as per Title 5 Section 56029 for DSPS classes.
Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.
Vocational Living Skills program for adults with disabilities. Introduction to money management: hands on experience in functional money management skills necessary for independent living. 4930.31

LRNRE 269
Job Experience
1 unit, Short-Term Course: 18 hours of lecture over 2 week period (P/NP)
Open-entry/open-exit course
Non-degree applicable
Course study under this section is repeatable as per Title 5 Section 56029 for DSPS classes.
Recommended for students with disabilities. Enroll through Programs and Services for Students With Disabilities.
Vocational living skills curriculum for adults with disabilities. Emphasis of the class is on job seeking skills and placement. 4930.30

LRNRE 272
Computer Access Projects
.5-2 units, 1.5-6 hours laboratory (P/NP)
Open-entry/open-exit course
Non-degree applicable
Course study under this section is repeatable as per Title 5 Sec 56029 for DSPS classes.
Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.
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

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

LRNRE 276
Learning Strategies in Algebra and Geometry
1-2 units, 1-2 hours lecture (P/NP)
Course study under this section may be repeated as necessary per Title 5, Sectio 56029.
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

LRNRE 277
Introduction to Mathematical Concepts and Strategies
1-2 units, 1-2 hours lecture (P/NP)
Course study under this section may be repeated as necessary per Title 5, Sectio 56029.
Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.
Non-degree applicable
Mastering quantitative concepts and developing problem solving skills in arithmetic. Students will master learning strategies according to an educational plan developed for each student. 4930.32

LRNRE 279
Communication Strategies
1-4 units, 1-4 hours lecture (P/NP)
Open-entry/open-exit course
Non-degree applicable
Course study under this section is repeatable as per Title 5 Section 56029 for DSPS classes.
Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.
Vocational/Living Skills for adults with disabilities: Development of appropriate social skills for the workplace; personal social effectiveness (assertiveness) in vocational and social settings; appropriate behaviors for cooperative/community building in the workplace, and goal setting/organizational skills. 4930.30

LRNRE 280
Study Skills
.5-3 units, 0-3 hours lecture, 0-9 hours laboratory (P/NP)
Open-entry/open-exit course
Non-degree applicable
Course study under this section may be repeated two times for a maximum of 9 units. Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services Counselor approval.
Systematic approach to understanding principles of learning for all academic disciplines: Effective study techniques to give confidence in coping with the college environment; psychological awareness and self-esteem. 4930.14

LRNRE 296
Diagnostic Assessment
1 unit, 1 hour lecture (P/NP)
Open-entry/open-exit course
Non-degree applicable
Course study under this section may be repeated as needed.
Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.
Individual assessment of learning strengths and weaknesses to determine eligibility for services as an adult with a learning disability in California community colleges. Completion of ability/cognitive tests including the Woodcock-Johnson Psycho-educational Battery and/or Wechsler Adult Intelligence Scale and achievement tests including the Woodcock-Johnson, Wechsler Individual Achievement Test, Wide Range Achievement Test and others. Emphasis on identifying learning strengths and weaknesses that can affect a student in the college setting and strategies to improve success. 4930.14

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

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

LIBERAL ARTS

The **Liberal Arts AA Degree** is designed for students who desire a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". This area of emphasis would be an ideal choice for students planning on transferring to the California State University or University of California as the student can satisfy their general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Please consult with a counselor for specific information regarding your intended major at the specific colleges/university of your choice.

- Choose either option of CSU BREADTH or IGETC for the General Education pattern related to your educational goal.
- Complete requirements in Computer Literacy, Ethnic Studies and Critical Thinking (see catalog for details).
- Complete 18 units in one **"Area of Emphasis"** from those outlined below. (Note: Courses in the "area of emphasis" may also be counted toward a GE area).
- Refer to www.ASSIST.org for transfer details and see a counselor for additional details.

LIBERAL ARTS AA DEGREE

General Education CSU GE BREADTH/IGETC: **37-39**
(Minimum units necessary to meet CSUGE/IGETC
 Certification requirements)

Areas of Emphasis: **18**
- 18 units required from one Area of Emphasis listed below.
- Areas of emphasis include:
  (1) Arts and Humanities
  (2) Social and Behavioral Sciences
  (3) Natural Sciences.
- Courses selected can be used to also fulfill GE areas.

Electives and Other Requirements (Computer Literacy, Ethnic Studies, Critical Thinking): **0-5**
(Note: Electives and other requirements may be
 necessary to total 60 overall units required for the
 Associate Degree.)

Total Required Units: **60**

LIBERAL ARTS WITH EMPHASIS IN ARTS AND HUMANITIES

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. Courses from Art, Chinese, Communication, English, German, Humanities, Mexican and Latin American Studies, Music, Philosophy, Spanish, and Vietnamese are acceptable with a limit of no more than two courses in a single subject area making up the 18 units.

Degree Major Requirements:

Dept/No.	Title	Units
	Select a minimum of 18 units with no more than two courses per discipline from the following:	
ART 1	Introduction to Art History (3)	
ART 2	History of Ancient Art (Prehistoric to 1100 A.D.) (3)	
ART 4	History of Modern Art (1800 to Present) (3)	
ART 122	World Art (3)	
CHIN 10A	Elementary Cantonese A (5)	
CHIN 10B	Elementary Cantonese B (5)	
CHIN 11A	Elementary Cantonese A (5)	
CHIN 11B	Elementary Cantonese B (5)	
CHIN 12A	Advanced Cantonese Reading and Writing: Literature (5)	
CHIN 12B	Advanced Cantonese Reading and Writing: Literature (5)	
COMM 1A	Introduction to Speech (3)	
COMM 2A	Fundamentals of Oral Interpretation of Literature (3)	
COMM 2B	Fundamentals of Oral Interpretation of Literature (3)	
COMM 5	Persuasion and Critical Thinking (3)	
ENGL 1B	Composition and Reading (4)	
ENGL 10A	Creative Writing (3)	
ENGL 10B	Creative Writing (3)	
ENGL 30A	Introduction to American Literature (3)	
ENGL 30B	Introduction to American Literature (3)	
ENGL 33A	Introduction to Contemporary Literature (3)	
ENGL 33B	Introduction to Contemporary Literature (3)	
GERM 1A	Elementary German (5)	
GERM 1B	Elementary German (5)	
HUMAN 1	Introduction to Humanities (3)	
HUMAN 2	Human Values (3)	
HUMAN 3	Future Studies (3)	

HUMAN 13A Myth, Symbol and Folklore (3)
HUMAN 13B Myth, Symbol and Folklore (3)
HUMAN 40   Religions of the World (3)
HUMAN 51A Latin-American Folklore (3)
HUMAN 51B Latin-American Folklore (3)
HUMAN 51C Latin-American Folklore (3)
M/LAT 2A   Latin-American Folklore (3)
M/LAT 2B   Latin-American Folklore (3)
M/LAT 2C   Latin-American Folklore (3)
MUSIC 9   Introduction to World Music (3)
MUSIC 10   Music Appreciation (3)
MUSIC 15A   Jazz, Blues and Popular Music in the
American Culture (3)
MUSIC 15B   Jazz, Blues and Popular Music in the
American Culture (3)
PHIL 1   Introduction to Philosophy (3)
PHIL 2   Social and Political Philosophy (3)
PHIL 10   Logic (3)
SPAN 1A   Elementary Spanish (5)
SPAN 1B   Elementary Spanish (5)
SPAN 2A   Intermediate Spanish (5)
SPAN 2B   Intermediate Spanish (5)
VIET 1A   Elementary Vietnamese I (5)
VIET 1B   Elementary Vietnamese II (5)
VIET 2A   Intermediate Vietnamese (5)
VIET 2B   Intermediate Vietnamese (5)   <u>18</u>
          Total Required Units   **18**

LIBERAL ARTS WITH EMPHASIS IN NATURAL SCIENCES

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations. Courses from Anthropology, Astronomy, Biology, Chemistry, Geography (excluding cultural studies), Geology and Physics are acceptable with a limit of no more than two courses in a single subject area making up the 18 units.

Degree Major Requirements:

Dept/No.	Title	Units

Select a minimum of 18 units with no more than two courses per discipline from the following:

ANTHR 1   Introduction to Physical Anthropology (3)
ASTR 1   Introduction to Astronomy (3)
BIOL 1A   General Biology (5)
BIOL 1B   General Biology (5)
BIOL 2   Human Anatomy (5)
BIOL 4   Human Physiology (5)
BIOL 10   Introduction to Biology (4)
BIOL 11   Principles of Biology (3)
CHEM 1A   General Chemistry (5)
CHEM 1B   General Chemistry (5)
CHEM 30A   Introductory Inorganic Chemistry (4)
CHEM 30B   Introductory Organic and Biochemistry (4)

GEOG 1   Physical Geography (3)
GEOL 10   Introduction to Geology (3)
PHYS 4A   General Physics with Calculus (5)
PHYS 4B   General Physics with Calculus (5)
PHYS 4C   General Physics with Calculus (5)
PHYS 10   Introduction to Physics (4)   <u>18</u>
          Total Required Units   **18**

LIBERAL ARTS WITH EMPHASIS IN SOCIAL AND BEHAVIORAL SCIENCES

These courses emphasize the perspective, concepts, theories and methodologies typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics of discussion will stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate. Courses from African-American Studies, Anthropology, Asian and Asian-American Studies, Economics, Education, Geography (excluding physical geography), History, Mexican/Latin American Studies, Political Science, Psychology and Sociology are acceptable with a limit of no more than two courses in a single subject area making up the 18 units.

Degree Major Requirements:

Dept/No.	Title	Units

Select a minimum of 18 units with no more than two courses per discipline from the following:

AFRAM 30   African-American History: Africa to
1865 (3)
AFRAM 31   African-American History: 1865 to 1945
(3)
AFRAM 32   African-American History: 1945 to Present (3)
ANTHR 2   Introduction to Archaeology and
Prehistory (3)
ANTHR 3   Introduction to Social and Cultural
Anthropology (3)
ANTHR 14   American Mosaic: The Cultures of the
United States (3)
ASAME 45A   Asian-American History to 1945 (3)
ASAME 45B   Asian-American History from 1945 to
the Present (3)
ECON 1   Principles of Economics (Macro-
Economics) (3)
ECON 2   Principles of Economics (Micro-
Economics) (3)
ECON 5   Introduction to Economics (3)
EDUC 1   Introduction to the Field of Education (3)
GEOG 2   Cultural Geography (3)
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)
M/LAT 18A   History and Culture of the Caribbean/
Central America (3)
M/LAT 18B   History and Culture of the Caribbean/
Central America (3)

POSCI 1	Government & Politics in the United States (3)	
POSCI 2	Comparative Government (3)	
POSCI 4	Political Theory (3)	
POSCI 26	United States and California Constitution (3)	
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)	
PSYCH 12	Human Sexuality (3)	
PSYCH 18	Psychology of Minority Groups (3)	
PSYCH 24	Abnormal Psychology (3)	
SOC 1	Introduction to Sociology (3)	
SOC 2	Social Problems (3)	
SOC 5	Minority Groups(3)	<u>18</u>
	Total Required Units	**18**

LIBERAL ARTS: IGETC

If you plan to transfer to the California State University system (CSU) or the University of California system (UC), you are encouraged to pursue a **Certificate of Achievement in Liberal Arts**. You should consult with a counselor to develop your own program of study.

UC or CSU Transfer

You are encouraged to pursue this certificate if you want to apply to transfer to either the University of California system or the California State University system and want to fulfill lower-division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). You will select courses that fulfill the IGETC requirements (with a grade of "C" or better in each course), to total 37 transferable semester units (with an overall GPA of 2.0). Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" and a "Request for General Education or IGETC Certification" with the Admissions and Records Office.

Certificate of Achievement

Complete the following requirements:
- You must complete the course requirements for all areas before IGETC can be certified.
- You must complete all courses with grades of "C" or better.

Area 1: English Communication
CSU requires 3 courses, one course from Group A, B, and C
UC requires 2 courses, one course from Group A and B

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

Group B: Critical Thinking-English Composition: One course, 3 semester (4-5 quarter) units.
Communication 5
English 5

Group C: Oral Communication (CSU requirement only): One course, 3 semester (4-5 quarter) units.
Communication 1A, 1B, 4, 20, 45

Area 2: Mathematical Concepts and Quantitative Reasoning
One course, 3 semester (4-5 quarter) units.
Mathematics 2, 3A**, 3B**, 3C**, 3E, 3F, 11, 13, 16A**, 16B**
**Transfer credit may be limited by either UC and/or CSU due to course sequencing. See a counselor for information.

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

Arts:
Art 1, 2, 3, 4
Music 9, 10, 12A, 12B, 15A, 15B

Humanities:
Chinese 10B++, 11A++, 11B++, 12A, 12B
English 1B, 16, 17A, 17B, 30A, 30B, 31, 32A, 33A, 33B, 36, 79
German 1B++
History 53A*, 53B*
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
Political Science 4
Spanish 1B++, 2A++, 2B++
Vietnamese 2A++, 2B++
  *Course may not be counted in more than one area.
  +Students will receive credit and certification for one course only.
++Course can be used to clear Language Other than English (UC requirement only).

Area 4: Social and Behavioral Sciences
At least three courses from at least two disciplines or an interdisciplinary sequence, 9 semester (12-15 quarter) units.
African-American Studies 5, 30+, 31+, 32+
Anthropology 2, 3, 14
Asian and Asian-American Studies 45A, 45B
Communication 6
Economics 1, 2, 5
Geography 2
History 2A, 2B, 5, 7A, 7B**, 8A, 8B, 11, 12, 17, 18, 19, 32, 50+, 51+, 52+, 53A*+, 53B*+, 55A, 56+, 60
Humanities 13A*+, 13B*+
Mexican and Latin-American Studies 18A*+, 18B*+
Political Science 1*, 2, 3, 4, 6, 8, 18, 26, 31, 37
Psychology 1A, 1B, 3, 7A, 7B, 9A, 9B, 12+, 18, 24, 28
Sociology 1, 2, 3+, 5, 120

*Course may not be counted in more than one area.
+Students will receive credit and certification for one course only.
**Transfer credit may be limited by either UC and/or CSU due to course sequencing. See a counselor for information.

Area 5: Physical and Biological Sciences
Complete at least 2 Courses: one course from Group 5A, the Physical Sciences and one course from Group 5B, the Biological Sciences. At least 1 one of the courses must include a laboratory (L)- or one course from Group C: (7–9 Semester Units)-

Group 5A: Physical Sciences:
Astronomy 1
Chemistry 1A(L), 1B(L), 30A(L)**, 30B(L)**, 50(L)
Geography 1
Geology 10
Physics 4A(L), 4B(L), 4C(L), 10**
**Transfer credit may be limited by either UC and/or CSU due to course sequencing. See a counselor for information.

Group 5B: Biological Sciences:
Anthropology 1
Biology 1A(L), 1B(L), 2(L), 4(L), 10(L)**, 11**
**Transfer credit may be limited by either UC and/or CSU due to course sequencing. See a counselor for information.

Group 5C: Laboratory Science Requirement:
Geography 1L, Anthropology 1L

Languages Other Than English (UC Requirement Only)

You may demonstrate proficiency as follows:
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 College of Alameda 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; 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 years of formal schooling at the sixth grade level or higher, with grades of "C" or better, in an institution where the language of instruction is not English (confirmed by appropriate documentation).

College of Alameda courses that meet the proficiency level:
Chinese 10A , 10B, 11A, 11B, 30A, 30B
German 1A, 1B
Spanish 1A, 1B, 2A, 2B
Vietnamese 1A, 1B, 2A, 2B
Note: Courses above the proficiency level may also be used to meet this requirement and may also be used to clear, if listed, another IGETC area.

Total Minimum Required Units: 37

LIBERAL ARTS: CSU GE BREADTH

If you plan to transfer to the California State University system (CSU), you are encouraged to pursue a **Certificate of Achievement in Liberal Arts**. You should consult with a counselor to develop your own program of study.

CSU Transfer
You are encouraged to pursue this certificate if you plan to apply to transfer to the California State University system and want to complete and have certified the CSU General Education Breadth Requirements. You will select courses that fulfill the CSU General Education Breadth Requirements (completing at least 30 units with a "C" or better to include areas A-1, A-2, A-3 and B-3 and an overall GPA of 2.0), for a total of 39 transferable semester units. Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" form and a "Request for General Education or IGETC Certification" form with the Admissions and Records Office.

Certificate of Achievement

Complete the following requirements:

Area A: Communication in the English Language, and Critical Thinking
Minimum of 9 semester (12-15 quarter) units, one course from each subgroup (A1, A2, and A3) with a grade of "C" or better.

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

A2: Written Communication
English 1A

A3: Critical Thinking*
Communication 5
English 5
Philosophy 10
*For some engineering majors, exceptions may apply (see a counselor for details).

Area B: Physical Universe & Its Life Forms
Minimum of 9 semester (12-15 quarter) units, with one course from each subgroup: One from Physical Sciences (B1), one from Life Sciences (B2), and one from Mathematics/ Quantitative Reasoning (B4). One lab activity course required from either Physical Sciences or Life Sciences (L=with Lab), or other lab activity course listed.

B1: Physical Sciences
Astronomy 1
Chemistry 1A(L), 1B(L), 30A(L), 30B(L), 50(L)
Geography 1, 1L
Geology 10
Physics 4A(L), 4B(L), 4C(L),10

B2: Life Sciences
Anthropology 1
Biology 1A(L), 1B(L), 2(L), 4(L), 10(L), 11

B3: Laboratory Activity
One course from either B1 or B2 with a laboratory (L), **or** one of the following:
Anthropology 1L
Geography 1L

B4: Mathematics/Quantitative Reasoning: (Must be completed with a grade of "C" or better.)
Mathematics 2, 3A, 3B, 3C, 3E, 3F, 11, 12, 13, 15, 16A, 16B, 50

Area C: Arts, Literature, Philosophy, and Foreign Languages
Minimum of 9 semester (12-15 quarter) units, at least one course from Arts (C1), one course from Humanities (C2), and one course from either the Arts or Humanities.

C1: Arts
Art 1, 2, 3, 4, 122
Music 9, 10, 12A, 12B, 15A, 15B

C2: Humanities
Chinese 10A, 10B, 11A, 11B, 12A, 12B
Communication 2A, 2B
English 1B, 10A, 10B, 17A, 17B, 30A, 30B, 31, 32A, 33A, 33B, 47, 79
German 1A, 1B
History 11*
Humanities 1, 2*, 3*, 13A*+, 13B*+, 15, 40, 51A+, 51B+, 51C+, 60
Mexican and Latin-American Studies 2A+, 2B+, 2C+, 3+
Philosophy 1, 2, 4, 5, 20A, 20B
Spanish 1A, 1B, 2A, 2B
Vietnamese 1A, 1B, 2A, 2B
 *Course may not be counted in more than one area.
 +Students will receive credit and certification for one course only.

Area D: Social, Political, and Economic Institutions and Behavior, and Historical Background
Minimum of 9 semester (12-15 quarter) units from at least two disciplines.
African-American Studies 5, 30+, 31+, 32+
Anthropology 2, 3, 14
Asian and Asian-American Studies 45A, 45B
Communication 6, 19
Economics 1, 2, 5
Geography 2
History 2A, 2B, 5, 7A, 7B**, 8A, 8B, 11*, 12, 17, 18, 19, 32, 50+, 51+, 52+, 53A+, 53B+, 56+
Humanities 13A+, 13B+, 60
Mexican and Latin-American Studies 18A+, 18B+
Political Science 1, 2, 3, 4, 6, 8, 16, 18, 26, 31, 37
Psychology 1A*, 1B*, 3, 7A, 7B, 12*+, 18*, 24, 28, 29
Sociology 1, 2, 3+, 5
 *Course may not be counted in more than one area.
 +Students will receive credit and certification for one course only.
**Transfer credit may be limited by either UC or CSU due to course sequencing. See a counselor for information.

Area E: Lifelong Understanding and Self-Development
Minimum of 3 semester (4-5 quarter) units.
ATHL 6, 71
Biology 31
Computer Information Systems 1
Counseling 24, 30, 57
Dance 12A, 12B, 24, 25, 26, 27, 28, 30, 31, 40, 43, 44, 45, 60, 61, 64, 65, 66, 67, 68, 69, 70, 71, 88, 89, 92, 93, 94
Humanities 2*, 3*, 13A*+, 13B*+
Kinesiology 21, 33, 34, 36, 74A, 74B, 74C, 74D, 80A, 80B, 80C, 80D, 84A, 96, 103A, 103B, 107A, 107B, 120A, 120B
Political Science 35
Psychology 1A*, 1B*, 3*, 9A, 9B, 12*+, 18*
 *Course may not be counted in more than one area.
 +Students will receive credit and certification for one course only.

UNITED STATES HISTORY, CONSTITUTION, AND AMERICAN IDEALS (CSU Graduation Requirement)
This is not a CSU transfer requirement; however, these courses may be completed prior to transferring to any CSU campus.

Complete one course from EACH group below:

Group 1: AFRAM: 30, 31 HIST: 7A, 7B, 50, 51 (HIST 7A may be double-counted in Group 1 and Group 2; units counted only once)
Group 2: POSCI: 1, 26 (POSCI 1 or 26 may be double-counted in Group 2 and Group 3; units counted only once) HIST 7A (HIST 7A may be double-counted in Group 1 and Group 2; units counted only once)
Group 3: POSCI: 1, 16, 26 (POSCI 1 or 26 may be double-counted in Group 2 and Group 3; units counted only once)

NOTE: Courses used to meet this requirement may also be used to satisfy the requirement of CSU GE/Breadth Area D, (at the option of the receiving CSU campus), although units are counted once. Students are encouraged to check with counselors for any recent changes.

Note: Students must request certification of CSU General Education requirements from Admissions and Records **prior to transfer**. For full certification of GE requirements, student must complete 9 units from area A, a minimum of 9 units from areas B, C, and D, and 3 units from area E for a total of 39 units.

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

LIBRARY INFORMATION STUDIES
(LIS)

Library Information Studies enables students to become more successful by learning to recognize the extent and nature of information needed for research, then locate, evaluate, effectively use, and present information to solve problems. After completing library research classes and workshops, students will know how to make more informed decisions, adapt to new technologies, and remain independent learners for life. In a twenty-first century information economy, information literacy provides a critical set of skills often listed among the top ten job skills sought by employers.

LIS 48AA-FZ
Selected Topics in Library Information Studies
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
Acceptable for credit: CSU.
See section on Selected Topics. 0801.00

LIS 85
Introduction to Information Resources
2 units, 2 hours lecture (GR or P/NP)
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
AA/AS area 4C

LIS 200
Library Skills for College Students
1 Unit, 1 Hour Lecture, (GR/PNP)
Introduction to the college library: Emphasis on finding, evaluating, using, and citing books, journal articles, and websites for classroom assignments. 1699.00

LIS 248AA-FZ
Selected Topics in Library Information Studies
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 0801.00

LIS 348AA-FZ
Selected Topics in Library Information Studies
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 0801.00

MATHEMATICS
(MATH)

What is Mathematics? Studying math is an exploration of the "science of numbers and their operations, interrelations, combinations, generalizations, and abstractions and of space configurations and their structure, measurement, transformations, and generalizations." (Merriam-Webster)

Why Study Mathematics? Today's world has many fields that need specialists in mathematics. Careers in mathematics include: scientists, researchers, space technicians, mathematics teachers, actuaries and insurance specialists, and people who can combine mathematical knowledge with a scientific, computer, or business background.

At **College of Alameda** we offer you a variety of courses intended for those who want to pursue a degree or certificate in mathematics as well as those who wish to develop quantitative and problem-solving skills for use in other fields. We teach according to the motto:

Education anytime anywhere by offering a wide range of Math classes designed to fit around anyone's busy schedules.

The faculty and staff in mathematics at College of Alameda are dedicated to working hard with you—helping you succeed in a positive atmosphere that is conducive to your learning math in the most enjoyable and competent manner possible.

College of Alameda offers the following two degrees in Mathematics:

A.S. Degree in Mathematics
The AS degree in Mathematics will be awarded upon completion of the major coursis designed to prepare students for transfer into the mathematics major at any university in the University of California (UC) and California State University (CSU) systems.

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)	4
	Total Required Units	**25**

(Total: 25 units – transfers to math major at both UC and CSU systems)

Outcome 1 - Problem Solving
Use quantitative reasoning to solve everyday mathematical problems in the workplace and in the home.
Outcome 2 - Solve Equations
Read, write, and critique technical writings and analyticalarguments.
Outcome 3 - Graphing
Convey and interpret information through visual representations.

AS-T Degree in Mathematics
The AS-T degree in Mathematics is designed to prepare students for transfer into the mathematics major at any university in the CSU system. It requires fewer units than the AS degree and allows students to a wider range of choices to complete the degree requirements.

The AS-T 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
Choose at least 1 course from Group A (if you choose both, Group B is optional):		
MATH 3E	Linear Algebra (3)	
MATH 3F	Differential Equations (3)	3
Choose one class from group B if necessary to complete 21 units for the major:		
MATH 11	Discrete Mathematics (4)	
MATH 12	Symbolic Logic (4)	
MATH 13	Introduction to Statistics (5)	
PHYS 004A	General Physics with Calculus (5)	
PHYS 004B	General Physics with Calculus (5)	
PHYS 004C	General Physics with Calculus (5)	4-5
	Minimum Required Units	**21**

MATH 2
Pre-Calculus with Analytic Geometry
5 units, 5 hours lecture (GR)
Prerequisite: Math 50 or 52C
Acceptable for credit: CSU, UC
Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential, logarithmic, and inverse functions; determinants, matrices and linear systems; zeros 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; CSU area B4; IGETC area 2

MATH 3A
Calculus I
5 units, 5 hours lecture (GR)
Prerequisite: Math 2; and 50 or 52C
Acceptable for credit: CSU, UC
Theorems on limits and continuous functions, derivatives, differentials and applications: Fundamental theorems of calculus and applications; properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

MATH 3B
Calculus II
5 units, 5 hours lecture (GR)
Prerequisite: Math 3A
Acceptable for credit: CSU, UC
Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite and power series. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

MATH 3C
Calculus III
5 units, 5 hours lecture (GR)
Prerequisite: Math 3B
Acceptable for credit: CSU, UC
Partial differentiation: Jacobians, transformations, multiple integrals, theorems of Green and Stokes, differential forms, vectors and vector functions, geometric coordinates, and vector calculus. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2
C-ID MATH 230

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

MATH 3E
Linear Algebra
3 units, 3 hours lecture (GR)
Prerequisite: Math 3A
Not open for credit to students who have completed or are currently enrolled in Math 3D.
Acceptable for credit: CSU, UC
Linear algebra: Gaussian and Gauss-Jordan elimination, matrices, determinants, vectors in R^2 and R^3, real and complex vector spaces, inner product spaces, linear transformations, eigenvalues, eigenvectors, and applications. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

MATH 3F
Differential Equations
3 units, 3 hours lecture (GR)
Prerequisite: Math 3B and 3E
Corequisite: math 3C
Math 3E plus 3F are equivalent to Math 3D.
Not open for credit to students who have completed or are currently enrolled in Math 3D.
Acceptable for credit: CSU, UC
Ordinary differential equations: First-order, second-order, and higher-order equations; separable and exact equations, series solutions, Laplace transformations, systems of differential equations. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2
C-ID MATH 240

MATH 11
Discrete Mathematics
4 units, 4 hours lecture (GR or P/NP)
Prerequisite: Math 3B
Acceptable for credit: CSU, UC
Discrete mathematics: Mathematical induction, finite series, sets, relations and functions, introduction to trees, combinatorics, algebraic structures, and probability. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

MATH 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; CSU area B4

MATHEMATICS

MATH 13
Introduction to Statistics
4 units, 4 hours lecture (GR)
Prerequisite: Math 203 or 211D
Acceptable for credit: CSU, UC
Introduction to theory and practice of statistics: Collecting data: Sampling, observational and experimental studies. Organizing data: Univariate and bivariate tables and graphs, histograms. Describing data: Measures of location, spread, and correlation. Theory: Probability, random variables; binomial and normal distributions. Drawing conclusions from data: Confidence intervals, hypothesis testing, z-tests, t-tests, and chi-square tests; one-way analysis of variance. Regression and non-parametric methods. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

MATH 15
Mathematics for Liberal Arts Students
3 units, 3 hours lecture (GR or P/NP)
Prerequisite: Math 203 or 211D
Acceptable for credit: CSU, UC
Fundamental ideas underlying modern mathematics: Elements from logic, sets, and number systems; concepts of elementary algebra, geometry, topology, and combinatorics. 1701.00
AA/AS area 4b; CSU area B4

MATH 16A
Calculus for Business and Life/Social Sciences
3 units, 3 hours lecture (GR)
Prerequisite: Math 2
Acceptable for credit: CSU, UC
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 (pending State approval)
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 P/NP)
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
Introduction to functional trigonometry: Basic definitions, identities, graphs, inverse functions, trigonometric equations and applications, solution of triangles and applications, polar coordinates, complex numbers, and De Moivre's Theorem. 1701.00
AA/AS area 4b; CSU area B4

MATH 201
Elementary Algebra
4 units, 5 hours lecture (GR)
Prerequisite: 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

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

MATH 248AA-FZ
Selected Topics in Mathematics

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1701.00

MATH 248AF
Accelerated Mathematics for Statistics

5 Units, 5 Hours Lecture (GR)
Prerequisite: MATH 253
Integrated developmental mathematics for statistics: Exploratory data analysis and principles of data production using ratios, rates, and proportional reasoning; fractions, decimals and percents; evaluating expressions; analyzing algebraic forms of statistical measures; modeling bivariate data with linear and exponential functions; and graphical and numerical descriptive statistics for quantitative and categorical data. Not intended for students majoring in math, science, computer science, or business.

MATH 250
Arithmetic

3 units, 3 hours lecture (GR or P/NP)
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 253
Pre-Algebra

3 units, 3 hours lecture (GR or P/NP)
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 P/NP)
Open-entry/open-exit course
Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.
Non-degree applicable
Course study under this section may be repeated two times for a maximum of 3 units.
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 P/NP)
Open-entry/open-exit course
Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.
Non-degree applicable
Course study under this section may be repeated two times for a maximum of 3 units.
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)	3-5
	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.

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

M/LAT 2A
Latin-American Folklore
3 units, 3 hours lecture (GR or P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
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, 4D; CSU area C2; IGETC area 3

M/LAT 18A
History and Culture of the Caribbean/Central America
3 units, 3 hours lecture (GR or P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
See section on Selected Topics. 2203.04

MUSIC
(MUSIC)

In **studying Music at College of Alameda** our mission is to help you by enriching your life and empowering you with a broad understanding and appreciation of music's impact on your daily life as well as the greater world in which we live.

We offer courses for the aspiring performer/musician as well as those seeking to better understand the inner workings of the music industry along with its history. Experienced professionals who bring both academic integrity and first-hand experience to the classroom, our staff are committed to the personal growth and development of each and every student.

MUSIC 1A
Musicianship

3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Study of music theory: Clefs, key signatures, scales, intervals (diatonic and chromatic), chord structures (triads and dominant sevenths), and rhythm. 1004.00

MUSIC 1B
Musicianship

3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Music 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

MUSIC 9
Introduction to World Music

3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Understanding and appreciation of world music through informed listening, analysis and discernment of musical elements, form and repertoire: Covers a rich diversity of styles (popular, folk, classical), periods and cultures. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

MUSIC 10
Music Appreciation
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Survey designed to enhance the enjoyment of music with emphasis on listening: Historical overview of the development of musical form through the centuries. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3

MUSIC 12A (pending State approval)
Introduction to Music Literature: Birth of Christ to 1827
3 units, 3 hours lecture (GR or P/NP)
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 (pending State approval)
Introduction to Music Literature: Romantic Period to Present
3 units, 3 hours lecture (GR or P/NP)
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 P/NP)
Acceptable for credit: CSU, UC
Historical and critical analysis of unique American music: Focus on environments from which its many forms have emerged and its role in social history; development of blues, folk, jazz, rock and other popular music forms in the twentieth century. 1004.00
AA/AS area 3, 5; CSU area C1; IGETC area 3

MUSIC 15B
Jazz, Blues and Popular Music in the American Culture
3 units, 3 hours lecture (GR or P/NP)
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 23
Stage Band
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation
Acceptable for credit: CSU, UC
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 25
College Choir
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
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 28
Small Ensemble Improvisation/Jazz Theory
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Study and performance of jazz, blues and improvisation: Emphasis on the blues using representative compositions of the blues and standard jazz repertoire from 1883 to the present. 1004.00

MUSIC 36
Contemporary Jazz Band Studies
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
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 48AA-FZ
Selected Topics in Music
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
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 P/NP)
Acceptable for credit: CSU
See section on Independent Study. 1004.00

MUSIC 109
Beginning Winds I
1 unit, 1 hour lecture, 2 hours lab (GR/PNP)
Acceptable for credit: CSU, UC
Individualized study of level I Woodwind technique
and theory: Instrument assembly, breath support,
instrument position, embouchure, tone production,
articulation, and lip slurs. Emphasis on the progressive
development of skills needed for solo performance.
1004.00

MUSIC 110
Beginning Winds II
1 unit, 1 hour lecture, 2 hours lab (GR/PNP)
Prerequisite: MUSIC 109
Acceptable for credit: CSU, UC
Individualized study of level II Woodwind technique
and theory: Balance and blending, basic improvisation,
tone production, embouchure, instrument position,
and basic woodwind technique. Emphasis on the
progressive development of skills needed for solo
performance. 1004.00

MUSIC 111
Beginning Winds III
1 unit, 1 hour lecture, 2 hours lab (GR/PNP)
Recommended Preparation: MUSIC 110
Acceptable for credit: CSU, UC
Individualized study of level III Woodwind technique
and theory: Efficient practice strategies, introduction to
pedagogy, performance issues, instrumental technique.
Emphasis on the progressive development of skills
needed for solo performance. 1004.00

MUSIC 112
Beginning Winds IV
1 unit, 1 hour lecture, 2 hours lab (GR/PNP)
Recommended Preparation: MUSIC 111
Acceptable for credit: CSU, UC
Individualized study of level IV Woodwind technique
and theory: Doubling, performance issues, pedagogy,
solo repertoire. Emphasis on the progressive
development of skills needed for solo performance.
1004.00

MUSIC 113
Beginning Percussion I
1 unit, 1 hour lecture, 2 hours lab (GR/PNP)
Acceptable for credit: CSU, UC
Individualized study of level I percussion techniques
and theory: Rhythmic notation, fundamentals of
snare performance, fundamentals of 3-line notational
instruments, introduction to keyboard-percussion
instruments, introduction to world percussion
instruments, introduction to orchestral percussion. The
emphasis is on the progressive development of skills
needed for solo performance. Achievement is evaluated
through a juried performance. 1004.00

MUSIC 114
Beginning Percussion II
1 unit, 1 hour lecture, 2 hours lab (GR/PNP)
Recommended Preparation: MUSIC 113
Acceptable for credit: CSU, UC
Individualized study of level II percussion techniques
and theory: basic hand technique, foot technique,
reading percussion notation, improvisation, and
introduction to World Music drumming styles.
Emphasis on the progressive development of skills
needed for solo performance. 1004.00

MUSIC 115
Beginning Percussion III
1 unit, 1 hour lecture, 2 hours lab (GR/PNP)
Recommended Preparation: MUSIC 114
Acceptable for credit: CSU, UC
Individualized study of level III percussion techniques
and theory: advanced level solos for snare drum,
and keyboard-mallet percussion instruments,
advanced meter precision and rhythmic skills,
advanced techniques for performing hand percussion
instruments, rhythmic accompanying. Emphasis on
the progressive development of skills needed for solo
performance. 1004.00

MUSIC 116
Beginning Percussion IV
1 unit, 1 hour lecture, 2 hours lab (GR/PNP)
Recommended Preparation: MUSIC 115
Acceptable for credit: CSU, UC
Individualized study of level IV percussion techniques
and theory: odd meters, Brazilian, Cuban, Caribbean,
brush technique. Emphasis on the progressive
development of skills needed for solo performance.
1004.00

MUSIC 117
Voice I

1 unit, 1 hour lecture, 2 hours lab (GR/PNP)
Acceptable for credit: CSU, UC
Individualized study of beginning vocal techniques and theory: Posture, breathing, phonation, resonance, and preparation of lyrics. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 118
Voice II

1 unit, 1 hour lecture, 2 hours lab (GR/PNP)
Recommended Preparation: MUSIC 117
Acceptable for credit: CSU, UC
Individualized study of level II vocal techniques and theory: Postures other than standing, vowel color, vocal range, intonation, and changes of register. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 119
Voice III

1 unit, 1 hour lecture, 2 hours lab (GR/PNP)
Recommended Preparation: MUSIC 118
Acceptable for credit: CSU, UC
Individualized study of level III beginning vocal techniques and theory: Anatomy of registers and pitch, consonants, pharyngeal adjustment, vibrato, and special registers in women and men. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 120
Voice IV

1 unit, 1 hour lecture, 2 hours lab (GR/PNP)
Recommended Preparation: MUSIC 122
Acceptable for credit: CSU, UC
Individualized study of level IV vocal techniques and theory: Vocal initiation and glottal tension, vowel placement, preparing songs in German or French, voice classification, and ensemble singing. Emphasis is on the progressive development of skills need for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 248AA-FZ Selected Topics in Music

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1004.00

NATURAL SCIENCES

See listing for **Liberal Arts with Emphasis in Natural Sciences**.

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

PHILOSOPHY
(PHIL)

What is Philosophy? Philosophy is a discipline that examines fundamental questions about everyday life and the natural world. The main objectives of studying **philosophy at College of Alameda** are: (1) to critically analyze ideas, texts, arguments, traditions, and contemporary culture, and (2) to synthesize knowledge for the purposes of inspiring personal and social change. By studying philosophy, you will gain wisdom, clarity, and awareness about a wide variety of philosophical issues that arise within different cultural and historical contexts.

Philosophy will prepare students to transfer to any discipline of their choice within the humanities and social sciences at a college or university. In addition, you will learn valuable life skills such as critical thinking, cultural competence, social activism, community-building, and conflict resolution. An AA degree in philosophy can be applied to a range of careers in law, education, business, medicine, nursing, law, psychology, sociology, anthropology, theology, social work, and grass-roots and nonprofit organizations.

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 Ancient Greek Philosophy	3
PHIL 20B	History of Modern European 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:		
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
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
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
Consideration of logical problems of language: Deduction and induction, fallacies, theory of argument and the scientific method, and study of correct reasoning in Aristotelian and modern logic. 1509.00
AA/AS area 3; CSU area A3

PHIL 20A
History of Ancient Greek Philosophy
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Chronological development of leading philosophical perspectives that have been associated with Western civilization from the Ionians to the Scholastics. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3

PHIL 20B
History of Modern European Philosophy
3 units, 3 hours lecture (GR)
Phil 20A is not prerequisite to Phil 20B.
Acceptable for credit: CSU, UC
Chronological development of leading philosophical perspectives of Modern Europe from the Renaissance to present. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3

PHIL 48AA-FZ
Selected Topics in Philosophy
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
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 P/NP)
See section on Selected Topics. 1509.00

PHYSICAL EDUCATION

See listing for **Kinesiology & Athletics**.

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

PHYSICS
(PHYS)

The study of Physics is the study of the universe, beginning with the fundamental structures of nature such as energy and matter. Ideas in physics have led to great developments such as such as relativity, superconductivity, the semiconductor chip, lasers, and string theory.

Careers in physics include: basic and applied research, engineering, science education, and almost any field requiring you to think analytically about whole systems. It is also excellent preparation for higher educational pursuits in professional schools in medicine and patent law.

In the **Physics Department at College of Alameda**, conceptual understanding, problem-solving, and laboratory exercises are well integrated in the curriculum. You will spend time working with other students in class, discussing physics concepts and solving problems together.

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
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 5A/5C
C-ID PHYS 205

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
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 5A/5C

PHYS 4C
General Physics with Calculus
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite: Phys 4B and Math 3C
Acceptable for credit: CSU, UC
Comprehensive study of major topics of physics: Light, interference, relativity, quantum physics, atoms, molecules, and nuclei. 1902.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

PHYS 10
Introduction to Physics
4 units, 4 hours lecture (GR or P/NP)
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 5A

PHYS 48AA-FZ
Selected Topics in Physics
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
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 P/NP)
See section on Selected Topics. 1902.00

POLITICAL SCIENCE
(POSCI)

Politics rules over everything you do as a human being and gives you an understanding that enables you to have more control over your own life. John Adams argued that the reason to study politics is so our children may have the liberty to engage in commerce in order to give their children a right to pursue painting, poetry, and music.

Political Science is the study of politics using the skills of social scientific inquiry. Politics is about power in relationships and the structures operating human society. Inquiry into politics explores the exercise of power in its myriad forms and consequences for people as individuals, in groups, and in society. It is the study of the unfolding of the human story on Planet Earth and just who it is we humans are going to become. This study of power is an integrated field of study drawing upon all the disciplines including most notably sociology, anthropology, philosophy, psychology, economics, urban and organizational studies, and futures studies.

Studying "politics" at College of Alameda prepares you to be an effective global citizen in a twenty-first century knowledge economy guided by the democratic ideal, an ethic of service and the principles of sustainable life and framed within the context of futures consciousness. We offer a pathway to success for you in our partnerships with local nonprofit organizations and relationships with Bay Area universities.

What you will be able to do with what you learn here…
Upon completion of an AA in Political Science at College of Alameda, **you will be better able to:** 1) demonstrate an overall working knowledge of the principles of governance; 2) demonstrably be able to utilize critical political thinking and "futures consciousness"; and 3) articulate an appreciation of how to apply what you've learned here in a manner useful to you in your own life. This set of life skills will enable you to become a more engaged citizen. Being effective in this, you will be better able to face the challenges of the twenty-first century and to adapt to the global social, economic, and environmental challenges we all face.

Careers in Political Science Careers often pursued by persons with training and degrees in political scientists include (but are not limited to): multiple levels of public service and leadership, attorney, diplomat, FBI/CIA Agent, foreign-service officer, labor organizer/union representative, legislative aide, politician, public intellectual, research specialist, and teacher. Other career options in Public Administration include: government management (City, County, Regional, State or Federal Levels); administrative and policy analysis; policy analysis; non-profit administration; and planning and resources development.

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	Law and Democracy (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)	6
	Total Required Units:	**18**

Associate of Arts in Political Science for Transfer Degree AA-T Degree
The Associate in Arts in Political Science for Transfer Degree (AA-T) is designed for students planning to transfer into the political science major. Political Science is the study of politics using the skills of social scientific inquiry. Political inquiry examines the human use of power in relationships creating the structures operating human society. Inquiry into politics explores power in its myriad forms and consequences for people as individuals, in groups, and in society. This realm of psycho-socio-political inquiry is an integrated field of study drawing upon all the disciplines of the Social and Behavioral Sciences as well as in the Arts and Humanities. Upon completion of an AA-T in Political Science, persons have an increased capacity to: demonstrate an overall working knowledge of the principles of governance; demonstrably be able to utilize critical political thinking; and articulate an appreciation of how to apply what is learned in a manner useful in day to day life. This set of outcomes of learning enables students to become more effective citizens in the context of challenges faced by humans in the Modern World System. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in political science or similar major. Students interested in the AA for transfer degree in political science should consult with the departmental faculty chair.

Degree Major Requirements:

Dept/No.	Title	Units
Required Core Course (3 units):		
POSCI 001	Government and Politics in the United States	3
List A: Three courses (9 units):		
POSCI 2	Comparative Government	3
POSCI 3	International Relations	3
POSCI 4	Political Theory	3
List B: Select two (2) courses (6 units) from the following:		
POSCI 6 *	The U.S. Constitution and Criminal Due Process (3)	
POSCI 26 *	U.S. and California Constitution (3)	
POSCI 35	Introduction to Community Violence Prevention (3)	
POSCI 16	State and Local Government (3)	
HIST 18	20TH Century American Protest Movements (3)	
POSCI 31	Introduction to Public Administration (3)	
POSCI 37	Transformative Social Change and Futures Studies (3)	
SOC 1	Introduction to Sociology (3)	
SOC 2	Social Problems (3)	6
	Total Required Units:	**18**

*Credit is only allowed for either POSCI 6 or POSCI 26, but not both.

Violence Prevention Certificate of Proficiency:
The Certificate of Proficiency is an exploration of leadership, prevention and intervention knowledge and skills relative to the field of violence prevention and local community peace building; classroom and field based learning through peer group and individual projects, community based action research, and internships; curriculum contextualized to student career goals; designed for college ready individuals who are interested in working in the field of violence prevention; completion of two 3 unit courses in addition to 2-4 units of internship and/or employment experience in the field. The program includes training in conflict resolution and mediation, self-care, theories and methods for social change as well as coaching through professional development areas identified through a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis completed every semester.

Career Opportunities in Violence Prevention
For individuals interested in careers and leadership opportunities in the field of violence prevention. Bloomberg Business, Idealist.org and Cal Jobs (State of California) all show an increasing need for skilled employees that have the knowledge and skills to navigate through systems and communities to prevent violence. A variety of positions can be acquired by someone with a Certificate in Violence Prevention Strategies. According to the labor market data for the State of California, there is a 6.9% projected increase for Child, Family and School Social Workers, an 11.8% increase for Clergy members, a 13% increase among Counselors, Social Workers and other Specialists. Some other potential careers that see an increase, that we also know are directly related to preventing violence in our communities are Health Educators, with a projected 16% increase and Police and Sheriff Patrol Officers at a 7.7% increase. This certificate program will help prepare individuals in the job market to meet the growing needs of social support and care giving that professions listed above provide.

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
POSCI 35	Introduction to Community Violence Prevention	3
POSCI 36	Applied Peacebuilding and Violence Prevention	3
COPED 451	Occupational Work Experience	2-4
	Total Required Units:	**8-10**

POSCI 1
Government and Politics in the United States
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Introduction to principles and the political process of national, state, and local government: Emphasis on national government and the Constitution. 2207.00
AA/AS area 2; CSU area D, 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 that explore basic political problems and proposed solutions: Analysis of selected theories and their relevance to contemporary socio-political concerns. 2207.00
AA/AS area 2; CSU area D; IGETC area 4

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
Law and Democracy
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC
Introduction to legal concepts in American democracy and contemporary issues: Theories of historical social injustice and movements; examination of law, social justice, democracy, government, civil rights, civil liberties, and citizenship. 2207.00
AA/AS area 2; CSU area D; IGETC area 4

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 31
Introduction to Public Administration
3 units, 3 hours lecture (GR/PNP)
Acceptable for credit: CSU, UC
Introduction to the field of public administration: The role of the public sector in American society, the historic development of the public service, issues related to management and leadership in modern governance, issues in human resources and personnel administration, public sector budgeting, and strategies and apparatus of administrative responsibility; survey of the essential competencies, values, and issues which are central to the theory and practice of public administration and policy at the local, state, national and international levels. 2102.00
AA/AS area 2, CSU area D, IGETC area 4

POSCI 32
Learning Organization Governance
3 units, 3 hours lecture (GR/PNP)
Acceptable for credit: CSU
Examination of various theories and practices of shared governance in social/civil sector learning organizations: management, administration, and leadership. Service learning format involving the following areas: Planning, Organizing, Staffing, Directing, Coordinating, Reporting, and Budgeting within an organizational setting. 2102.00
AA/AS area 2

POSCI 35
Introduction to Community Violence Prevention
3 units, 3 hours lecture (GR/PNP)
Acceptable for credit: CSU
Introduction to social history and political consciousness around the conditions that create and perpetuate violence in urban communities: Historical and contemporary issues around violence and the variety of impacts its impact on society; review of approaches toward healing and revitalizing communities that are affected by violence; overview of the field of violence prevention; and intervention strategies to prevent violence and build healthy communities. 2207.00
CSU area E

POSCI 36
Applied Peacebuilding and Violence Prevention
3 units, 3 hours lecture (GR/PNP)
Acceptable for credit: CSU
Introduction to theories and various intervention strategies to prevent violence and build healthy communities: Identification of methods to prevent violence and develop the capacity of impacted people in urban centers to take a leadership role in community development. 2207.00

POSCI 37
Transformative Social Change and Futures Studies
3 Units, 3 Hours Lecture, (GR/PNP)
Acceptable for credit: CSU, UC
Introduction to alternative futures studies: Scientific and humanities approaches to studying how past and present images of the future influence human action; exploration of contemporary socio-political dilemmas faced by political communities and individuals with respect to war, peace, and international conflicts; Includes questions of human nature, political economy, morality, genocide, terrorism, ethnic/religious violence, and alternatives to conflicts.
AA/AS area 2, CSU area D

POSCI 41
Service Learning: Law, Democracy, and Public Administration
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Service learning in community, civic or legal settings: Focus upon specific problems in the community; Conceptualization, design and application of projects in real world placements in public and social sector organizations; Civic engagement related to coursework utilizing practical applications of course concepts; Application of skills and knowledge for public service careers. 2207.10

POSCI 48AA-FZ
Selected Topics in Political Science
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
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 P/NP)
See section on Selected Topics. 2207.00

PSYCHOLOGY
(PSYCH)

What is Psychology? It is the scientific study of behavior and mental processes. By receiving an A.A. degree in Psychology from COA, we seek to offer you an enhanced life & interpersonal skills helping you with improved self-awareness to empower you in your personal and professional relationships. We also seek to prepare you to enter psychology related fields and transfer to a four-year undergraduate psychology program.

In studying psychology at College of Alameda, you will learn from caring faculty that recognize understanding of the body-mind connection as critical to the transformation of self, culture, and our planet. We encourage students to examine their own psychological issues and develop a keen understanding of who they are, their place in the world and what they will bring to their work with others by emphasizing cognitive and emotional development through self-reflection, academic rigor and experiential practice.

Through taking psychology at College of Alameda, you will take the following life skills with you, which fall under our **Program Learning Outcomes** (PLOs); the ability to:
1. Apply multiple schools of psychology (e.g. psychodynamic, behavioral, cognitive, humanistic, biological, and transpersonal) to living situations.
2. Demonstrate effective communication and interpersonal relationship skills rooted in psychological perspectives and exhibiting an awareness of psychological dynamics in inter-relationship.
3. Increase awareness of self, others, and the environment in order to have greater agency and authentic expression.

The study of Psychology enables you to better comprehend how people think, perceive, learn, develop unique personalities, manage stress, and interact with one another. **Psychology careers include**: jobs in therapy and counseling, schools, hospitals, prisons, courtrooms, community health and rehabilitation centers, sports and corporate offices. The study of psychology is good preparation for many professions, as well as, for one's life.

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 9A	Interpersonal Relations (3)	
PSYCH 9B	Interpersonal Relations (3)	
PSYCH 12	Human Sexuality (3)	
PSYCH 18	Psychology of Minority Groups (3)	
PSYCH 24	Abnormal Psychology (3)	12
	Required Semester Units	**18**

Associate in Arts in Psychology for Transfer AA-T Degree
The Associate in Arts in Psychology for Transfer Degree is designed for students planning to transfer into the psychology major. A study of psychology is built upon the scientific study of human behavior and mental processes. Students pursuing the AA for transfer into the psychology major will study the nature of consciousness and the development of the person, basic processes of human perception, learning, cognition and motivation; the relationship of behavior to physiology; and the nature of psychological disorders and how psychologists use their knowledge to help improve the quality of people's lives. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in psychology or similar major. The Associate transfer degrees (AA-T) require the completion and certification of the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, as well as the specific Associate for transfer (AA-T) major degree requirements. The AA-T does not require any additional college specific General Education requirements. Students interested in the AA for transfer degree in psychology should consult with the Social Sciences Department Chair and a counselor.

Degree Major Requirements:

Dept/No.	Title	Units
Required Core:		
PSYCH 1A	Introduction to General Psychology	3
PSYCH 28	Introduction to Research Methods in Psychology	3
MATH 13	Introduction to Statistics	4
List A: Select one		
BIOL 10	Introduction to Biology	4
List B: Select one (3-4 units)		
PSYCH 1B	Introduction to General Psychology (3)	
ENGL 5	Critical Thinking in Reading and Writing (3)	
ENGL 1B	Composition and Reading (4)	3-4
List C: Select one (3 units)		
PSYCH 3	Introduction to Personality Theory (3)	
PSYCH 7A	Psychology of Childhood (3)	
PSYCH 7B	Adolescent Psychology (3)	
PSYCH 9A	Interpersonal Relations (3)	
PSYCH 9B	Interpersonal Relations (3)	
PSYCH 12	Human Sexuality (3)	
PSYCH 18	Psychology of Minority Groups (3)	
PSYCH 24	Abnormal Psychology (3)	
PSYCH 29	Introduction to Forensic Psychology (3)	3
	Required Semester Units	**20-21**

PSYCH 1A
Introduction to General Psychology
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Scientific principles of psychology: Application of scientific research in understanding learning, human development, biological processes, personality, behavior disorders, social psychology, and adjustment of the human organism. 2001.00
AA/AS area 2; CSU area D, E; IGETC area 4; C-ID PSY 110

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 9A
Psychology of Interpersonal Relations
3 units, 3 hours lecture (GR or P/NP)
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 P/NP)
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)
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 18
Psychology of Minority Groups
3 units, 3 hours lecture (GR or P/NP)
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 28
Introduction to Research Methods in Psychology
3 Units, 3 Hours Lecture (GR/PNP)
Prerequisites: PSYCH 1A and MATH 13
Acceptable for Credit: CSU, UC
Introduction to research methods for psychology: Research design; experimental procedures; descriptive methods; instrumentation; collection, analysis, and reporting of research data; review of research design and methodology in various sub-disciplines of psychology.2001.00
AA/AS area 2; CSU area D; IGETC area 4; C-ID PSY 200

PSYCH 29
Introduction to Forensic Psychology
3 Units, 3 Hours Lecture (GR)
Acceptable for credit: CSU
Introduction to the principles and core concepts in forensic psychology from multiple perspectives: Criminal, civil and family law; professional ethical standards of care and practice in psychology contextual to criminal justice systems; community psychology applications in advocating and direct involvement in healthy community development and violence prevention in our local communities.
AA/AS area 2; CSU area D

PSYCH 34
Psychology of Resiliency, Stress Management, and Personal Growth
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Overview of psychological and physiological manifestations of stress in the context of wellness and living in the Modern World System: Exploration of theoretical and research foundations addressing problems in living; Review of positive and negative consequences of stress relative to wellness, immune system response, and illness; Illustration of life and stress coping skills, life action planning, and resiliency. 2001.00

PSYCH 48AA-FZ
Selected Topics in Psychology
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
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 P/NP)
See section on Selected Topics. 2001.00

SOCIOLOGY
(SOC)

What is Sociology? It is the study of social life, social change, and the social causes and consequences of human behavior using the methods of social science. Sociologists investigate the structure of groups, organizations, and societies, and how people interact within these contexts. The subject ranges from the family to organized crime to religious cults; from the divisions of race, gender and social class to the shared beliefs of a common culture; and from the sociology of work to the sociology of the environment.

Why study Sociology at College of Alameda? The sociology program at COA provides marketable social science job skills, and prepares sociology majors to transfer to universities and four-year colleges. Students get marketable social science skills by:
• learning how to conduct ethnographic interview research on individuals and small groups;
• doing service-learning projects with local police departments or nonprofit organizations; and
• learning how to do written social science research on a problem that provides reliable data to back up one's report.

What you can do with Sociology? 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: marketing, social work, business, criminology, government, law, law enforcement, and with various nonprofit organizations that help people with social problems. Sociology majors can shorten their time at the university by taking one or more sociology courses before transfer.

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.

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)	9-10
	Total Required Units	**18-19**

SOC 1
Introduction to Sociology
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
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; C-ID SOCI 110

SOC 2
Social Problems
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC
Study of society through the application of sociological principles and critical thinking skills to the identification and analysis of selected social problems: Poverty, racism/sexism, drug abuse, crime, and population control. 2208.00
AA/AS area 2; CSU area D; IGETC area 4 ; C-ID SOCI 115

SOC 3
Sociology of Women
3 units, 3 hours lecture (GR or P/NP)
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; C-ID SOCI 140

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; C-ID SOCI 150

SOC 48AA-FZ
Selected Topics in Sociology
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
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 120
Introduction to Research Methods
3 Units, 3 Hours Lecture (GR/PNP)
Prerequisite: SOC 1
Recommended Preparation: MATH 13
Acceptable for credit: CSU, UC
Introduction to empirical research for the social sciences: Nature of theory, hypotheses, variables, ethics of research; application of qualitative and quantitative analytic tools including survey, observational, experimental, case study, and comparative 2208.00
AA/AS area 2; CSU area D; IGETC area 4
C-ID SOCI 120

SOC 248AA-FZ
Selected Topics in Sociology
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 2208.00

SPANISH
(SPAN)

What does it mean to study Spanish? The study of Spanish involves learning the words and rules of the language with the purpose of acquiring them with accuracy and using them to communicate with Spanish speakers worldwide.

Why study Spanish? The Spanish Program at COA provides courses that satisfy Foreign Language requirements at 4-year colleges and universities, provides marketable foreign language skills and offers cultural enrichment.   This will empower students to:
* Communicate with native speakers at home and worldwide
* Increase employment potential
* Improve memory and cognitive skills
* Enhance travel worldwide
* Expand one's universe

Beyond acquisition, learning languages can expand the heart and mind and help us in our search to understand who we are as human beings.

Spanish Program Learning Outcomes:

I. Grammatical Proficiency
Speak, write and comprehend Spanish with accuracy as students advance through the course levels.

II. Language SkillApplication
Understand and communicate with native speakers in Spanish with cultural fluency through the progressive skill levels and in conjunction with course content.

III. CulturalKnowledge
Demonstrate cultural and historical understanding of the societies associated with Spanish as students advance through the course levels.

SPAN 1A
Elementary Spanish
5 units, 5 hours lecture (GR or P/NP)
Course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC
Development and application of language skills and cultural exploration of the Spanish speaking world: Study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. 1105.00
AA/AS area 3; CSU area C2; IGETC Language

SPAN 1B
Elementary Spanish
5 units, 5 hours lecture (GR or P/NP)
Prerequisite: Span 1A
Acceptable for credit: CSU, UC
Continuation of Spanish 1A: Development and application of language skills and cultural exploration of the Spanish speaking world; study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. 1105.00
AA/AS area 3; CSU area C2; IGETC area 3, Language

SPAN 2A
Intermediate Spanish
5 units, 5 hours lecture (GR or P/NP)
Prerequisite: Span 1B
Acceptable for credit: CSU, UC
Conversation, analysis and composition based on selected readings from short stories and articles on culture and history of the Spanish-speaking world: Exploration of culturally relevant topics; grammar review of indicative tenses, imperative and subjunctive mood; expansion of vocabulary and idioms; course conducted in Spanish. 1105.00
AA/AS area 3; CSU area C2; IGETC area 3, Language

SPAN 2B
Intermediate Spanish
5 units, 5 hours lecture (GR or P/NP)
Prerequisite: Span 2A
Acceptable for credit: CSU, UC
Analysis and composition based on selected readings from Spanish and Latin American literature, articles on culture and history of the Spanish-speaking world: Exploration of culturally relevant topics; continued grammar review with emphasis on past subjunctive and sequence of tenses; advanced conversation; expansion of vocabulary and idioms; course is conducted in Spanish. 1105.00
AA/AS area 3; CSU area C2; IGETC area 3, Language

SPANISH

SPAN 30A
Beginning Conversational Spanish
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Introduction to conversational Spanish: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

SPAN 30B
Beginning Conversational Spanish
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Span 30A
Acceptable for credit: CSU
Continuation of SPAN 30A: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

SPAN 48AA-FZ
Selected Topics in Spanish
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
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 248AA-FZ
Selected Topics in Spanish
.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)
See section on Selected Topics. 1105.00

VIETNAMESE
(VIET)

What does it mean to study Vietnamese? The study of Vietnamese involves learning the words and rules of the language with the purpose of acquiring them with accuracy and using them to communicate with Vietnamese speakers worldwide.

Why study Vietnamese? The Vietnamese Program at COA provides courses that satisfy Foreign Language requirements at 4-year colleges and universities, provides marketable foreign language skills and offers cultural enrichment.   This will empower students to:
- Communicate with native speakers at home and worldwide
- Increase employment potential
- Improve memory and cognitive skills
- Enhance travel worldwide
- Expand one's universe

Beyond acquisition, learning languages can expand the heart and mind and help us in our search to understand who we are as human beings.

Vietnamese Program Learning Outcomes:

I. Grammatical Proficiency
Speak, write and comprehend Spanish with accuracy as students advance through the course levels.

II. Language Skill Application
Understand and communicate with native speakers in Vietnamese with cultural fluency through the progressive skill levels and in conjunction with course content.

III. Cultural Knowledge
Demonstrate cultural and historical understanding of the societies associated with Vietnamese as students advance through the course levels.

VIET 1A
Elementary Vietnamese
5 units, 5 hours lecture (GR or P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
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 P/NP)
See section on Selected Topics. 1117.20

Appendix T: College Catalog 2014-15, pg. 197

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.

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:

Total grade points earned   **= Grade Point Average**

Total semester units attempted   **(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 "P" 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	P	(0 point)	0 x 0 =	0
15 units	15 units				36 grade points

36 grade points earned

_____   **= 2.40 GPA**

15 semester units attempted

Units for which a symbol of "W", "MW", "P", "NP", "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.

Advanced Placement Policy

The Peralta Community College District participates in the Advanced Placement Program of the College Entrance Examination Board. The Peralta Community College District grants Advanced Placement credit according to the following policies:

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

General Guidelines

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

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

Advanced Placement Tests

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

ACADEMIC REGULATIONS

Appendix U: College Catalog 2014-15, pg. 50-56
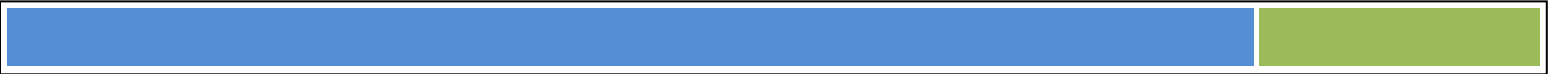
Degrees and Programs

Catalog Rights
Students completing the requirements for the local Associate degree, Associate Degree for Transfer (ADT),Certificate of Achievement, or Certificate of Proficiency have catalog rights.

A student's catalog rights are defined as maintaining enrollment in at least one semester per academic year, excluding summer session and intersessions (continuing enrollment), in any of the four Peralta Colleges.

A student's catalog rights include:
1. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the Degree/Certificate are completed; OR
2. The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements of the Degree/Certificate are completed; OR
3. The regulations current at the time the student files and receives the Degree/Certificate.

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 local Associate Degree must complete at least 60 degree-applicable units which include courses in a major, General Education, and electives, as necessary.
1. At least 19 units must be completed in General Education.
2. A minimum of 18 units is required for the major. The specific number of units may vary depending upon the major. Students should refer to the individual curriculum patterns for this information.
3. At least 12 units of coursework 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

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.)*

5. A "C" grade or better is required in EACH course in the intended major and in area 4A, English composition and area 4B, mathematics of the General Education Requirements.

Note: When the combined 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.

2014-2015 General Education Requirements for the Associate Degree
(Updated Annually)
General Education requirements for the local Associate in Arts and Associate in Science degrees (Not for the AA-T or AS-T) are listed below:

Students must complete categories 1 through 5 of the General Education requirements; at least 19 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 double-counted to fulfill both General Education and major requirements.

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

1. Natural Sciences   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 (AP 4100).

> Anthropology 1
> Astronomy 1
> Biology 1A, 1B, 2, 4, 10, 11

Chemistry 1A, 1B, 30A, 30B, 50
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 (AP 4100).

African-American Studies 5, 30*, 31*, 32*
Anthropology 2, 3, 14
Asian & Asian-American Studies 45A, 45B
Business 5
Communication 6, 19
Counseling 30, 230
Economics 1, 2, 5
Education 1
Geography 2
History 2A, 2B, 5, 7A, 7B, 8A, 8B, 11, 12, 17, 18, 19, 32, 50*, 51*, 52*, 53A+, 53B+, 55A, 56***
Mexican/Latin American Studies 18A+, 18B+
Human 60
Political Science 1, 2, 3, 4, 6, 8, 16, 18, 26, 31, 32, 37
Psychology 1A, 1B, 3, 7A, 7B, 9A, 9B, 12***, 18, 24, 28, 29
Sociology 1, 2, 3***, 5, 120
(*), (**), (***) 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 (AP 4100).

Art 1, 2, 3, 4, 122
Chinese 10A, 10B, 11A, 11B, 12A, 12B

Communication 2A, 2B, 5
English 1B, 10A, 10B, 17A, 17B, 30A, 30B, 31, 32A, 33A, 33B, 36, 47, 79, 210A, 210B, 230B, 233A, 233B
German 1A, 1B
Humanities 1, 2, 3, 13A*, 13B*, 15, 40, 51A*, 51B*, 51C*, 60
Mexican/Latin American Studies 2A*, 2B*, 2C*, 3**
Music 9, 10, 12A, 12B, 15A, 15B
Philosophy 1, 2, 4, 5, 10, 20A, 20B
Spanish 1A, 1B, 2A, 2B
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 (AP 4100).

A. English Composition   Minimum 3 units
Minimum level of English 1A, Composition and Reading, or an equivalent course (AP 4100).
Communication 5
English 1A, 1B, 5
ESL 52A, 52B

B. Mathematics   Minimum 3 units
Minimum level of intermediate algebra or an equivalent course (AP 4100).
May be met by one of two options listed below:
Option A: Credit by exam for Math 203 (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, 202, 203,

C. Computer Literacy   Minimum 1 unit
A broad understanding of computer concepts (AP 4100).
Business 24, 238A, 238B
CIS: All courses numbered 1 through 248
Learning Resources 211
LIS 85

D. Oral or Written Communication or Literature   Minimum 3 units
Requirement shall include written communication, oral communication, literature, or selected English as a Second Language courses (AP 4100).
Communication 1A, 1B, 2A, 2B, 4, 5, 6, 12, 20, 44, 45
English: All courses numbered 1 through 247, except 48, 49, 205
English as a Second Language 50A, 50B, 52A, 52B
Mexican/Latin American Studies 3*

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

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 (AP 4100).

African-American Studies 5, 30*, 31*, 32*
Anthropology 14
Asian-American Studies 45A, 45B
English 31
History 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 annually. Consult a College of Alameda counselor for a current listing of approved courses.

Certificate of Achievement

The college grants certificates of achievement to students who complete the required courses in accordance with state approved prescribed standards. The requirements for the certificate vary with each occupational curriculum; some may require more than one or two years to complete depending on course scheduling.

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

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

Certificate of Proficiency

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

Transfer Information

Planning to Transfer

Students who wish to transfer to a four-year college or university after attending College of Alameda should consider the following suggestions:

1. Read the four-year college or university catalog for admissions and other information, such as:
   a. Transfer requirements;
   b. Major requirements and degrees offered;
   c. General education or breadth requirements;
   d. Application and financial aid deadlines.
   Many catalogs are available for review in the Transfer Resource 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. Community college courses transfer to four-year colleges for specific majors, general education/ breadth requirements, or elective credit depending upon the school and major selected.

5. Check the policies regarding the maximum number of units 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 (70) semester units may also be granted to satisfy university graduation requirements. Courses accepted as equivalent to those offered in lower-division by a four-year institution, even if beyond the (70) semester/(105) quarter-unit maximum, may be applied where needed to meet specific lower division and/or general education/breadth requirements. Students are strongly advised to complete all coursework required in lower-division preparation for their major, especially those majors that are impacted or oversubscribed.

6. With proper planning, College of Alameda students can complete lower-division requirements for most majors offered by four-year institutions. College of Alameda counselors can 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 can assist students through contacts with representatives from the various four-year institutions.

7. 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 considered to be impacted. To be admitted into such programs, students may need to meet additional criteria such as:

1. Completing specific courses;

2. Accumulating a determined number of college units;

3. Earning a specific 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. Articulation agreements with CSU and UC campuses are available at: www.assist.org. A student working closely with a counselor may 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.

Other Colleges and Universities

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

Transfer to the University of California

The University of California includes nine undergraduate 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 impacted and/or upper-division major must meet additional admission requirements.

Transfer Admission Requirements

The University considers you a transfer applicant if you graduated from high school and enrolled in a regular session at a community college or university. You cannot disregard your college records and apply as a freshman. The requirements described in this section represent the minimum level of achievement to be eligible for admission to the University.

California Residents

You can meet the University's minimum admission requirements for transfer students in several ways, as described below. The path you use depends upon the extent to which you satisfied UC's minimum eligibility requirements for freshmen at the time you graduated from high school. In all cases, you must have a "C" (2.0) average in all transferable work.

1. If you were eligible for admission to the University when you graduated from high school (i.e., meaning you satisfied the Subject, Scholarship, and Examination Requirements), you are eligible to transfer if you have a "C" (2.0) average in your transferable college coursework.

2. If you met the Scholarship Requirement but did not satisfy the Subject Requirement, you must take college courses in the subjects you 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.

3. If you met the Scholarship Requirement but did not meet the Examination Requirement, you must complete a minimum 12 semester (18 quarter) units of transferable college coursework and earn an overall "C" (2.0) average in all transferable college coursework completed.

4. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, you must

   a. complete 90 quarter or 60 semester units of transferable college credit with a grade point average of at least 2.4; and

   b. complete the following course pattern, earning a grade of "C" or better in each course:
      • two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
      • one transferable college course (3 semester or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and
      • four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC will satisfy Option 4b of the transfer admission requirements. For more information about IGETC, refer to IGETC section of this catalog, or see a counselor.

Other UC Requirements

There are other requirements students must fulfill to receive an undergraduate degree from the University. These include University wide requirements such as General Education requirements, Entry-Level Writing Requirement, and the American History and Institutions requirement. Other requirements, such as major preparation, vary according to the campus a student plans to attend, and according to the particular college or school and major.

Entry-Level Writing Requirement
Students must satisfy the entry-level writing requirement to graduate in any program at UC. One way to meet this requirement is to complete a transferable college course of three semester (four quarter) units in English composition with a grade of C or better. Students who meet our basic requirements for minimal transfer eligibility, which include two transferable college courses in English composition, satisfy the entry-level writing requirement.

Many transfer students fulfill this requirement while in high school by achieving minimum scores on the following tests:

3 on the College Board Advanced Placement Examination in English (Language or Literature)

5 on the International Baccalaureate Higher Level Examination in English (Language A only)

6 on the IB Standard Level Examination in English (Language A only)

30 on the ACT Writing test; or 680 on the Writing section of the SAT Reasoning Test
Students who have not satisfied the entry-level writing requirement before transferring must enroll in an appropriate English course at UC.

American History and Institutions Requirement
All undergraduate degree programs at UC require study in American History and Institutions. This requirement may be met through examination or enrollment in specific courses. Each campus decides how its students may meet the requirement.

If you satisfactorily completed a one-year course in U.S. history or a half-year course in U.S. history and a half-year course in American government while in high school, you have fulfilled this requirement for all UC campuses except UC Santa Barbara, which requires students to complete a college-level course. (At UCLA, you also must have earned a B average in these courses.) If you have satisfied your community college's history and institutions requirement you have also met the requirement at most UC campuses. It is strongly recommend that you complete this requirement before you transfer.

General Education/Breadth Requirements
The general education or breadth requirements give University undergraduates a broad background in all major academic disciplines life sciences, physical sciences, social sciences, humanities, and fine arts. The general education/breadth requirements specify the courses you must take or number of credit hours you must earn in each area.

Each school and college at every UC campus has its own general education requirement. They are described in, "Prerequisites and Recommended Subjects," the campus catalogs, and articulation agreements. With careful planning, you can meet many of the lower-division requirements while attending College of Alameda.

At some campuses and in some majors, you must fulfill all or a portion of the general education/breadth requirements before transferring. Transfer applicants may satisfy the lower-division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC).

Nonresidents
The minimum admission requirements for nonresident transfer students 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.

UC Transfer 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.

DEGREES & PROGRAMS

Appendix V: BP 4030

BOARD POLICY 4030 ACADEMIC FREEDOM

Academic Freedom

Intellectual freedom and responsibility:
Intellectual freedom is to be guarded as a basic right of all citizens in a free society. To this end, the colleges of the district are committed to free discussion and open inquiry in the pursuit of truth. It is recognized that freedom to think, to read, to speak and to question is necessary to the development of an informed citizenry. This freedom shall be integral to the philosophy of this district and is guaranteed to all staff and students.

For each faculty member, intellectual freedom is both a right and a responsibility. As a right, it guarantees the instructor freedom to interpret personal findings and to communicate the conclusions without being subjected to interference, molestation, or penalty because the conclusions are at variance with those of other persons. As, a responsibility, it carries the obligation to study, to investigate, to present, to discuss and to interpret fairly and objectively facts and ideas related to the instructor's assignments.

Since human knowledge is limited and changeable, the instructor will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, the instructor will cite the evidence available and present the conclusions to which the instructor believes this evidence points without limiting the freedom of the student to express and defend the students own views and beliefs. With the understanding that the student must also respect the rights of others, the student shall have the freedom to question and differ without jeopardy to the student's scholastic standing.

The college faculty member is a citizen, a member of a learned profession, and an employee of an educational institution. As a person of learning and an educational employee, the faculty member should remember that the public judges the profession and the institution by his/her utterances. Hence, the faculty member should at all times be accurate, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson. To insure these principles of intellectual freedom for this district's colleges, the administration and the board, as the governing body of the district, will demonstrate their support by actively working toward a climate which will foster this freedom. Such participation will extend to the point of defending and supporting any tenured or non-tenured faculty member who, while maintaining the high standards of the profession, finds personal freedom of expression unfairly attacked or curtailed.

Freedom of Speech, Political Activities:
The governing board recognizes the right of any employee of the district to take or refrain from taking a stand on any political issue and to support or oppose any issue or candidate. In accordance with the Education Code, such activities must be conducted on the employee's own time. The employee will exercise reasonable care to show that he/she is acting in his/her capacity as a private citizen. Nothing in this policy shall prevent:

- The discussion and study of political, social, and moral issues when such discussion and study are appropriate to the subject matter of a course.
- The conducting of student and employee elections and campaigning connected therewith.

References:

   1940 Statement of Principles on Academic Freedom and Tenure, American Association of University
   Professors (AAUP) (http://www.aaup.org/AAUP/pubsres/policydocs/contents/1940statement.htm.
   Retrieved 10/22/12.)
   California Education Code Section 70902
   Government Code Title 1, Division 7, Chapter 3.5, Sections 6254 (D-6267).
   Title 5, Section 51023
   "Faculty as Professionals: Responsibilities, Standards and Ethics," Academic Senate for California
   Community Colleges (Spring, 2002).
   ACCJC Accreditation Eligibility Requirement 20 and
   ACCJC Accreditation Standard I.C.7 (formerly II.A.7)

Replaces:

   Board Policy 5.15 **Code of Faculty Professional Standards** first adopted March 15, 1965 and last
   revised November 18, 2008 which included merging Board Policy 5.10 **Intellectual Freedom** with BP
   5.15; and also merges BP 5.45 **Public Forums**.

Approved by the Board of Trustees: December 11, 2012
Reviewed and approved by the Board of Trustees: April 14, 2015

Appendix W: Planning Handbook

College of Alameda

COLLEGE OF
ALAMEDA

Institutional
Planning
2014

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Table of Contents

Appendix

Approved by the College Council

OVERVIEW
STRATEGIC INTEGRATED PLANNING AND BUDGET MODEL

In response to the ACCJC-WASC Accreditation Visiting Team's of March 2009 Recommendation 1, the College of Alameda is in the process of updating and revising its integrated planning and budget (IPB) model. The proposed revised model combines both strategic and operational planning.

The goal of institutional planning is to integrate a systematic and comprehensive college strategic and operational planning model with district-wide planning and budgeting, while honoring processes that are familiar to College of Alameda faculty and staff. The COA process is tied to the college's vision, values and mission, and incorporates goals, institutional outcomes and action priorities that emphasize institutional effectiveness, academic excellence, student success and fiscal responsibility.

The strategic portion of the IBP model in the following illustration (Illustration I) is a full-cycle review.
1. The college's vision, values and mission and goals are reviewed every three years via joint consultation with the College Management Team, the College Council and the Academic Senate.
2. At the beginning of every annual cycle, the College Management Team, the College Council and the Academic Senate review the college's institutional outcomes and action priorities from the previous cycle using a defined set of data to see the extent to which the institutional outcomes and action priorities have been met. Institutional outcomes and action priorities are subsets of the goals. Each year new action priorities maybe added; however, preceding action priorities will remain until completed.
3. In order to gather the work of the college community in a focused manner, standing and ad hoc committees are required to address the goals, institutional outcomes and action priorities of the college. These annual committee reports are communicated via an executive summary (with budget requests as appropriate). Documents and reports produced by committees are made available in order to contribute to the content of program reviews and unit plans by academic disciplines and student service areas.
4. Academic disciplines and student service areas construct program reviews every three years, and unit plans annually. Program reviews and unit plans address the achievement of the college mission, goals, institutional outcomes and action priorities. They are written to integrate into both college and district-wide planning by addressing human resources, education, technology facilities and budget planning.
5. Committee summaries, program reviews and unit plans are submitted to coordinating bodies (as appropriate) for review and consideration. Resource requests, protocols and policy issues are submitted to the College Management Team for review and, in the case of resource requests, are ranked using a numerical matrix. Subsequently, resource requests are reviewed by the Academic Senate and the College Council; the rankings assigned to the proposals may be changed. Protocols and policy discussions are also reviewed by the Academic Senate and College Council for approval.
6. There are various communication channels at this point in the process, as final determinations are made. Further discussion and revisions may take place as resource requests are reviewed by the Budget Committee and campus-wide dialogue occurs. The College Management Team, the Academic Senate and the College

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Council must approve recommendations before they are submitted to the College President.

7. The top-ranked resource allocation proposals are submitted to the College President who has the authority to veto or modify any proposal or to request further justifications. The President may consult with the Presidents Council. Any proposals that are accepted by the President and cannot be adequately addressed within the college structure (those proposals that deal with requests for resource sharing and/or impact district-wide programs) are sent to respective district-wide committees (e.g., Education, Technology and Facilities) for integration into the district-wide planning process. The purpose of these district committees is to review any disputes regarding funding and/or allocations and to develop constructive resolutions. Conflicts that persist after review by the District Education, Technology and Facilities Committees are forwarded to the District Planning and Budgeting Council for final recommendations. These are then forwarded to the Chancellor.

Since resources are awarded to the campus nine to twelve months following the first submission of unit plans, the College President may exercise discretion in allocating final resource awards to meet the current needs of the campus, but will make every effort to use the broad allocation models as defined by the unit plans and the shared governance process.

In the event of decreasing or diminishing resources (human, fiscal, technological or facility resources), the College President and the College Management Team will determine where resource cuts will occur (in compliance with existing labor contracts, if pertinent). The decreases will be presented to the coordinating bodies and the college community-at-large in public forums for feedback and consideration.

The Planning and Assessment Process (Illustration II) is intended to further support the IPB process by emphasizing the cyclical and systematic nature of planning, implementation, assessment and revision. It is similar to the cycle of inquiry in that it illustrates the cycle of planning and review, with revision of actions after review of data sets, identification of strengths and weaknesses, and with weaknesses crafting action priorities. Once the action priorities are crafted, they are measured with data benchmarks.

Integrated college planning is regarded as a process; one that will require careful planning, a period of testing for implementation, an assessment of both outcomes and processes, and an evaluation as to the appropriateness of the plan and its ability to address the college in an integrated manner.

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Illustration I:
COLLEGE OF ALAMEDA: STRATEGIC INTEGRATED PLANNING & BUDGET MODEL
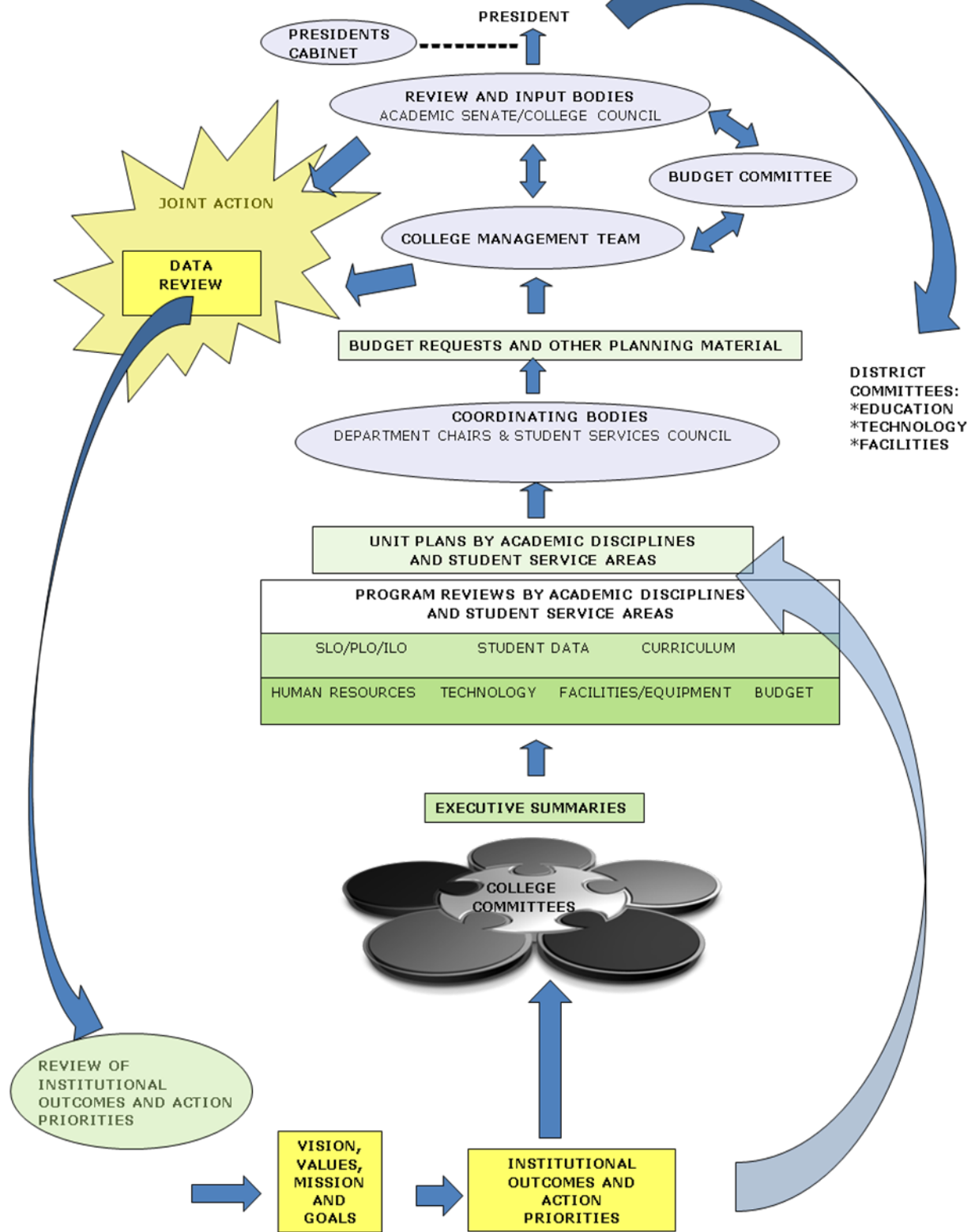
Key: circles = actions, rectangles = products, ---- = consultation only

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Illustration II: THE PLANNING AND ASSESSMENT PROCESS

WHAT OUGHT WE DO?
Vision, Values and Mission and Goals

WHAT IS TO BE DONE?
HOW DO WE DO IT?
Annual Institutional Outcomes and Action Priorities

IMPLEMENTATION
Actionalize the plan

ASSESSMENT OF CONSEQUENCES
Did what happened conform to what was planned?

EVALUATION OF OUTCOMES
*Use measurable (qualitative/quantitative) objectives to assess outcomes
*Success or failure of outcomes informs future revisions

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Vision, Values, Mission, Goals, Institutional Outcomes and Action Priorities

Vision, Values, and Mission
A. Definitions:
   1. Vision: involves a far-sighted vision of service to the students and to the community
   2. Values: the strengths of the institution and the population it serves
   3. Mission: the core direction of the institution, the district and the state
B. Timeline: Every three years, starting in 2006
C. Accountability
   1. Launcher: President. Joint consultation with the College Management Team, the College Council and the Academic Senate.
   2. Resources: Review of accomplishments and desired outcomes, consideration of vision and values, feasibility of mission, studies, district-wide considerations
   3. Collaborators: Shared governance: ASCOA, Academic Senate, Classified Council

Institutional Outcomes
A. Definition: Institutional outcomes reflect the achievement of the college vision, values and mission as related to the successful completion of course and program student learning outcomes. The success or failure of institutional learning outcomes drives the development of goals and action priorities.
B. Timeline: Development is every three years (starting in 2006) and reviews are annually
C. Accountability
   1. Launcher: President. Joint consultation with the College Management Team, the College Council and the Academic Senate. This responsibility may be delegated to others with approval of the President.
   2. Resources: Annual Fact Book, review of institutional outcomes in Taskstream, consideration of data and surveys, feasibility studies, district-wide considerations
   3. Collaborators: Shared governance: ASCOA, Academic Senate, Classified Council

Goals
A. Definition: Goals are broad but specific statements that actualize the college mission. Goals are not written in measureable terms; goals are measured with completed action priorities. Goals support and compliment institutional outcomes.
B. Timeline: Every three years, starting in 2006
C. Accountability
   1. Launcher: President. Joint consultation with the College Management Team, the College Council and the Academic Senate.
   2. Resources: Review of past goals, action priorities and accomplishments, consideration of data and surveys, feasibility studies, district-wide considerations.
   3. Collaborators: Shared governance: ASCOA, Academic Senate, Classified Council

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Action Priorities

   A. Definition: An action priority is an "objective." The priorities are the measurable and prioritized discrete steps needed to achieve institutional goals. They are constructed to be a logical progression that further enhances the goal and contributes to its successful outcome. Action priorities are assessed and revised, as needed. The action priorities may be ranked when circumstances require.

      The components of each action priority are:

     1. Subject
     2. Clear criteria
     3. Measureable (quantitative and qualitative) objectives
     4. Defined outcomes
     5. Target time

   B. Timeline: Annually

   C. Accountability

     1. Launcher: President. Joint consultation with the College Management Team, the College Council and the Academic Senate. This responsibility may be delegated to others with approval of the President.
     2. Resources: Annual Fact Book, review of past actions priorities and accomplishments, consideration of data and surveys, feasibility studies, district-wide considerations.
     3. Collaborators: Shared governance: ASCOA, Academic Senate, Classified Council

Calendar to Accompany College Planning Schematic

January:
1. **Every three years**
   a. Review Mission/Values/Vision. Determine Goals and Institutional Outcomes for next three year period.
2. **Every year:**
   a. Data review addressing accomplishments and/or needs of annual action priorities and institutional outcomes
   b. Governor's proposed budget published for September

February:
1. College development of new annual action priorities.
2. District first review of budget for same year (budget commencing in July, same year).

March:
1. District reviews current budget development with Academic Senate and PFT.

April:
1. **Every three years:** :Program reviews to be completed. See Program Review narrative.
2. **Every year:** Critical campus issues and common concerns to District committees, as needed; coordinated through campus committees and coordinating bodies.

June:
1. Tentative college budget for current year submitted to Board of Trustees.

September:
1. Unit plan distributed to departments and offices

October:

1. Unit plans submitted (concerns current year plus one; i. e. unit plans written in 2014 are for 2015-2015).
2. Annual requests from committees completed and forwarded

November:
1. Oversight by coordinating bodies (department chairs, Student Services Council) and College Management Team. Ranking determinations made.
2. Academic Senate to review items under its purview.
3. Planning data to COA Budget Committee. Communication with college-at-large. Modifications made as needed and communication channels open with CMT, Academic Senate, and College Council. .

December:
1. College Management Team: Final disposition of annual issues that impact college planning.
2. College Council: approval of college resource priorities and determination of submissions to district committees.
3. Academic Senate: Final disposition of annual issues that impact college planning.

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Committees/Work Products for College Planning Schematic

The work of the college is directed into the four "planning streams" (see below). Each coordinated and directed by an administrator.

Every Standing Committee and ad hoc committees will comply with the following:
- Each standing committee will have a clearly defined purpose and stated processes. The purpose and processes will be contained in the Standing Committee document published annually. If applicable, the committee will define projects and reports, and have targeted due dates. Committees will meet regularly, at the minimum as described in the Standing Committee document or monthly, for ad hoc committees. The committee chairperson is responsible for completion of these responsibilities.
- As appropriate, each committee will make every effort to have representatives from shared governance (Academic Senate, Classified Senate, ASCOA) as members of the committee.
- Committees will plan with regard to annual action priorities and institutional outcomes, and the college mission, values, vision and goals. The work of the committees will be data driven, and based on the Planning and Assessment Model, reflecting the assessment-planning-implementation-evaluation cycle.
- Committee executive summaries and budget requests will be submitted to coordinating bodies (as appropriate) for review and consideration. Any budget requests are then submitted to the managers for review and ranking using a numerical ranking matrix.   Protocols and policy discussions are reviewed by the Academic Senate and submitted to the College Council.
- Any proposals that are accepted by the President and cannot be adequately addressed within the college structure (those proposals that deal with requests for resource sharing and/or impact district-wide programs) are sent to respective district-wide committees (e.g., Education, Technology and Facilities) for integration into the district-wide planning process.

Planning Streams

Institutional Effectiveness and Integrated Planning:
1. **Current Institutional Goals**:
   a. College of Alameda will strive to communicate effectively and efficiently with its internal and external constituencies in order to achieve its mission.
   b. College of Alameda will improve administrative services in support of institutional effectiveness
2. **Committees:**
   a. Standing Committees: Accreditation Steering Committee, Institutional Effectiveness Committee, Technology Committee, College Council, Staff Development Committee, Budget Advisory Committee (shared), Presidents Cabinet, Academic Senate; President's Cabinet
   b. Ad Hoc Committees: College Management Team, Counsel of Deans
3. **Document Production**: Mission/Values/Vision and Goals (every three years); annual Action Priorities, Self Study (every six years); accreditation recommendation updates (periodic), College Facilities Plan, College Technology Plan, Institutional Research Data, Construction updates, College Human Resources Plan

Student Success:
1. **Current Institutional Goal**: College of Alameda will improve student persistence, retention and completion rates to increase student success, particularly for educationally and economically at-risk students.
2. **Committees**:

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a. Standing Committees:, SSSP Committee, Institutional Effectiveness Committee,
b. Ad Hoc Committees: Student Grievance Committee; Student Services Council, Financial Aid, Learning Resources Committee; Deans Council
3. **Document Production**: Student Services Master Plan, SSSP Plan, Student Equity Plan, Enrollment Plan, Program Review/Unit plans, SLOs/PLOs, Student Services Grants and special projects

Academic Excellence:
1. **Current Institutional Goal:** College of Alameda will continuously review, improve and develop curriculum in order to meet the changing needs of our students and community.
2. **Committees:**
   a. Standing Committees: Curriculum Committee,, Academic Senate; Technology Committee
   b. **Ad Hoc Committees:**, Instructional Department Chairs, Vocational Advisory Committees, , Deans Council
3. **Document Production**: Education Master Plan, Course Outlines, Unit Plans/Program Reviews, SLOs/PLOs, Instructional Grants and special projects,

Fiscal Responsibility:
1. **Current Institutional Goal**: College of Alameda will improve administrative services in support of institutional effectiveness.
2. **Committees:**
   a. Standing Committees: Budget Advisory Committee (shared), Health & Safety Committee; Facilities Committee
   b. **Ad Hoc Committees:**
3. **Document Production:** College Budget **(**HR Plan, Facilities Plan, Technology Plan), Construction Plans

Components of Data Review

The data review in the integrated planning and budgeting process is key in both determining action priorities and reviewing the progress that has been made. This Janusian approach allows for a critical review and dialogue by the college's major governance players about the direction the college should take relative to its mission and goals.

Documents to be used but not limited to the data review are:

1. **The Equity Plan** with annual updates. This document contains five areas that provide data by ethnicity/race, gender and DSPS status. The areas are: access, overall success and persistence, basic skills achievement, degree and certificate attainment and transfer attainment.

2. Special **CCSSE reports** from every other year surveying students in the early Spring term.

3. **Institutional climate surveys for staff and faculty** on select accreditation sub-standards. These surveys are administered every other year.

4. Environmental **external scans** including annual updated Department of Finance Labor Market data and reports.

5. **Budget and productivity reports** by department and student services units.

6. **Learning outcomes assessment data** including course, program and institutional data.

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Additions to Program Review Template

In order to achieve integration with the new college and district planning models, college program review will be re-formatted to include the following:

1. Learning Outcomes: Assessment and narratives to include information regarding:
   a. Institutional learning outcomes
   b. Program learning outcomes.
   c. What curriculum needs do your outcome assessments indicate?

2. A description of the future needs of the program over a projected three year period (current year plus one, two and three; i.e. in April 2014, describe needs for 2014-2015, 2015-2016, and 2016-2017).

3. A description and justification of human resources needs, budgetary needs, facility needs and technology needs. Include a three year plan for phasing-in as appropriate.

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Additions to Instructional and Student Services Unit Plans

In order to achieve integration with the new college and district planning models, college unit plans will be re-formatted to include the following:

1. A description of the budget patterns for last three years. For future budget requests, provide alternate scenarios to include reduced budgets for emergency situations. Any budget reductions are to be made in collaboration and with the expertise of the discipline and/or department chair.

2. Assessment and narratives to include information regarding the participation in, the completion (if appropriate) of, the evaluation of, and if necessary, the revision of:
   a. Institutional learning outcomes
   b. Program learning outcomes
   c. Course learning outcomes
   d. Action priorities

3. What curriculum needs do your assessments and evaluations indicate?

4. A description and justification of human resources needs, budgetary needs, facility needs and technology needs, and whether or not these requests relate to college planning or must necessarily be forwarded into the district planning process.

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Resource Allocation Requests

The process for making human resource, budgetary, facility and technological requests is as follows:

Components of a request:
1. All resource requests should reflect alignment, support and promotion of the college's vision, values and mission, and be in alignment with institutional outcomes and action priorities.

2. All resource requests should identify:
   - What category of resources (human resource, budgetary, facility and/or technological)
   - Whether the request is to be determined at the college level, or if it is a request for resource sharing and/or has district-wide impact and should be determined at the district level. The college president, the Academic Senate, the College Council and/or the College Management Team may re-direct the resource request if it is deemed appropriate.

Who may make a request:
Requests may be generated by disciplines, instructional programs, student service areas, library, committees, administrative areas and any other organized bodies that consistently strive to meet the goals of the college and have completed the required documentation.

Process:
1. Spring semester:
   a. Committees complete their executive summaries, indicating resource needs. Reports are available to disciplines, programs, library, student service areas, administrative areas and others.

2. Fall semester:
   a. Unit plans are written identifying resource requests.
   b. Resource requests are reviewed by coordinating bodies. Priorities are discussed.
   c. Resource requests are reviewed by the College Management Team. Priorities are determined.
   d. Resource requests are reviewed by the Academic Senate and/or the College Council, as appropriate. There is review and revision with the College Management Team.
   e. Resource requests are forwarded to the Budget Committee. Funding sources are clarified. Priorities are communicated with faculty and staff. Recommendations regarding the overall college budget are made. There is additional review and revision by the Budget Committee with the College Management Team and the reviewing bodies, as needed. Priorities and recommendations are forwarded to the college President.
   f. The college President makes final determinations and forwards any requests for district-wide resource sharing or other issues that have district-wide impact to the appropriate district-level committee (Education, Facilities, Technology or Planning and Budgeting).

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Grants and Sustainability

In order to include sustainability for successful new programs initiated by an outside grant or other funding, all new proposals shall comply with the following:

- Proposals shall demonstrate the manner in which they support or improve upon the college mission, goals, institutional outcomes and action priorities.
- Proposals shall demonstrate having secured institutional commitment regarding support and sustainability.
- Proposals shall identify clear lines of authority in an appropriate planning streams (institutional effectiveness, student success, academic excellence, fiscal responsibility) relative to:
    - responsible administrative unit and administrator,
    - assigned faculty time,
    - assigned classified staff time,
    - facility needs necessary to materialize these projects.
- Such proposals must identify a plan that demonstrates feasible sustainability beyond the end of special funding (either through college or district resources or proposed new resource streams and strategies to sustain these).

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Appendix X: Sample Schedule of Classes pages

CODE	SEC L/L HOURS	DAYS	INSTRUCTOR	ROOM	COLLEGE

230 PIT AND FISSURE SEALANTS — 0.5 UNIT

Legal requirements and scope of practice as related to Pit and Fissure Sealants

PREREQUISITE: 220A, 220B, 221, 222, 223, 224A, 225

COREQUISITE: DENTL 224B, 226, 227, 228A, 228B, 229

CODE	SEC L/L HOURS	DAYS	INSTRUCTOR	ROOM	COLLEGE
21078	Lab 10:30-01:20 PM	W	Tyree	A 224	Alameda
	Lec 08:00-09:50	Th		A 224	
	04/29/2015 - 05/21/2015				
23514	Lab 02:00-04:50 PM	W	Tyree	A 224	Alameda
	Lec 08:00-09:50	Th		A 224	
	04/29/2015 - 05/21/2015				
24032	Lab 08:00-10:50	Th	Staff	A 224	Alameda
	Lec 08:00-09:50	Th		A 224	
	04/21/2015 - 05/21/2015				

251 DENTAL TERMINOLOGY — 1 UNIT

Introduction to dental terminology

CODE	SEC L/L HOURS	DAYS	INSTRUCTOR	ROOM	COLLEGE
23007	Lec 06:00-07:50 PM	W	Tyree	A 224	Alameda
	02/04/2015 - 04/08/2015				

DIESEL MECHANICS — DMECH

* 12 HEAVY-DUTY TRUCKÍS ELECTRICAL SYSTEM AND BRAKE SYSTEM — 6 UNITS

Operation, service, and maintenance of heavy-duty truck brake and electrical systems

CODE	SEC L/L HOURS	DAYS	INSTRUCTOR	ROOM	COLLEGE
21080	Lec 05:30-08:20 PM	TTh	Robertson	E 100	Alameda

* 15 DIESEL ENGINES II — 4 UNITS

Advanced theory and operation of truck diesel engines and related sub-systems

| 21081 | Lec 08:00-09:50 | TTh | Albright | E 100 | Alameda |

* 20B TRUCK MECHANICS II — 4 UNITS

Hands-on experience in diagnosing, servicing, and maintaining heavy-duty truck brake and electrical systems

COREQUISITE: DMECH 12

| 21082 | Lab 05:30-09:45 PM | MW | Robertson | E 102 | Alameda |
| | Lab 08:30-09:45 PM | TTh | | E 102 | |

* 21B DIESEL ENGINES - LECTURE/LABORATORY — 6 UNITS

Theory, operation, and practical application of truck diesel engines and related sub-systems

COREQUISITE: DMECH 15

| 21084 | Lab 08:00-12:15 PM | MW | Albright | E 104 | Alameda |
| | Lec 10:00-12:15 PM | TTh | | E 104 | |

202 FORKLIFT OPERATION AND CERTIFICATION — 1 UNIT

Training in forklift operations typically used in the warehousing and distribution industries

24250	Lab 02:00-04:50 PM	MWTh	Albright	E 100	Alameda
	Lec 01:00-01:50 PM	MWTh		E 100	
	02/23/2015 - 03/12/2015 Reserved for Students in the ATLAS Program.				

248AC PREVENTIVE MAINTENANCE AND INSPECTION — 4 UNITS

Diesel truck maintenance and inspection

24254	Lab 12:30-04:20 PM	S	Wong	E 100	Alameda
	Lec 08:00-11:50	S		E 100	
	01/24/2015 - 05/09/2015 Reserved for Students in the ATLAS Program. Class meets on the following Saturdays only: 1/24,1/31,2/21,2/28,3/1, 3/21,4/4,4/11,4/18,4/25,5/2 & 5/9.				

ECONOMICS — ECON

** 1 PRINCIPLES OF ECONOMICS (MACRO-ECONOMICS) — 3 UNITS

Introductory economic concepts

PREREQUISITE: MATH 203, OR 205B OR 211D

CODE	SEC L/L HOURS	DAYS	INSTRUCTOR	ROOM	COLLEGE
21119	Lec 09:00-10:15	TTh	Simon	F 203	Laney
21109	Lec 08:30-09:45	TTh	Gueye	C 208	Alameda
21125	Lec 06:00-06:50 PM	Th	Shahbazi	R 28	Merritt
21116	Lec 06:30-09:20 PM	M	Gualco	BCC 034	Berkeley
21126	Lec 09:00-11:50	F	Sandhu	BCC 031	Berkeley
21120	Lec 06:00-08:50 PM	M	Polston	F 200	Laney
21115	Lec		Bajrami	HYBRID	Alameda
	Lec 05:30-06:45 PM	M		A 225	
	02/09/2015 - 04/27/2015 Hybrid Course. Classroom lectures and online component. Contact instructor at dbajrami@peralta.edu for more information.				
21113	Lec		Bajrami	ONLINE	Alameda
	02/03/2015 - 04/21/2015 Online Course. Contact instructor at dbajrami@peralta.edu for more information.				
21127	Lec		Williams	ONLINE	Berkeley
	Online class- for information, please visit www.eberkeley.org				
23469	Lec 01:00-02:15 PM	TTh	Simon	F 203	Laney
21110	Lec 10:00-11:15	MW	Staff	B 203	Alameda
21129	Lec 09:00-11:50	F	Shahbazi	C 210	Alameda
21121	Lec		Polston	ONLINE	Laney
	03/16/2015 - 05/17/2015 Online course. Email instructor: jpolston@peralta.edu visit instructors' website at www.peralta.edu/wp/business/faculty/				
23472	Lec		Simon	ONLINE	Laney
	Online course. Email instructor: dsimon@peralta.edu visit instructors' webpage at www.peralta.edu/wp/business/faculty/				
23475	Lec		Bajrami	ONLINE	Alameda
	03/16/2015 - 05/22/2015 Online Course. Contact instructor at dbajrami@peralta.edu for more information.				
24094	Lec 01:00-03:50 PM	T	Gueye	A 213	Alameda

** 2 PRINCIPLES OF ECONOMICS (MICRO-ECONOMICS) — 3 UNITS

Principles of micro-economics

PREREQUISITE: MATH 203, OR 205B OR 211D

CODE	SEC L/L HOURS	DAYS	INSTRUCTOR	ROOM	COLLEGE
23556	Lec 06:00-08:50 PM	W	Smith	P 203	Merritt
21117	Lec 06:30-09:20 PM	T	Sandhu	BCC 034	Berkeley
21122	Lec 10:30-11:45	TTh	Simon	F 203	Laney
21128	Lec 10:00-11:15	TTh	Gueye	B 203	Alameda
21111	Lec		Bajrami	HYBRID	Alameda
	Lec 07:00-08:15 PM	M		A 225	
	02/09/2015 - 04/27/2015 Hybrid Course. Classroom lectures and online component. Contact instructor at dbajrami@peralta.edu for more information.				
21123	Lec 06:00-08:50 PM	T	Simon	F 200	Laney
21118	Lec		Williams	ONLINE	Berkeley
	Online class- for information, please visit www.eberkeley.org				
24162	Lec 03:00-05:50 PM	T	Marino	BCC 015	Berkeley
21124	Lec		Simon	ONLINE	Laney
	Online course. Email instructor: dsimon@peralta.edu visit instructors' webpage at www.laney.edu/wp/business/faculty/				

Information and classes are subject to change, please see online schedule for the latest information.
See our website: www.Peralta.edu

■ Evening/Weekend Course   SPRING 2015   **111**

SPRING

CODE	SEC L/L HOURS	DAYS	INSTRUCTOR	ROOM	COLLEGE
21114	Lec		Bajrami	ONLINE	Alameda

02/03/2015 - 04/21/2015 Online Course. Contact instructor at dbajrami@peralta.edu for more information.

CODE	SEC L/L HOURS	DAYS	INSTRUCTOR	ROOM	COLLEGE
21112	Lec 08:30-09:45	MW	Staff	C 208	Alameda
23476	Lec		Bajrami	ONLINE	Alameda

03/16/2015 - 05/22/2015 Online Course. Contact instructor at dbajrami@peralta.edu for more information..

CODE	SEC L/L HOURS	DAYS	INSTRUCTOR	ROOM	COLLEGE
24095	Lec 05:30-10:05 PM	W	Staff	D 208	Alameda

03/04/2015 - 05/20/2015

EDUCATION   EDUC

** 1   INTRODUCTION TO THE FIELD OF EDUCATION   3 UNITS

Historical and sociological analysis of the education system and careers in teaching

21174	Lec 06:30-09:20 PM	W	Kane	BCC 311	Berkeley

** 97   FIELD STUDIES IN EDUCATION   2 UNITS

Supervised field experience in education
PREREQUISITE OR COREQUISITE: EDUC 1

24347	Lab		Kane	HYBRID	Berkeley
	Lab 07:00-07:50 PM	M		Annex-201	
	Lec 06:00-06:50 PM	M		Annex-201	

TEACH cohort, lab hours by arrangement.

EDUCATIONAL TECHNOLOGY   EDT

* 4   DESIGNING CURRICULUM FOR ONLINE INSTRUCTION   3 UNITS

Modification of the curriculum design process for online instruction

21171	Lab		Alexander		Merritt
	Lec			ONLINE	

02/03/2015 - 03/16/2015 Online course. Instructor's email: alexalex3@gmail.com. Orientation: Friday, 1/30, 5:00-6:00pm, R29

* 5   CREATING MULTIMEDIA FOR ONLINE   3 UNITS CLASSES

Creating multimedia content and objects for use in online course management systems

21173	Lab		Alexander	ONLINE	Merritt
	Lec			ONLINE	

03/23/2015 - 05/04/2015 Online course. Instructor's email: alexalex3@gmail.com. Orientation: Monday, 3/23, 5:00-6:00pm, R29

ELECTRICITY/ELECTRONICS   E/ET
TECHNOLOGY

* 11   COMMERCIAL ELECTRICITY FOR HVAC 2 UNITS

Introduction to advanced commercial electricity for heating and air conditioning

21099	Lab 05:30-06:45 PM	Th	Hsu	B 120	Laney
	Lec 05:30-06:45 PM	T		B 150	
21103	Lab 04:00-05:15 PM	W	Weldon	B 120	Laney
	Lec 02:30-03:45 PM	W		B 130	

(TAACT)

* 31   INTRODUCTION TO DDC HARDWARE   3 UNITS FOR BUILDING AUTOMATION SYSTEMS

Introduction to basic microprocessor/microcontroller operations
PREREQUISITE: E/ET 202 AND ECT 214

21101	Lab 06:00-08:50 PM	Th	Hartshorn	A191A	Laney
	Lec 06:00-07:50 PM	T		A191A	

202   FUNDAMENTALS OF ELECTRICITY   2 UNITS FOR ECT

Introduction to basic concepts of electricity

21086	Lab 08:30-09:45 PM	Th	Hsu	B 120	Laney
	Lec 07:00-08:15 PM	Th		B 130	

203   BASIC ELECTRICITY   3 UNITS

Introduction to basic concepts of electricity

21090	Lab 06:30-07:45 PM	TTh	Weldon	B 120	Laney
	Lec 05:30-06:20 PM	TTh		B 130	

204   TECHNICAL MATHEMATICS FOR   3 UNITS ELECTRICIANS

Topics in mathematics with specific application to the Electrical/Electronics industry

21104	Lec 03:30-04:45 PM	TTh	Weldon	B 130	Laney

206   CABLING TECHNICIAN   4 UNITS

Various kinds of cables used in the telecommunication industry

21106	Lab 09:00-11:50	S	Sullivan	B 120	Laney
	Lec 06:00-07:50 PM	F		B 130	
	Lab 12:30-03:20 PM	S		B 120	

207B   NATIONAL ELECTRICAL CODE (NEC)   3 UNITS FOR ELECTRICIANS 2

Introduction to the second half of the current National Electrical Code

21095	Lec 08:00-09:15 PM	TTh	Weldon	B 130	Laney

208   INTRODUCTION TO PHOTOVOLTAICS   3 UNITS

Introduction to basic principles of photovoltaics

21092	Lab 06:15-07:30 PM	MW	Arikan	B 120	Laney
	Lec 05:15-06:05 PM	MW		B 130	

214A   ELECTRONICS I   4 UNITS

Basic concepts of electronics

21108	Lab 02:30-03:45 PM	MW	Obolu	B 123	Laney
	Lec 01:00-02:15 PM	MW		B 123	

218   COMMERCIAL ELECTRICAL WIRING   3 UNITS

Commercial electrical wiring

21094	Lab 08:45-10:00 PM	MW	Arikan	B 120	Laney
	Lec 07:45-08:35 PM	MW		B 130	

221   MOTORS AND DRIVES   2 UNITS

Introduction to the application of motors and drives used in commercial and industrial refrigeration, air conditioning, heating and ventilation
PREREQUISITE: ECT 11

21088	Lab 05:30-06:45 PM	W	Obolu	B 120	Laney
	Lec 05:30-06:45 PM	M		B 130	

Information and classes are subject to change, please see online schedule for the latest information.
See our website: **www.Peralta.edu**

112   SPRING 2015   ☐ **Evening/Weekend Course**

Appendix Y: Board of Trustees Meeting Minutes, April 14, 2015

BOARD OF TRUSTEES
OF THE
PERALTA COMMUNITY COLLEGE DISTRICT
MINUTES
APRIL 14, 2015

CALL TO ORDER (7:00 p.m.)

CLOSED SESSION (5:30 p.m.) Topics to be discussed include: Conference with Labor Negotiator Largent, Peralta Federation of Teachers, Local 39, and SEIU 1021 (Government Code § 54957.6) Conference with Legal Counsel, Multiple Cases: (Government Code § 54956.9) * Conference with Legal Counsel (54956.9(a)), Williams v. PCCD, Alameda County Superior Court, Case No. HG-14730396. * Conference with Legal Counsel (54956.9(a)), In re Municipal Derivatives Antitrust Litigation, U.S. District Court, Southern District of New York, Case No. 1:08-cv-02516-VM-GWG. * Conference with Legal Counsel (54956.9(a)), Liao v. PCCD, Alameda County Superior Court Case No. RG14717733 * Conference with Legal Counsel (54956.9(a)), BAP Events LLC v. PCCD, Alameda County Superior Court, Case No. RG14-728878. * Conference with Legal Counsel (54956.9(a)), Adcock v. PCCD, Alameda County Superior Court, Case No. RG14733487. * Conference with Legal Counsel, Anticipated/Potential Litigation (54956.9(b)-(c)) (13 cases) Public Employee Appointment - Employment, Performance, Evaluation, Discipline, Dismissal, Release - All Employees (Government Code § 54957).

OPEN SESSION (7:00 P.M.)

PLEDGE OF ALLEGIANCE

ROLL CALL
Trustees Bonilla Pr Ab_, Brown, Pr_ Ab_, González Yuen Pr_ Ab_, Handy Pr_ Ab_, Riley Pr_ Ab_, Withrow Pr_ Ab , and Gulassa Pr_ Ab_, Student Trustees Oliver Pr_ Ab_ and Rolley Pr_ Ab_.

Present: Student Trustee Oliver, Student Trustee Rolley, Trustee Gonzalez Yuen, Trustee Gulassa, Trustee Handy, Trustee Riley, and Trustee Brown.
Absent: Trustee Bonilla, and Trustee Withrow.

REPORT OF ACTION TAKEN IN CLOSED SESSION (7:01 P.M.)
(Any public employee contracts are subject to contractual agreement by the Chancellor, and provided salaries are for informational purposes only.)

No action taken in closed session.

No Action taken in closed session.

APPROVAL OF THE AGENDA (Please state the Agenda Item Number and Identify the Issue) (7:02 P.M.)
At this time, Board members or the Chancellor may request to modify the agenda. Board members may request that items on the consent calendar be removed to be addressed separately on the Action Calendar. Subsequent to the approval of the consent calendar, the items removed from the consent calendar are

discussed and voted on separately. Changes to the agenda are to be approved by a majority of the Board. The Board may move to the Action Calendar items with public speakers.

Agenda

MOTION:Motion by Trustee Riley, second by Trustee Gulassa to approve April 14, 2014 Agenda with the following amendments:

> Agenda Items 32, 42 & 43 were pulled for discussion.
> AYES: Trustee Bonilla, Trustee Gonzalez Yuen, Trustee Gulassa, Trustee Handy,
>   Trustee Withrow, Trustee Riley, and Trustee Brown.
> NOES: None
> ABSTAIN: None
> ABSENT: None

The motion passed.

APPROVAL OF THE MINUTES (7:08 P.M.)

1.   Consider Approval of the Regular Board meeting Minutes of March 24, 2015.   Consider approval of the regular Board meeting Minutes of March 24, 2015. The minutes are posted on Granicus.

Minutes

MOTION:Motion by Trustee Gonzalez Yuen, second by Trustee Riley to approve the Regular Board meeting Minutes of March 24, 2015. The minutes are posted on Granicus.
> AYES: Trustee Bonilla, Trustee Gonzalez Yuen, Trustee Gulassa, Trustee Handy,
>   Trustee Withrow, Trustee Riley, and Trustee Brown.
> NOES: None
> ABSTAIN: None
> ABSENT: None

The motion passed.

PUBLIC COMMUNICATION (7:10 P.M.)
At this time, the Board of Trustees will listen to communication from the public on matters that are not on the agenda and are within the Board's jurisdiction. Under provisions of the Brown Act, the Board and District staff are prohibited from discussing or taking action on oral requests that are not part of the agenda, but may respond briefly. A maximum of 15 minutes (up to 3 minutes per individual) will be provided for speakers under this agenda section, at the Board President's discretion. A speaker's card must be completed to request to address the Board. Requests to speak which cannot be honored within the time limit will be scheduled for subsequent meetings in the order received. Persons addressing items included on the agenda will be heard at the time the item is considered, and comments on tangential issues not directly related to the item may be ruled out of order. Cards must be received prior to the Board's consideration of the item and are honored in the order the cards are received. A speaker may yield time to another speaker up to a limit of 6 additional minutes, with no more than 5 speakers on the issue, where both have completed a speaker's card, and the yielder must identify him/herself to the Board. Speakers are asked to submit any materials to the Board Clerk and shall not approach the dais during meetings. (Please line-up when your name is called.) Further direction is provided in Board Policy and Administrative Procedure 2345 Public Participation at Board Meetings. http://web.peralta.edu/trustees/board-policies/

29. Consider Approval of Board Policy 6700, Civic Center and Other Facilities Use Presenter: Chancellor Ortiz Consider approval of final reading for Board Policy 6700, Civic Center and Other Facilities Use. The Chancellor recommends approval.

[Background Material](#)

30. Consider Approval of Board Policy 7120, Recruitment and Hiring Presenter: Chancellor Ortiz Consider approval of final reading for Board Policy 7120, Recruitment and Hiring. The Chancellor recommends approval.

[Background Material](#)

31. Consider Approval of Out of State Travel pursuant to Board Policy 7400 Presenter: Chancellor Ortiz Consider approval of Out of State Travel pursuant to Board Policy 7400 for the following faculty:

[Background Material](#)

32. Consider Board Vote for the CCCT Board Elections Presenter: Board President Brown Consider Board Vote for the CCCT Board Elections. Included in Trustee packets for consideration and action is a slate of candidates for the CCCT Board of the Community College League of California, due by April 25, 2015. The Board can vote for up to seven (7) CCCT Board candidates. No cumulative voting is allowed. Trustee Cy Gulassa, sitting CCCT board member recommends votes for the incumbents. Incumbents: Ann H. Ransford, Glendale CCD, Janet Chaniot, Mendocino-Lake CCD, Bernard "Bee Jay" Jones, Allan Hancock CCD, Doug Otto, Long Beach CCD, M. Tony Ontiveros, North Orange County CCD. Non-incumbents: Richard Watters, Ohlone CCD, Don Edgar, Sonoma County CCD, Brent Hastey, Yuba CCD, Janet Green, Riverside CCD, Bill Freeman, Hartnell CCD.

[Background Material 1](#)

[Background Material 2](#)

Trustee Gulassa supports the incumbents and recommends additionally that Janet Green and Richard Watters be included in the vote.

MOTION: Motion by Trustee Gulassa, second by Trustee Riley to approve Agenda Item 32. Consider Board Vote for the CCCT Board Elections.
AYES:	Trustee Bonilla, Trustee Gonzalez Yuen, Trustee Gulassa, Trustee Handy, Trustee Withrow, Trustee Riley, and Trustee Brown.
NOES:	None
ABSTAIN:	None
ABSENT:	None

The motion passed.

EDUCATIONAL AND STUDENT SERVICES

33. Consider Approval of Course and Program Additions, Deactivations and Changes Presenter: Vice Chancellor Orkin Included for approval are proposed curriculum actions as recommended by the Council for Instruction, Planning and Development (CIPD). The spreadsheet entitled "CIPD March 2015" contains course and program additions, changes and deactivations as approved by the colleges' curriculum committees and CIPD. The Chancellor recommends approval.

Background Material 1

Background Material 2

Background Material 3

Background Material 4

34. Consider Approval of the College of Alameda Substantive Change Report for the relocation of programs to the Science Annex Presenter: President Blake Consider Approval of the College of Alameda Substantive Chance Report for the relocation of programs to the Science Annex. To comply with accreditation policies and standards, colleges are required to submit substantive change reports whenever programs are located or moved to off-campus locations. At the College of Alameda, biology, chemistry, and physics were moved to the science annex located at 860 Atlantic Avenue.

Background Material 1

Background Material 2

35. Consider Approval of the College of Alameda mission statement Presenter: President Blake Consider Approval of the College of Alameda mission statement. "The Mission of College of Alameda 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." As part of the College's planning cycle, the mission statement is reaffirmed by the college and taken to the board of trustees for re-adoption. The mission statement was reaffirmed by the college in October 2014.

Background Material 1

Background Material 2

36. Consider Approval of Contract addendum to increase Independent Contractor Agreement with Jack Tyler in the amount of $11,040 Presenter: President Blake Consider Board ratification of a contract addendum to extend Independent Contractor Agreement number 16924 for Jack Tyler in the amount of $11,040. Currently, Mr. Tyler provides Alameda County Workforce Investment Board mandated services to clients in the North Cities area. Mr. Tyler's service contract with the One Stop Career Centers, funded by the Alameda County Workforce Investment Board, is for $ 24,960 through June 30, 2015. This request is to increase the contract by $ 11,040 to provide workforce employment services under a subcontract with the International Rescue Committee (IRC). The Interim Director, Workforce Systems is requesting this increase to bring the total amount for contractor to $ 36,000 for services through 06/30/2015.

Background Material 1

Background Material 2

37. Consider Approval of an amendment to an Independent Contractor Agreement with Building Intelligence Group for services to be rendered pursuant to project support for Laney College's

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours prior to the meeting to the Board Clerk, Chancellor's Office, 333 East 8th Street, Oakland, CA, (510) 466-7203, bmartinez@peralta.edu at least 48 hours prior to the meeting.

José M. Ortiz, Chancellor
Secretary to the Board of Trustees
PERALTA COMMUNITY COLLEGE DISTRICT

Appendix Z: Fall 2014 Schedule of DE Courses

Distance Learning

ONLINE COURSES require students to have access to a computer with an individual e-mail account and access to the World Wide Web. To access the class information, follow the link under the course listings, or type in the URL address. Most of the course work is done online; however, some limited on-campus meetings may be required. In some cases, a mandatory orientation is required, which provides information on contacting the instructors, course requirements, and student responsibility. Additional information about the courses is offered online at www.alameda.peralta.edu.

DEPT/CODE	TITLE	FACULTY	UNITS
ANTHR 1** 40063	INTRO TO PHYSICAL ANTHRO Online Course. Contact instructor at gbousquet@peralta.edu for more information.	BOUSQUET	3
ANTHR 2** 40064	ARCHAEOLOGY & PREHISTORY Online Course. Contact instructor at gbousquet@peralta.edu for more information.	BOUSQUET	3
ART 1** 40071	INTRO TO ART HISTORY Online Course. Contact instructor at pperbetsky@peralta.edu for more information.	PERBETSKY	3
BIOL 31** 42935	NUTRITION Online Course. Contact instructor at rmajlesi@peralta.edu for more information.	MAJLESI	4
BUS 2** 40307	INTRO TO BUSINESS LAW Online course; Please visit www.alameda.peralta.edu for more information.	Staff	3
BUS 5** 44118	HUMAN RELATIONS/BUS Hybrid Course. Please contact instructor at cjohnson@peralta.edu for more information.	JOHNSON	3
BUS 10** 44121	INTRO TO BUSINESS Online Course. Contact instructor at cjohnson@peralta.edu for more information.	JOHNSON	3
BUS 54* 43329	SMALL BUSINESS MANAGEMENT Hybrid Course. Contact instructor at cjohnson@peralta.edu for more information.	JOHNSON	3
CIS 1** 40124	INTRO TO CIS Online Course. Contact instructor at bgrill@peralta.edu for more information.	GRILL	4
CIS 1** 43929	INTRO TO CIS Online Course. Contact instructor at bgrill@peralta.edu. 09/03/2014 - 12/12/2014	GRILL	4
CIS 1** 43128	INTRO TO CIS Hybrid Course. Contact instructor at bgrill@peralta.edu. 09/03/2014 - 12/12/2014	GRILL	4
CIS 5** 40127	INTRO TO COMPUTER SCIENCE Online Course. Contact instructor at muy@peralta.edu for more information.	UY	5
CIS 40* 44124	DATABASE MANAGEMENT Hybrid Course. Contact instructor at gperkins@peralta.edu for more information	VILLEGASJR	4
CIS 42* 40338	SPREADSHEET APPLICATIONS Hybrid Course. Contact instructor at gperkins@peralta.edu for more information.	PERKINS	4
CIS 234A 44130	WWW PUBLISHING I Hybrid Course. Contact instructor at gperkins@peralta.edu for more information.	VILLEGASJR	2
CIS 234E 44132	E-COMMERCE WEB SITE Hybrid Course. Contact instructor at avillegas@peralta.edu for more information.	VILLEGASJR	2
COMM 1A** 40213	INTRO TO SPEECH Hybrid Course. Contact instructor at jamurphy@peralta.edu for more information.	MURPHY	3
COMM 20** 40133	INTERPERSONAL COMM SKILLS Hybrid Course. Contact instructor at jamurphy@peralta.edu for more information.	MURPHY	3
COMM 20** 40237	INTERPERSONAL COMM SKILLS Hybrid Course. Contact instructor at jamurphy@peralta.edu for more information.	MURPHY	3
COUN 24** 42969	COLLEGE SUCCESS Online Course. Contact instructor at sdlau@peralta.edu for more information.	LAU	3
COUN 57** 40294	CAREER/LIFE PLANNING Online Course. Contact instructor at tthompson@peralta.edu for more information. 8 weeks: 08/18-10/17/14	THOMPSON	3
COUN 57** 43429	CAREER/LIFE PLANNING Online Course. Contact instructor at tthompson@peralta.edu for more information. 8 weeks: 10/20/2014 - 12/12/14	THOMPSON	3
COUN 221 42970	PREPARING FOR COLLEGE TRANSFER Online Course. Contact instructor at vvirkkila@peralta.edu for more information. 08/18/14 - 12/12/14	Virkkila	1
ECON 1** 40336	MACRO-ECONOMICS Hybrid Course. Contact instructor at sgueye@peralta.edu for more information. 09/08/13 - 11/24/13	GUEYE	3
ECON 1** 40238	MACRO-ECONOMICS Online Course. Contact instructor at dbajrami@peralta.edu for more information. 09/02/2014 - 11/17/2014	BAJRAMI	3
ECON 2** 42926	MICRO-ECONOMICS Hybrid Course. Contact instructor at rolive@peralta.edu for more information. 09/08/2014 - 11/24/2014	Staff	3
ECON 2** 40240	MICRO-ECONOMICS Online Course. Contact instructor at sgueye@peralta.edu for more information. 09/02/2014 - 11/17/2014	Gueye	3
ENGL 1A** 40006	COMPOSITION & READING Online Course. Contact instructor at wsabir@peralta.edu for more information.	SABIR	4

Information and classes are subject to change, please see online schedule for the latest information.
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DEPT/CODE	TITLE	FACULTY	UNITS
ENGL 1A** 40005	COMPOSITION & READING Hybrid class. Contact instructor at echan@peralta.edu for more information; remaining classes online.	CHAN	4
ENGL 1B** 40020	COMPOSITION & READING Online Course. Contact instructor at mhansen@peralta.edu for more information.	HANSEN-LITTLE	4
ENGL 5** 40021	CRITICAL THINKING Online Course. Contact instructor at mhansen@peralta.edu for more information.	HANSEN-LITTLE	3
GEOG 1** 40141	PHYSICAL GEOGRAPHY Online Course. Contact instructor at eohalloran@peralta.edu for more information.	KIRKHAM	3
GEOG 2** 40143	CULTURAL GEOGRAPHY Online Course. Please visit www.alameda.peralta.edu for more information.	STAFF	3
HIST 7A** 40052	HISTORY OF U.S. TO 1877 Online Course. Contact instructor at eloretto@peralta.edu for more information.	LORETTO	3
HIST 7A** 40347	HISTORY OF U.S. TO 1877 Online Course. Contact instructor at eloretto@peralta.edu for more information.	LORETTO	3
HIST 7B** 40053	HISTORY OF U.S. SINCE 1865 Online Course. Contact instructor at eloretto@peralta.edu for more information.	LORETTO	3
HUMAN 1** 40150	INTRO TO HUMANITIES Hybrid Course. Contact instructor at aflowers@peralta.edu for more information.	FLOWERS	3
LIS 85** 40242	INTRO TO INFO RESOURCES Hybrid Course. Mandatory Orientation: On Oct. 13 from 5-6pm in L202E. Contact instructor at jmckenna@peralta.edu for more information.	MCKENNA	2
MATH 13** 40233	INTRO TO STATISTICS Hybrid Course. Contact instructor at rsantos@peralta.edu for more information.	SANTOS	4
MATH 203 40252	INTERMEDIATE ALGEBRA Hybrid Course. Contact instructor at cabadia@peralta.edu for more information.	ABADIA	4
PHYS 10** 40267	INTRO TO PHYSICS Online Course. Course Information at http://alameda.peralta.edu/physics10	TSAI	4
POSCI 1** 42978	GOVT & POLITICS IN U.S. Online Course. Contact instructor at mmmontague@peralta.edu for more information.	SWEENEY	3
POSCI 3** 40298	INTERNATIONAL RELATIONS Online Course. Contact instructor at mmmontague@peralta.edu for more information.	SWEENEY	3
PSYCH 1A** 42963	INTRO TO GEN PSYCHOLOGY Online Course. Contact instructor at speterson@peralta.edu for more information.	PETERSONGUADA	3
PSYCH 1B** 40165	INTRO TO GEN PSYCHOLOGY Online Course. Contact instructor at speterson@peralta.edu for more information.	PETERSONGUADA	3
PSYCH 12** 43079	HUMAN SEXUALITY Online Course. Contact instructor at echishty@peralta.edu for more information.	CHISHTY	3
SOC 1** 43563	INTRO TO SOCIOLOGY Online course. Please contact instructor at ssandhu@peralta.edu for more information.	SANDHU	3
SOC 1** 43564	INTRO TO SOCIOLOGY Online course. Please visit www.alameda.peralta.edu for more information.	STAFF	3
SPAN 1A** 40178	ELEMENTARY SPANISH Hybrid Course. Reduced lecture time: Meets 2 days/week with 1 hour online lecture component. Contact instructor at eguerrero@peralta.edu for more information.	GUERRERO	5
SPAN 1A** 40179	ELEMENTARY SPANISH Hybrid Course. Reduced lecture time: Meets 2 days/week with 1 hour online lecture component. Contact instructor at apatterson@peralta.edu for more information.	PATTERSON	5
SPAN 1A** 40284	ELEMENTARY SPANISH Hybrid Course. Reduced lecture time: Meets 2 days/week with 1 hour online lecture component. Contact instructor at hmcmichael@peralta.edu for more information.	MCMICHAEL	5

* Course acceptable for lower division transfer credit to BA/BS programs at CSU.

** Course acceptable for lower division transfer credit to BA/BS programs at CSU and UC.

Sign up now at www.alameda.peralta.edu!

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Information and classes are subject to change, please see online schedule for the latest information.
See our website: www.Peralta.edu

Appendix AA: Spring 2015 Schedule of DE Courses

ONLINE COURSES require students to have access to a computer with an individual e-mail account and access to the World Wide Web. To access the class information, follow the link under the course listings, or type in the URL address. Most of the course work is done online; however, some limited on-campus meetings may be required. In some cases, a mandatory orientation is required, which provides information on contacting the instructors, course requirements, and student responsibility. Additional information about the courses is offered online at www.alameda.peralta.edu.

DEPT/CODE	TITLE	FACULTY	UNITS
ANTHR 1** 20070	Intro to Physical Anthropology	Bousquet	3
	Online Course. Contact instructor at gbousquet@peralta.edu for more info.		
ANTHR 2** 20049	Archaeology & Prehistory	Bousquet	3
	Online Course. Contact instructor at gbousquet@peralta.edu for more info.		
ANTHR 3** 20049	Social/Cultural Anthropology	Bousquet	3
	Online Course. Contact instructor at gbousquet@peralta.edu for more info.		
ART 1** 20083	Intro to Art History	Perbetsky	3
	Online Course. Contact instructor at pperbetsky@peralta.edu for more info.		
BIOL 4** 20410/20414	Human Physiology	Majlesi	5
	Hybrid Course. Contact instructor at rmajlesi@peralta.edu for more info.		
BIOL 10** 20402/23975	Intro to Biology	Majlesi	4
	Hybrid Course. Contact instructor at rmajlesi@peralta.edu for more info.		
BIOL 31** 20463	Nutrition	Majlesi	4
	Online Course. Contact instructor at rmajlesi@peralta.edu for more info.		
BUS 2** 20658	Introduction to Business Law	Johnson	3
	Online Course. Contact instructor at cjohnson@peralta.edu for more info.		
BUS 10** 24098	Intro to Business	Johnson	3
	01/20/2015 – 03/10/2015 Hybrid Course. There are three mandatory meetings on Tuesdays 1/20, 2/17 & 3/10 from 6-8:50pm in room A225. Contact instructor at cjohnson@peralta.edu for more information.		
BUS 10** 24099	Intro to Business	Johnson	3
	03/20/2015 – 05/22/2015 Hybrid Course. There are three mandatory meetings on Fridays, 3/20, 4/24 & 5/22 from 10-12:50pm in room D114. Contact instructor at cjohnson@peralta.edu for more info.		
CIS 1** 20797/20803	Intro to CIS	Grill	4
	Online Course. Contact instructor at bgrill@peralta.edu for more info.		
CIS 1** 20868	Intro to CIS	Grill	4
	Hybrid Course. Contact instructor at bgrill@peralta.edu for more info.		
CIS 5** 20804	Intro to Computer Science	Uy	5
	Online Course. Contact instructor at muy@peralta.edu for more info.		
CIS 40* 20870	Database Management	Villegas	4
	02/10/2015 – 05/23/2013 Hybrid Course. Contact instructor at avillegas@peralta.edu for more info.		
CIS 42* 23000	Spreadsheet Applications	Uy	4
	Hybrid Course. Contact instructor at muy@peralta.edu for more info.		

DEPT/CODE	TITLE	FACULTY	UNITS
CIS 234A 23762	World Wide Web Publishing I	Villegas	2
	Online Course. Contact instructor at avillegas@peralta.edu for more info.		
CIS 234B 23764	World Wide Web Publishing II	Villegas	2
	Online Course. Contact instructor at avillegas@peralta.edu for more info.		
CIS 234D 23766	Web Authoring	Villegas	2
	Online Course. Contact instructor at avillegas@peralta.edu for more info.		
COMM 1A** 20877	Intro to Speech	Murphy	3
	Hybrid Course. Mandatory Orientation: Tue 1/20/15, 10:00-11:15am in room D205. Meets on-campus every other week from 10:00-11:15am in D205; remaining classes online. Contact instructor at jamurphy@peralta.edu for more info.		
COMM 20** 23486	Interpersonal Comm Skills	Murphy	3
	Hybrid Course. Three mandatory on-campus meetings TBA; remaining classes online. Contact instructor at jamurphy@peralta.edu for more info.		
COMM 20** 23744	Interpersonal Comm Skills	Murphy	3
	Online Course. Contact instructor at jamurphy@peralta.edu for more info.		
COUN 24** 21014	College Success	Lau	3
	Online Course. Contact instructor at sdlau@peralta.edu for more info.		
COUN 57** 20990	Career/Life Planning	Thompson	3
	1/20/2015 – 3/20/2015 Online Course. Contact instructor at tthompson@peralta.edu for more info. Go to www.eperalta.org for log-in.		
COUN 57** 20998	Career/Life Planning	Thompson	3
	03/23/2015 – 5/15/2015 Online Course. Contact instructor at tthompson@peralta.edu for more info. Go to www.eperalta.org for log-in.		
COUN 221 21013	College/University Transsfer	Virkkila	1
	01/20/2015 – 02/27/2015 Online Course. Contact instructor at vvirkkila@peralta.edu for more info.		
ECON 1** 21115	Macro-Economics	Bajrami	3
	02/09/2015 – 04/27/2015 Hybrid Course. Classroom lectures and online component. Contact instructor at dbajrami@peralta.edu for more info.		
ECON 1** 21113	Macro-Economics	Bajrami	3
	02/03/2015 - 04/21/2015 Online Course. Contact instructor at dbajrami@peralta.edu for more info.		
ECON 1** 23475	Macro-Economics	Bajrami	3
	03/16/2015 – 05/22/2015 Online Course. Contact instructor at dbajrami@peralta.edu for more info.		
ECON 2** 21111	Macro-Economics	Bajrami	3
	02/09/2015 – 04/27/2015 Hybrid Course. Classroom lectures and online component. Contact instructor at dbajrami@peralta.edu for more info.		
ECON 2** 21114	Micro-Economics	Bajrami	3
	02/03/2015 – 04/21/2015 Online Course. Contact instructor at dbajrami@peralta.edu for more info.		

Information and classes are subject to change, please see online schedule for the latest information.
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DEPT/CODE	TITLE	FACULTY	UNITS
ECON 2** 23476	Micro-Economics	Bajrami	3

03/16/2015 – 05/22/2015 Online Course. Contact instructor at dbajrami@peralta.edu for more info.

| ENGL 1A** 22841 | Composition & Reading | Rubin | 4 |

Online Course. Contact instructor at jrubin@peralta.edu for more info.

| Et1A** 21181 /21428 | Composition & Reading | Sabir | 4 |

Hybrid Course. Classroom lectures 50% and online component 50%. Contact instructor at wsabir@peralta.edu for more info.

| ENGL 1B** 21198 | Composition & Reading | Sabir | 4 |

Online Course. Contact instructor at wsabir@peralta.edu for more info.

| ENGL 1B** 24306 | Composition & Reading | Sabir | 4 |

Hybrid Course. Classroom lectures 50% and online component 50%. Contact instructor at wsabir@peralta.edu for more info.

| ENGL 5** 21199 | Critical Thinking | Little | 3 |

Online Course. Contact instructor at mhansen@peralta.edu for more info.

| GEOG 1** 21632 | Physical Geography | Kirkam | 3 |

Online Course. Contact instructor at wkirkam@peralta.edu for more info.

| GEOG 1** 21618 | Physical Geography | Kirkam | 3 |

02/02/2015 – 05/22/2015 Online Course. Contact instructor at wkirkam@peralta.edu for more info.

| GEOG 2** 21617 | Cultural Geography | Isom | 3 |

Online Course. Contact instructor at jisom@peralta.edu for more info.

| GEOG 2** 24093 | Cultural Geography | Isom | 3 |

03/16/2015 – 05/22/2015 Online Course. Contact instructor at jisom@peralta.edu for more info.

| HIST 7A** 21689/21664 | History of U.S. to 1877 | Loretto | 3 |

Online Course. Contact instructor at eloretto@peralta.edu for more info.

| HIST 7A** 23625 | History of U.S. to 1877 | Higdon | 3 |

Online Course. Contact instructor at nhigdon@peralta.edu for more info.

| HIST 7B** 21668 | History of U.S. Since 1865 | Loretto | 3 |

Online Course. Contact instructor at eloretto@peralta.edu for more info.

| HIST 8A** 23009 | History of Latin America | Higdon | 3 |

Online Course. Contact instructor at nhigdon@peralta.edu for more info.

| HIST 19** 23010 | History of California | Loretto | 3 |

Online Course. Contact instructor at eloretto@peralta.edu for more info.

| HUMAN 1** 21738 | Intro to Humanities | Flowers | 3 |

Hybrid Course. Contact instructor at aflowers@peralta.edu for more info.

| LIS 85** 21838 | Intro To Info Resources | Mckenna | 2 |

03/16 – 05/16/2015 Hybrid Course. Mandatory Orientation: Mon., March 16th, 5-6 pm in room L202E. Contact instructor at jmckenna@peralta.edu for more info.

| MATH 13** 21935 | Intro To Statistics | Baker | 4 |

Hybrid Course. Contact instructor at dbaker@peralta.edu for more info.

| MATH 13** 21936 | Intro To Statistics | Valdez | 4 |

Hybrid Course. Prior to the beginning of the semester, please check instructor's web page: http://alameda.peralta.edu/michael-valdez

| MATH 203 21927 /22078 | Intermediate Algebra | Abadia | 4 |

Hybrid Course. Prior to the beginning of the semester, please check instructor's web page: http://alameda.peralta.edu/claudia-abadia

| PHIL 1** 22472 | Intro To Philosophy | Sabzevary | 3 |

Online Course. Contact instructor at asabsevary@peralta.edu for more info.

DEPT/CODE	TITLE	FACULTY	UNITS
PHYS 10** 22538	Intro To Physics	Tsai	4

Online Course. Please see http://alameda.peralta.edu/physics10 for more info.

| POSCI 1** 22560 | Government & Politics In U.S. | Sweeney | 3 |

Hybrid Course. Contact instructor at mmmontague@peralta.edu for more info.

| POSCI 1** 23746 | Government & Politics In U.S. | Hurtado-Ortiz | 3 |

Hybrid Course. Contact instructor at jhortiz@peralta.edu for more info.

| POSCI 3** 22582 | Internal Relations | Sweeney | 3 |

Online Course. Contact instructor at mmmontague@peralta.edu for more info.

| PSYCH 1A** 22626 | Intro To Gen Psychology | Melucci | 3 |

Online Course. Contact instructor at nmelucci@peralta.edu for more info.

| PSYCH 1A** 23982 | Intro To Gen Psychology | Kinna | 3 |

Online Course. Contact instructor at kkinna@peralta.edu for more info.

| PSYCH 1B** 22593/23981 | Intro To Gen Psychology | Peterson | 3 |

Online Course. Contact instructor at speterson@peralta.edu for more info.

| PSYCH 7A** 23720 | Intro To Gen Psychology | Farley-Gillispie | 3 |

Hybrid Course. Orientation on Thursday, Jan. 22, 2014 from 6:00-8:00pm in room C211. Please contact instructor at jfarleygillispie@peralta.edu for more info.

| PSYCH 12** 22592 | Human Sexuality | Chishty | 3 |

Online Course. Contact instructor at echishty@peralta.edu for more info.

| SOC 1** 22680 | Intro To Sociology | Prince-Ingram | 3 |

Online Course. Contact instructor at sprince-ingram@peralta.edu for more info.

| SOC 2** 23718 | Social Problems | Sandhu | 3 |

Online Course. Contact instructor at ssandhu@peralta.edu for more info.

| SOC 5** 23983 | Minority Groups | Sandhu | 3 |

Online Course. Contact instructor at ssandhu@peralta.edu for more info.

| SPAN 1A** 22681 | Elementary Spanish | Guerrero | 5 |

Hybrid Course. Reduced lecture time: Meets 2 days/week with 2 hour online lecture component. Contact instructor at eguerrero@peralta.edu for more info. Required orientation on Jan. 21, 2015 at 10am in room D207.

| SPAN 1A** 22682 | Elementary Spanish | Weiss | 5 |

Hybrid Course. Reduced lecture time: Meets 2 days/week with 1 hour online lecture component. Contact instructor at cweiss@peralta.edu for more info. Required orientation on Jan. 21, 2015 at 6pm in room D207.

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*   **Course acceptable for lower division transfer credit to BA/BS programs at CSU.**
**   **Course acceptable for lower division transfer credit to BA/BS programs at CSU and UC.**

Sign up now at www.alameda.peralta.edu!

Information and classes are subject to change, please see online schedule for the latest information.
See our website: **www.Peralta.edu**

Appendix AB: Faculty Evaluations

PERALTA COMMUNITY COLLEGE DISTRICT

EVALUEE'S SELF-EVALUATION REPORT FORM (CLASSROOM INSTRUCTOR)

Semester _____ Academic Year _____

Name of Evaluee _____ **Date** _____

Discipline _____ **College** _____

*This self-evaluation is in two parts. **Part I** asks you to describe your activities during the past academic year, to list some goals and objectives for the next year, and to provide details about needed institutional support for you to achieve your goals and objectives. You are free to attach additional pages as needed. **Part II** asks you to respond to Evaluation forms that have been submitted since you last completed a self-evaluation.*

PART I

Describe your activities during the past year in the following categories:

1. Maintaining your currency in your discipline:

2. Improving your ability to communicate course content or your professional expertise to students:

3. Participating in College/District governance and campus life:

4. Participating in publications, conference presentations, artistic exhibits, classroom research, development of new curriculum, in-service instruction, and community involvement specific to your area:

5. In terms of classroom instruction, including the assessment of student learning outcomes, what have you learned about student needs, issues, and your own teaching? How will you implement what you have learned?

6. Other appropriate activities:

List your goals and objectives for the next academic year in any or all of the above categories. Identify which of your goals is most important to you.

What support do you need from the College in order to achieve your objectives?

....

PART II

FACULTY RESPONSE TO FEEDBACK

1. What did you learn about your teaching/counseling/performance from the evaluations you received?

2. What adjustments did you make as a result of the feedback you received?

3. What are your improvement goals resulting from the feedback you received?

Evaluee's Signature _____ Date _____

PERALTA COMMUNITY COLLEGE DISTRICT

EVALUEE'S SELF-EVALUATION REPORT FORM (COUNSELOR)

Semester _____ Academic Year _____

Name of Evaluee _____ **Date** _____

Discipline _____ **College** _____

*This self-evaluation is in two parts. **Part I** asks you to describe your activities during the past academic year, to list some goals and objectives for the next year, and to provide details about needed institutional support for you to achieve your goals and objectives. You are free to attach additional pages as needed. **Part II** asks you to respond to Evaluation forms that have been submitted since you last completed a self-evaluation.*

PART I

Describe your activities during the past year in the following categories:

1. Maintaining your currency in your discipline:

2. Improving your ability to communicate course content or your professional expertise to students:

3. Participating in College/District governance and campus life:

4. Participating in publications, conference presentations, artistic exhibits, classroom research, development of new curriculum, in-service instruction, and community involvement specific to your area:

5. In terms of services you have provided to students as a counselor, including your role in the assessment of student learning outcomes, what have you learned about student needs and issues? How will you implement what you have learned?

6. Other appropriate activities:

List your goals and objectives for the next academic year in any or all of the above categories. Identify which of your goals is most important to you.

What support do you need from the College in order to achieve your objectives?

....

PART II

FACULTY RESPONSE TO FEEDBACK

1. What did you learn about your teaching/counseling/performance from the evaluations you received?

2. What adjustments did you make as a result of the feedback you received?

3. What are your improvement goals resulting from the feedback you received?

Evaluee's Signature _____ Date _____

PERALTA COMMUNITY COLLEGE DISTRICT

EVALUEE'S SELF-EVALUATION REPORT FORM (LEARNING ASSISTANCE INSTRUCTOR)

Semester _____ Academic Year _____

Name of Evaluee _____ **Date** _____

Discipline _____ **College** _____

This self-evaluation is in two parts. **Part I** *asks you to describe your activities during the past academic year, to list some goals and objectives for the next year, and to provide details about needed institutional support for you to achieve your goals and objectives. You are free to attach additional pages as needed.* **Part II** *asks you to respond to Evaluation forms that have been submitted since you last completed a self-evaluation.*

PART I

Describe your activities during the past year in the following categories:

1. Maintaining your currency in your discipline:

2. Improving your ability to communicate course content or your professional expertise to students:

3. Participating in College/District governance and campus life:

4. Participating in publications, conference presentations, artistic exhibits, classroom research, development of new curriculum, in-service instruction, and community involvement specific to your area:

5. In the learning assistance instruction you have provided to students, including the assessment of student learning outcomes, what have you learned about student needs and issues? How will you implement what you have learned?

6. Other appropriate activities:

List your goals and objectives for the next academic year in any or all of the above categories. Identify which of your goals is most important to you.

What support do you need from the College in order to achieve your objectives?

....

PART II

FACULTY RESPONSE TO FEEDBACK

1. What did you learn about your teaching/counseling/performance from the evaluations you received?

2. What adjustments did you make as a result of the feedback you received?

3. What are your improvement goals resulting from the feedback you received?

Evaluee's Signature _____ Date _____

PERALTA COMMUNITY COLLEGE DISTRICT

EVALUEE'S SELF-EVALUATION REPORT FORM (LIBRARIAN)

Semester _____ Academic Year _____

Name of Evaluee _____ **Date** _____

Discipline _____ **College** _____

This self-evaluation is in two parts. **Part I** *asks you to describe your activities during the past academic year, to list some goals and objectives for the next year, and to provide details about needed institutional support for you to achieve your goals and objectives. You are free to attach additional pages as needed.* **Part II** *asks you to respond to Evaluation forms that have been submitted since you last completed a self-evaluation.*

PART I

Describe your activities during the past year in the following categories:

1. Maintaining your currency in your discipline:

2. Improving your ability to communicate course content or your professional expertise to students:

3. Participating in College/District governance and campus life:

4. Participating in publications, conference presentations, artistic exhibits, classroom research, development of new curriculum, in-service instruction, and community involvement specific to your area:

5. In your role as a librarian, including your involvement in the assessment of student learning outcomes, what have you learned about student needs and issues? How will you implement what you have learned?

6. Other appropriate activities:

List your goals and objectives for the next academic year in any or all of the above categories. Identify which of your goals is most important to you.

What support do you need from the College in order to achieve your objectives?

....
PART II

FACULTY RESPONSE TO FEEDBACK

1. What did you learn about your teaching/counseling/performance from the evaluations you received?

2. What adjustments did you make as a result of the feedback you received?

3. What are your improvement goals resulting from the feedback you received?

Evaluee's Signature _____ Date _____

PERALTA COMMUNITY COLLEGE DISTRICT

EVALUEE'S SELF-EVALUATION REPORT FORM (NURSE)

Semester _____ Academic Year _____

Name of Evaluee _____ **Date** _____

Discipline _____ **College** _____

*This self-evaluation is in two parts. **Part I** asks you to describe your activities during the past academic year, to list some goals and objectives for the next year, and to provide details about needed institutional support for you to achieve your goals and objectives. You are free to attach additional pages as needed. **Part II** asks you to respond to Evaluation forms that have been submitted since you last completed a self-evaluation.*

PART I

Describe your activities during the past year in the following categories:

1. Maintaining your currency in your discipline:

2. Improving your ability to communicate course content or your professional expertise to students:

3. Participating in College/District governance and campus life:

4. Participating in publications, conference presentations, artistic exhibits, classroom research, development of new curriculum, in-service instruction, and community involvement specific to your area:

5. In terms of the services you have provided as a community college Nurse, including the assessment of student learning outcomes, what have you learned about student needs and issues? How will you implement what you have learned?

6. Other appropriate activities:

List your goals and objectives for the next academic year in any or all of the above categories. Identify which of your goals is most important to you.

What support do you need from the College in order to achieve your objectives?

....

PART II

FACULTY RESPONSE TO FEEDBACK

1. What did you learn about your teaching/counseling/performance from the evaluations you received?

2. What adjustments did you make as a result of the feedback you received?

3. What are your improvement goals resulting from the feedback you received?

Evaluee's Signature _____ Date _____

Appendix AC: AP 6550

ADMINISTRATIVE PROCEDURE 6550 DISPOSAL OF PROPERTY

A. The District may sell for cash any district personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

B. Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the district for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation. If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the District; or if there is no such newspaper, then in a newspaper having a general circulation in the county in which the District or any part thereof is situated.

C. The Vice Chancellor, Finance and Administration shall sell the property to the highest responsible bidder, or shall reject all bids.

D. Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

E. The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

    1. The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
    2. The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.
    3. The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

F. In addition, the District can sell or lease real property belonging to the community college district if both of the following conditions are met:

    1. The property is sold or leased to another local governmental agency, or to a nonprofit corporation that is organized for the purpose of assisting one or more local governmental agencies in obtaining financing for a qualified community college facility; and
    2. The financial proceeds are expended solely for capital outlay purposes relating to a qualified community college facility

G. If the Board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of $5,000, the property may be sold by the Vice Chancellor Finance and Administration at private sale without advertising.

H. Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by the Vice Chancellor, Administration at private sale without advertising.

Approved by the Chancellor: January 30, 2013

Appendix AD: AP 4022

ADMINISTRATIVE PROCEDURE 4022 COURSE APPROVAL

Individual degree-applicable credit courses that are offered as a part of an educational program approved by the California Community Chancellor's office shall be approved by the local college curriculum Committee; the district Council on Instruction, Planning, and Development; and the Board of Trustees.

Procedures for course approval of non-degree-applicable credit courses and degree applicable credit courses that are not part of a permitted educational program must address at least the following:

A. These courses must be approved by the local college curriculum committee.

B. The members of the college curriculum committees must have received the training provided for in Title 5 Section 55100.

C. Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community College Chancellor's Office.

D. Students may count no more than the number of semester units approved toward satisfying the requirements for a certificate or completion of an associate degree as provided for in Title 5 Section 55100.

E. Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.

F. All courses approved must be reported to the California Community College Chancellor's Office.

References:
    Title 5 Section 55100

Approved by the Chancellor: February 24, 2012

Appendix AE: Degrees and Certifications available more than 50% online

PROGRAM OF STUDY

HUMANITIES A.A. Degree

College of Alameda

TOP Code: 0000.00
Program Control Number:

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, Programs & Transfer Requirements section of this Catalog.

Degree Major Requirements:

HUMAN 001	Introduction to Humanities DE	3

Select two courses (6 units) from the following:	**Units**
ASAME 045B Asian-American History 1945 to Present	3
ASAME 45A Asian-American History to 1945	3
HUMAN 2 Human Values	3
HUMAN 3 Future Studies	3
HUMAN 13A Myth, Symbol and Folklore DE	3
or	
PSYCH 13A Myth, Symbol and Folklore DE	3
HUMAN 13B Myth, Symbol and Folklore DE	3
or	
PSYCH 13B Myth, Symbol and Folklore	3
HUMAN 040 Religions of the World	3
HUMAN 51A Latin-American Folklore *	
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

Select one course (3 units) from the following:	**Units**
ART 001 Introduction to Art History DE	3
MUSIC 12A Introduction to Music Literature: Birth of Christ to 1827	3
MUSIC 12B Introduction to Music Literature: Romantic Period to Present	3

Select one course (3 units) from the following:	**Units**
MATH 15 Math for Liberal Arts Students	3
PHIL 001 Introduction to Philosophy	3
PHIL 010 Logic	3
PHIL 2 Social and Political Philosophy DE	3
PHIL 4 Philosophy of Religion DE	3
PHIL 5 Ethical Problems	3
PHIL 20A History of Philosophy	3
PHIL 20B History of Philosophy	3

Select one course (3 units) from the following:		Units
ENGL 017A	Shakespeare	3
ENGL 017B	Shakespeare	3
ENGL 031	Survey of African American Literature	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 032A	Contemporary Women Writers	3
ENGL 032B	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 216 African-American Writers (Poetry)		3

Total Units   18

*Credit limited to one course only.
*
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*
*

PROGRAM OF STUDY

BUSINESS ADMINISTRATION A.A. Degree

College of Alameda

TOP Code: 0000.00

Program Control Number:

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, Programs & Transfer Requirements section of this Catalog.

Degree Major Requirements

BUS 001A	Financial Accounting	4
BUS 001B	Managerial Accounting	4
BUS 002	Introduction to Business Law DE	3
ECON 001	Principles of Economics (Macroeconomics DE	3
ECON 002	Principles of Economics (Microeconomics) DE	3

Select one course from the following		**Units**
BUS 010	Introduction to Business DE	3
CIS 001	Introduction to Computer Information Systems DE	4

Recommended:
Bus 20, General Accounting, while not required, provides good preparation for Bus 1A, Financial Accounting.

Total Units	**20 - 21**

PID 32

PROGRAM OF STUDY

Associate in Science in Business Administration for Transfer AS-T Degree
College of Alameda

TOP Code: 0505.00
Program Control Number: 32390
State Approval Date: 01/07/2014
Board of Trustees Date: 05/14/2013
Curriculum Committee Approval Date: 04/02/2013
Current Effective Date: 08/01/2014

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Science in Business Administration for Transfer (AS-T) is intended for students planning to transfer to a CSU with a major in Business Administration or similar degree. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

Career Opportunities in

Career opportunities in Business Administration includes but not limited to: Marketing, sales, accounting, technology, education and upper level management.

REQUIRED CORE: Select 5 (15 units)

BUS 001A	Financial Accounting	4
BUS 001B	Managerial Accounting	4
BUS 002	Introduction to Business Law DE	3
ECON 001	Principles of Economics (Macroeconomics DE	3
ECON 002	Principles of Economics (Microeconomics) DE	3

LIST A: Select one (4 units)

MATH 013	Introduction to Statistics DE	4

LIST B: Select two (5-6 units)

CIS 001	Introduction to Computer Information Systems DE	4
BUS 010	Introduction to Business DE	3

Total Units   **28**

PROGRAM OF STUDY

ACCOUNTING Certificate of Achievement

College of Alameda

TOP Code: 0000.00

Program Control Number:

The Accounting Certificate of Achievement is designed for students who want to acquire skills to work as account clerks or bookkeepers. This certificate is recommended for students who are not planning to transfer to a four-year college and who plan to enter the job market after completion of the certificate. The certificate can be completed in two semesters. A Certificate of Achievement will be awarded upon satisfactory completion of the courses specified below. The Certificate of Achievement is indicated on the student's transcript (pending state approval).

Certificate of Achievement Requirements

BUS 020	General Accounting	3
BUS 024	Computerized Accounting Principles	3
BUS 207C	BUSINESS COMMUNICATION IN THE MODERN OFFICE	2
BUS 225	THE PROFESSIONAL OFFICE ENVIRONMENT	3
BUS 230	Beginning Keyboarding (Self-paced)	1
BUS 239 Quickbooks Pro		1.5
CIS 042	Spreadsheet Applications DE	4

Total Units 17.5

PROGRAM OF STUDY

COMPUTER INFORMATION SYSTEMS Certificate of Achievement

College of Alameda

TOP Code: 0000.00

Program Control Number:

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 Achievement in Computer Information Systems. Confer with a counselor 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

CIS 001	Introduction to Computer Information Systems DE	4
	or	
CIS 005	Introduction to Computer Science	5
CIS 040	Database Management DE	4
CIS 042	Spreadsheet Applications DE	4
BUS 238A	Word Processing I	3
	or	
CIS 238A	Word Processing I	3

Select a minimum of 9-10 units from the following		**Units**
BUS 238B	Word Processing II	3
	or	
CIS 238B	Word Processing II	3
CIS 023	C# Programming DE	4
CIS 025	Object Oriented Programming Using C++ DE	4
CIS 026	C Programming	4
CIS 036A	Java Programming Language I DE	4
CIS 036B	Java Programming Language II DE	4
CIS 039A	UNIX/LINUX Operating Systems	4
CIS 047	Visual Basic Programming	4
CIS 069	Windows Network Administration	4
CIS 073	Networking Concepts	4
CIS 097A	Oracle SQL and PL/SQL	4
CIS 201	Introduction to Computer Hardware	4
CIS 209	Introduction to Windows	1
CIS 226A	Desktop Support Technician I	2
CIS 226B	Desktop Support Technician II	3
CIS 233	Introduction to the Internet	2
CIS 234A	World Wide Web Publishing I	2
CIS 239	Help Desk Tools and Techniques	2
CIS 234B World Wide Web Publishing II		2
CIS 234D Web Authoring		2
CIS 234E Creating an E-Commerce Web Site		2

Total Units	**24 - 26**

PROGRAM OF STUDY

OFFICE ADMINISTRATION Certificate of Achievement

College of Alameda

TOP Code: 0000.00

Program Control Number:

Students may earn an AA degree and/or a Certificate of Achievement 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, Programs & Transfer Requirements section of this Catalog. The suggested sequence of courses required for the Certificate of Achievement is listed below.

CERTIFICATE OF ACHIEVEMENT (CA) OR CERTIFICATE OF PROFICIENCY (CP)

Students satisfactorily completing the required courses in the following certificate options will be eligible for the Certificate of Achievement or Certificate of Proficiency. Confer with a counselor or the division dean concerning the specific pattern of requirements for these programs.

A Certificate of Proficiency in skills will be awarded to students who do not receive the AA degree or Certificate of Achievement, but who need certification for employment.

Degree Major/Certificate Requirements

BUS 202	Business Mathematics	3
	or	
BUS 202	Business Mathematics	3
	or	
MATH 250	Arithmetic	3
BUS 207A	BUSINESS ENGLISH	3
BUS 207C	BUSINESS COMMUNICATION IN THE MODERN OFFICE	2
BUS 225	THE PROFESSIONAL OFFICE ENVIRONMENT	3
BUS 230	Beginning Keyboarding (Self-paced)	1
BUS 238A	Word Processing I	3
	or	
CIS 001	Introduction to Computer Information Systems DE	4
BUS 010	Introduction to Business DE	3
ENGL 201A	Preparation for Composition and Reading	4

Select a minimum of 6 units from the following		**Units**
BUS 020	General Accounting	3
BUS 207B	Business Correspondence	3
BUS 231	Intermediate Keyboarding (Self-paced)	1
BUS 238B	Word Processing II	3
	or	
CIS 238B	Word Processing II	3
CIS 040	Database Management DE	4
CIS 042	Spreadsheet Applications DE	4

Total Units	**28 - 29**

PID 35

PROGRAM OF STUDY

Associate in Arts in Communication for Transfer Degree AA-T Degree

College of Alameda

TOP Code: 1506.00
Program Control Number: 31202
State Approval Date: 04/17/2012
Board of Trustees Date: 04/26/2011
Curriculum Committee Approval Date: 03/15/2011
Current Effective Date: 08/01/2012

The Associate in Arts in Communication for Transfer (AA-T) Degree is designed for students planning to transfer into the communications major. Students pursuing the AA for transfer into the communications major will study how people use messages to generate meaning within and across all kinds of contexts, cultures, and media. The mission of our program is to engage, challenge, and empower students from diverse backgrounds with the essential tools to become effective speakers, critical thinkers, empathic listeners, and persuasive writers.

Our Communication Department offers a core curriculum to develop and enhance the following set of skills:

1. Personal: identity and self-concept, emotional awareness and judgment, cultural differences, perceptions, interpretations, and assumptions, interpersonal relationships, and conflict management.

2. Professional: verbal and nonverbal expression, public speaking, ethics, teamwork, group dynamics, leadership, diversity, and organizational communication.

3. Political: rhetorical and argumentative analysis, media criticism, historical reflection, policy creation, and advocacy.

Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in communications or similar major. Students interested in the AA for transfer degree in communications should consult with the Department Chair in Communication.

Career Opportunities in

Public Affairs, Public Relations, Journalism, Speech Writing, Media Consulting, Politics, Translating, Sales and Marketing, Broadcast News, Entertainment, Mediation, Education, Coaching, Counseling, and Corporate Communication

Required Core (3 Units):

COMM 045	Public Speaking	3

List A (select two): 6 units   **Units**

COMM 004	The Dynamics of Group Discussion	3
COMM 20	Interpersonal Communication Skills DE	3
COMM 044	Argumentation	3

List B (select two): 6 units   **Units**

COMM 002A	The Fundamentals of Oral Interpretation of Literature	3
COMM 005	Persuasion and Critical Thinking DE	3
COMM 019	Survey of Mass Media	3
COMM 006	Intercultural Communication	3
COMM 001A	Introduction to Speech DE	3
	or	

List C (select one): 3 units   **Units**

ANTHR 003	Introduction to Social and Cultural Anthropology	3

or

PSYCH 001A	Introduction to General Psychology DE	3
	or	
SOC 001	Introduction to Sociology DE	3
	or	
ENGL 001B	Composition and Reading DE	4
	or	
ENGL 005	Critical Thinking in Reading and Writing	3

Total Required Units: 18-19

*For the Associate in Arts Degree in Communication for Transfer, students must complete the IGETC or CSU GE-Breadth Education pattern and elective courses for an additional 41-42 units.

Total Units	**18 - 19**

PROGRAM OF STUDY

ENGLISH A.A. Degree
College of Alameda

TOP Code: 1501.00
Program Control Number:
Board of Trustees Date: 11/04/2014
Curriculum Committee Approval Date: 11/04/2014

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, Programs & Transfer Requirements section of this Catalog.

Degree Major Requirements:

ENGL 005	Critical Thinking in Reading and Writing DE	3
	and	
ENGL 001B	Composition and Reading DE	4

Select four courses (12 units) from the following:		**Units**
ENGL 010A	Creative Writing DE	3
ENGL 010B	Creative Writing DE	3
ENGL 030A	Introduction to American Literature	3
ENGL 030B	Introduction to American Literature	3
ENGL 031	Survey of African-American Literature	3
ENGL 32A Contemporary Women Writers		3
ENGL 047	Children's Literature DE	3
ENGL 079	Introduction to LGBTQ Literature	3

Total Units	**19**

PROGRAM OF STUDY

Associate of Arts Degree for Transfer in English AA-T Degree

College of Alameda

TOP Code: 1501.00
Program Control Number: 32714
State Approval Date: 06/09/2014
Board of Trustees Date: 06/11/2013
Curriculum Committee Approval Date: 03/09/2013
Current Effective Date: 08/01/2014

The English Department's mission is to serve the educational and career objectives of our community: We offer a range of classes addressing skills at the basic, developmental and transfer levels and are committed to presenting engaging material that addresses the varied interests and needs of our students. The English department at College of Alameda is focused on helping students achieve their transfer requirements for a four-year institution, offering the necessary critical thinking and composition and reading courses required by the UC and CSU systems, as well as preparatory courses for students who do not place directly into a transfer course. Studying English gives students skills in expression and critical thinking that can be applied in many aspects of a student's personal and professional life, and graduating with a BA in English from a four year institution offers flexibility in terms of future careers. Professions for English majors include administration, management, professional writing, teaching, editing, and publishing. The AA-T in English affords students an understanding of the study of writing and literature. The program is an inquiry into the voices of American Literature, including the voice of the student. Both the AA and the AA-T English programs include experience in rhetorical and creative writing, as well as the study of literature. The evaluation of works of writing and literature, in multiple forms, media, and historic periods, engages the student with prior literary voices as well as contemporary thought. This approach draws on the diversity of experience of writers in general, the multitude of forms literature takes, and the unique voices in American literary art. Upon completion of an AA or AA-T in English, students can: demonstrate an overall understanding of rhetorical applications of writing and the scope of literature; use critical thinking in the analysis of rhetorical writing and literature; and apply rhetorical modes and literary theory to all forms of writing encountered in day-to-day life. The programs offer curriculum which develop the following learning outcomes: · Engage in active, purposeful, critical reading: Theoretical and practical knowledge of the purpose of rhetorical writing and literature; examination of the importance of rhetorical writing and literature in American main- and sub-cultures of the past and present. · Assess, in writing, the tools and materials given to succeed at the workplace or in the community and be able to suggest changes to increase effectiveness: Assess, evaluate, and interpret ideas found in writing and literature; communicate effectively, reach conclusions, and solve problems concerning the craft and criticism of rhetorical writing and literature. · Evaluate information critically to develop claims and support them: Engage in meaningful discourse regarding personal identity, goals, and knowledge of the capacity of writing and literature as a means of social influence. · Develop an understanding and appreciation for worldwide cultures and diverse perspectives through active and purposeful reading and writing: Examine the scope of writing and literature with an appreciation of human values; understand the significance of writing and literature as a social action relative to global issues. Successful completion of the AA-T with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to the local CSU campus and to a program or major in English. The Student Transfer Achievement Reform Act (Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer". The Associate of Arts in English for Transfer (AA-T) is intended for students planning to transfer to a four-year university with a major in English. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. The following is required for the Associate of Arts in English for Transfer: 1. Minimum of 60 CSU-transferable semester units. 2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information. 3. Complete of a minimum of 18 semester units in an AA-T major. All courses in the major must be completed with a grade of C or better or a P if the course is taken on a pass/no pass basis (Title 5 § 55063a). 4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Students should meet early with a Counselor to complete a Student Education Plan (SEP). Our Faculty members are dedicated, knowledgeable, and committed professionals who advocate for students to succeed. We support the notion of a transfer pathway to success with the AA-T where students may be more successful in transferring, securing a degree, and continuing their occupational aspirations. The Associate of Art in English for Transfer (AA-T) is designed for students planning to transfer into the English major at a California State University. A student pursuing this degree will meet the AB 1440 Transfer Curriculum Model for CSU.

Both courses are required

Required Core Courses

ENGL 001B	Composition and Reading DE		4
	and		
ENGL 005	Critical Thinking in Reading and Writing DE		3

List A: Minimum of 6 Units

ENGL 030A	Introduction to American Literature I	3
	and	
ENGL 030B	Introduction to American Literature II	3

List B: Minimum of 3 units required

ENGL 010A	Creative Writing DE	3
	or	
ENGL 047	Children's Literature DE	3

List C: Minimum of 3 Units

Any course listed above not already used

| | **or** | |

ENGL 79 Introduction to LGBTQ Literature

	or	
ENGL 031	Survey of African-American Literature	3
	or	
ENGL 032A	Contemporary Women Writers	3
	or	

| **Total Units** | | **19** |

PROGRAM OF STUDY

HISTORY A.A. Degree
College of Alameda

TOP Code: 0000.00
Program Control Number:

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, Programs & Transfer Requirements section of this Catalog.

Degree Major Requirements:

HIST 007A	History of the United States DE	3
HIST 007B	History of the United States DE	3

Select one course from the following: | | **Units**

HIST 002A	History of European Civilization DE	3
HIST 002B	History of European Civilization DE	3

Select three courses (9 units) from the following: | | **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
HIST 002A	History of European Civilization	3
HIST 002B	History of European Civilization	3
HIST 005	History of Mexico	3
HIST 008B	History of Latin-American Civilization	3
HIST 8A History of Latin American Civilization		3
HIST 010B	History of Africa since 1750	3
HIST 10A History of Africa		3
HIST 012	History and Culture of Eastern Asia	3
HIST 11 Vietnam: An American Tragedy		3
HIST 019	History of California DE	3
HIST 32 The United States Since 1945		3

Total Units **18**

PID 54

PROGRAM OF STUDY

Associate of Arts in History for Transfer AA-T Degree

College of Alameda

TOP Code: 0000.00
Program Control Number: 32497
State Approval Date: 03/03/2014
Board of Trustees Date: 05/14/2013
Curriculum Committee Approval Date: 04/02/2013
Current Effective Date: 08/01/2014

The Associate in Arts in History for Transfer is intended for students who plan to complete a Bachelor's Degree in History at a CSU campus. A major component of the History program mission is for students planning to transfer into the History majors (or a similar major) with an understanding of History as the study of change over time, and we as the manifestation of that change. In other words, History is the study of us, or the various components of the present. Upon completion of an AA-T in History, students will have an understanding of the diversity of the recorded past and an appreciation of the process of historical change. At the same time, a History major will gain critical reading and writing skills, which are valuable in life, and in any employment field they choose to enter.

Career Opportunities in

Career Options for History Majors include employment opportunities in a variety of different career areas. The need for teachers in the state of California for elementary, middle, and high schools remains high and college graduates with a history degree will find opportunities well-suited for opportunities to earn teaching credentials in a variety of subjects. The research and writing skills needed to successfully complete a degree of history offers excellent preparation for careers in: law, journalism, public relations, and domestic and foreign government service.

Required Core (6 Units)		Units
HIST 007A	History of the United States to 1877 DE	3
	and	
HIST 007B	History of the United States since 1865 DE	3

List A: Select Two (6 Units)		Units
HIST 002A	History of European Civilization DE	3
	and	
HIST 002B	History of European Civilization, 1600 to present DE	3

List B: Select one course from each area (6 units):		Units

Area 1: (3 Units)		Units
HIST 005	History of Mexico	3
	or	
HIST 008B	History of Latin-American Civilization	3

Area 2: (3 Units)		Units
HIST 018	20TH Century American Protest Movements	3
	or	
HIST 019	History of California DE	3

Total Required Units in the Major

Total Units   **18**

LIBERAL ARTS

The **Liberal Arts AA Degree** is designed for students who desire a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". This area of emphasis would be an ideal choice for students planning on transferring to the California State University or University of California as the student can satisfy their general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Please consult with a counselor for specific information regarding your intended major at the specific colleges/university of your choice.

- Choose either option of CSU BREADTH or IGETC for the General Education pattern related to your educational goal.
- Complete requirements in Computer Literacy, Ethnic Studies and Critical Thinking (see catalog for details).
- Complete 18 units in one **"Area of Emphasis"** from those outlined below. (Note: Courses in the "area of emphasis" may also be counted toward a GE area).
- Refer to www.ASSIST.org for transfer details and see a counselor for additional details.

LIBERAL ARTS AA DEGREE

General Education CSU GE BREADTH/IGETC: **37-39**
(Minimum units necessary to meet CSUGE/IGETC Certification requirements)

Areas of Emphasis: **18**
- 18 units required from one Area of Emphasis listed below.
- Areas of emphasis include:
  (1) Arts and Humanities
  (2) Social and Behavioral Sciences
  (3) Natural Sciences.
- Courses selected can be used to also fulfill GE areas.

Electives and Other Requirements (Computer Literacy, Ethnic Studies, Critical Thinking):   **0-5**
(Note: Electives and other requirements may be necessary to total 60 overall units required for the Associate Degree.)

Total Required Units: **60**

LIBERAL ARTS WITH EMPHASIS IN ARTS AND HUMANITIES

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. Courses from Art, Chinese, Communication, English, German, Humanities, Mexican and Latin American Studies, Music, Philosophy, Spanish, and Vietnamese are acceptable with a limit of no more than two courses in a single subject area making up the 18 units.

Degree Major Requirements:

Dept/No.	Title	Units
Select a minimum of 18 units with no more than two courses per discipline from the following:		
ART 1	Introduction to Art History (3) DE	
ART 2	History of Ancient Art (Prehistoric to 1100 A.D.) (3)	
ART 4	History of Modern Art (1800 to Present) (3)	
ART 122	World Art (3)	
CHIN 10A	Elementary Cantonese A (5)	
CHIN 10B	Elementary Cantonese B (5)	
CHIN 11A	Elementary Cantonese A (5)	
CHIN 11B	Elementary Cantonese B (5)	
CHIN 12A	Advanced Cantonese Reading and Writing: Literature (5)	
CHIN 12B	Advanced Cantonese Reading and Writing: Literature (5)	
COMM 1A	Introduction to Speech (3) DE	
COMM 2A	Fundamentals of Oral Interpretation of Literature (3)	
COMM 2B	Fundamentals of Oral Interpretation of Literature (3)	
COMM 5	Persuasion and Critical Thinking (3) DE	
ENGL 1B	Composition and Reading (4) DE	
ENGL 10A	Creative Writing (3) DE	
ENGL 10B	Creative Writing (3) DE	
ENGL 30A	Introduction to American Literature (3)	
ENGL 30B	Introduction to American Literature (3)	
ENGL 33A	Introduction to Contemporary Literature (3)	
ENGL 33B	Introduction to Contemporary Literature (3)	
GERM 1A	Elementary German (5)	
GERM 1B	Elementary German (5)	
HUMAN 1	Introduction to Humanities (3) DE	
HUMAN 2	Human Values (3)	
HUMAN 3	Future Studies (3)	

HUMAN 13A Myth, Symbol and Folklore (3) DE
HUMAN 13B Myth, Symbol and Folklore (3)
HUMAN 40   Religions of the World (3)   DE
HUMAN 51A Latin-American Folklore (3)
HUMAN 51B Latin-American Folklore (3)
HUMAN 51C Latin-American Folklore (3)
M/LAT 2A   Latin-American Folklore (3)
M/LAT 2B   Latin-American Folklore (3)
M/LAT 2C   Latin-American Folklore (3)
MUSIC 9   Introduction to World Music (3) DE
MUSIC 10   Music Appreciation (3)   DE
MUSIC 15A Jazz, Blues and Popular Music in the
           American Culture (3)
MUSIC 15B Jazz, Blues and Popular Music in the
           American Culture (3)   DE
PHIL 1   Introduction to Philosophy (3) DE
PHIL 2   Social and Political Philosophy (3)
PHIL 10   Logic (3) DE
SPAN 1A   Elementary Spanish (5)
SPAN 1B   Elementary Spanish (5)
SPAN 2A   Intermediate Spanish (5)
SPAN 2B   Intermediate Spanish (5)
VIET 1A   Elementary Vietnamese I (5)
VIET 1B   Elementary Vietnamese II (5)
VIET 2A   Intermediate Vietnamese (5)
VIET 2B   Intermediate Vietnamese (5)   18
           Total Required Units   **18**

LIBERAL ARTS WITH EMPHASIS IN NATURAL SCIENCES

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations. Courses from Anthropology, Astronomy, Biology, Chemistry, Geography (excluding cultural studies), Geology and Physics are acceptable with a limit of no more than two courses in a single subject area making up the 18 units.

Degree Major Requirements:
Dept/No.   Title   Units
**Select a minimum of 18 units with no more than
two courses per discipline from the following:**
ANTHR 1   Introduction to Physical Anthropology (3)
ASTR 1   Introduction to Astronomy (3)
BIOL 1A   General Biology (5)
BIOL 1B   General Biology (5)
BIOL 2   Human Anatomy (5)
BIOL 4   Human Physiology (5) DE
BIOL 10   Introduction to Biology (4)   DE
BIOL 11   Principles of Biology (3) DE
CHEM 1A   General Chemistry (5)
CHEM 1B   General Chemistry (5)
CHEM 30A   Introductory Inorganic Chemistry (4)
CHEM 30B   Introductory Organic and Biochemistry (4)

GEOG 1   Physical Geography (3) DE
GEOL 10   Introduction to Geology (3)   DE
PHYS 4A   General Physics with Calculus (5)
PHYS 4B   General Physics with Calculus (5)
PHYS 4C   General Physics with Calculus (5)
PHYS 10   Introduction to Physics (4)   18
            Total Required Units   **18**

LIBERAL ARTS WITH EMPHASIS IN SOCIAL AND BEHAVIORAL SCIENCES

These courses emphasize the perspective, concepts, theories and methodologies typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics of discussion will stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate. Courses from African-American Studies, Anthropology, Asian and Asian-American Studies, Economics, Education, Geography (excluding physical geography), History, Mexican/Latin American Studies, Political Science, Psychology and Sociology are acceptable with a limit of no more than two courses in a single subject area making up the 18 units.

Degree Major Requirements:
Dept/No.   Title   Units
**Select a minimum of 18 units with no more than
two courses per discipline from the following:**
AFRAM 30   African-American History: Africa to
            1865 (3)
AFRAM 31   African-American History: 1865 to 1945
            (3)
AFRAM 32   African-American History: 1945 to Present (3)
ANTHR 2   Introduction to Archaeology and
            Prehistory (3)
ANTHR 3   Introduction to Social and Cultural
            Anthropology (3)
ANTHR 14   American Mosaic: The Cultures of the
            United States (3)
ASAME 45A   Asian-American History to 1945 (3)
ASAME 45B   Asian-American History from 1945 to
            the Present (3)
ECON 1   Principles of Economics (Macro-
            Economics) (3) DE
ECON 2   Principles of Economics (Micro-
            Economics) (3)   DE
ECON 5   Introduction to Economics (3)
EDUC 1   Introduction to the Field of Education (3)
GEOG 2   Cultural Geography (3) DE
HIST 2A   History of European Civilization (3) DE
HIST 2B   History of European Civilization (3) DE
HIST 7A   History of the United States to 1877 (3) DE
HIST 7B   History of the United States since 1865 (3) DE
M/LAT 18A   History and Culture of the Caribbean/
            Central America (3)
M/LAT 18B   History and Culture of the Caribbean/
            Central America (3)

POSCI 1	Government & Politics in the United States (3) DE	
POSCI 2	Comparative Government (3)	
POSCI 4	Political Theory (3)	
POSCI 26	United States and California Constitution (3)	
PSYCH 1A	Introduction to General Psychology (3) DE	
PSYCH 1B	Introduction to General Psychology (3) DE	
PSYCH 7A	Psychology of Childhood (3)	
PSYCH 7B	Adolescent Psychology (3)	
PSYCH 12	Human Sexuality (3)	
PSYCH 18	Psychology of Minority Groups (3)	
PSYCH 24	Abnormal Psychology (3)	
SOC 1	Introduction to Sociology (3) DE	
SOC 2	Social Problems (3)	
SOC 5	Minority Groups(3)	18
	Total Required Units	**18**

LIBERAL ARTS: IGETC

If you plan to transfer to the California State University system (CSU) or the University of California system (UC), you are encouraged to pursue a **Certificate of Achievement in Liberal Arts**. You should consult with a counselor to develop your own program of study.

UC or CSU Transfer
You are encouraged to pursue this certificate if you want to apply to transfer to either the University of California system or the California State University system and want to fulfill lower-division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). You will select courses that fulfill the IGETC requirements (with a grade of "C" or better in each course), to total 37 transferable semester units (with an overall GPA of 2.0). Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" and a "Request for General Education or IGETC Certification" with the Admissions and Records Office.

Certificate of Achievement

Complete the following requirements:
- You must complete the course requirements for all areas before IGETC can be certified.
- You must complete all courses with grades of "C" or better.

Area 1: English Communication
  CSU requires 3 courses, one course from Group A, B, and C
  UC requires 2 courses, one course from Group A and B

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

Group B: Critical Thinking-English Composition: One course, 3 semester (4-5 quarter) units.
  Communication 5
  English 5

Group C: Oral Communication (CSU requirement only): One course, 3 semester (4-5 quarter) units.
  Communication 1A, 1B, 4, 20, 45

Area 2: Mathematical Concepts and Quantitative Reasoning
  One course, 3 semester (4-5 quarter) units.
  Mathematics 2, 3A**, 3B**, 3C**, 3E, 3F, 11, 13, 16A**, 16B**
  **Transfer credit may be limited by either UC and/or CSU due to course sequencing. See a counselor for information.

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

  Arts:
  Art 1, 2, 3, 4
  Music 9, 10, 12A, 12B, 15A, 15B

  Humanities:
  Chinese 10B++, 11A++, 11B++, 12A, 12B
  English 1B, 16, 17A, 17B, 30A, 30B, 31, 32A, 33A, 33B, 36, 79
  German 1B++
  History 53A*, 53B*
  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
  Political Science 4
  Spanish 1B++, 2A++, 2B++
  Vietnamese 2A++, 2B++
   *Course may not be counted in more than one area.
   +Students will receive credit and certification for one course only.
  ++Course can be used to clear Language Other than English (UC requirement only).

Area 4: Social and Behavioral Sciences
  At least three courses from at least two disciplines or an interdisciplinary sequence, 9 semester (12-15 quarter) units.
  African-American Studies 5, 30+, 31+, 32+
  Anthropology 2, 3, 14
  Asian and Asian-American Studies 45A, 45B
  Communication 6
  Economics 1, 2, 5
  Geography 2
  History 2A, 2B, 5, 7A, 7B**, 8A, 8B, 11, 12, 17, 18, 19, 32, 50+, 51+, 52+, 53A*+, 53B*+, 55A, 56+, 60
  Humanities 13A*+, 13B*+
  Mexican and Latin-American Studies 18A*+, 18B*+
  Political Science 1*, 2, 3, 4, 6, 8, 18, 26, 31, 37
  Psychology 1A, 1B, 3, 7A, 7B, 9A, 9B, 12+, 18, 24, 28
  Sociology 1, 2, 3+, 5, 120

*Course may not be counted in more than one area.
+Students will receive credit and certification for one course only.
**Transfer credit may be limited by either UC and/or CSU due to course sequencing. See a counselor for information.

Area 5: Physical and Biological Sciences
Complete at least 2 Courses: one course from Group 5A, the Physical Sciences and one course from Group 5B, the Biological Sciences. At least 1 one of the courses must include a laboratory (L)- or one course from Group C: (7–9 Semester Units)-

Group 5A: Physical Sciences:
Astronomy 1
Chemistry 1A(L), 1B(L), 30A(L)**, 30B(L)**, 50(L)
Geography 1
Geology 10
Physics 4A(L), 4B(L), 4C(L), 10**
**Transfer credit may be limited by either UC and/or CSU due to course sequencing. See a counselor for information.

Group 5B: Biological Sciences:
Anthropology 1
Biology 1A(L), 1B(L), 2(L), 4(L), 10(L)**, 11**
**Transfer credit may be limited by either UC and/or CSU due to course sequencing. See a counselor for information.

Group 5C: Laboratory Science Requirement:
Geography 1L, Anthropology 1L

Languages Other Than English (UC Requirement Only)

You may demonstrate proficiency as follows:
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 College of Alameda 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; 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 years of formal schooling at the sixth grade level or higher, with grades of "C" or better, in an institution where the language of instruction is not English (confirmed by appropriate documentation).

College of Alameda courses that meet the proficiency level:
Chinese 10A , 10B, 11A, 11B, 30A, 30B
German 1A, 1B
Spanish 1A, 1B, 2A, 2B
Vietnamese 1A, 1B, 2A, 2B
Note: Courses above the proficiency level may also be used to meet this requirement and may also be used to clear, if listed, another IGETC area.

Total Minimum Required Units: 37

LIBERAL ARTS: CSU GE BREADTH

If you plan to transfer to the California State University system (CSU), you are encouraged to pursue a **Certificate of Achievement in Liberal Arts**. You should consult with a counselor to develop your own program of study.

CSU Transfer
You are encouraged to pursue this certificate if you plan to apply to transfer to the California State University system and want to complete and have certified the CSU General Education Breadth Requirements. You will select courses that fulfill the CSU General Education Breadth Requirements (completing at least 30 units with a "C" or better to include areas A-1, A-2, A-3 and B-3 and an overall GPA of 2.0), for a total of 39 transferable semester units. Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" form and a "Request for General Education or IGETC Certification" form with the Admissions and Records Office.

Certificate of Achievement

Complete the following requirements:

Area A: Communication in the English Language, and Critical Thinking
Minimum of 9 semester (12-15 quarter) units, one course from each subgroup (A1, A2, and A3) with a grade of "C" or better.

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

A2: Written Communication
English 1A

A3: Critical Thinking*
Communication 5
English 5
Philosophy 10
*For some engineering majors, exceptions may apply (see a counselor for details).

Area B: Physical Universe & Its Life Forms

Minimum of 9 semester (12-15 quarter) units, with one course from each subgroup: One from Physical Sciences (B1), one from Life Sciences (B2), and one from Mathematics/ Quantitative Reasoning (B4). One lab activity course required from either Physical Sciences or Life Sciences (L=with Lab), or other lab activity course listed.

B1: Physical Sciences
Astronomy 1
Chemistry 1A(L), 1B(L), 30A(L), 30B(L), 50(L)
Geography 1, 1L
Geology 10
Physics 4A(L), 4B(L), 4C(L),10

B2: Life Sciences
Anthropology 1
Biology 1A(L), 1B(L), 2(L), 4(L), 10(L), 11

B3: Laboratory Activity
One course from either B1 or B2 with a laboratory (L), **or** one of the following:
Anthropology 1L
Geography 1L

B4: Mathematics/Quantitative Reasoning: (Must be completed with a grade of "C" or better.)
Mathematics 2, 3A, 3B, 3C, 3E, 3F, 11, 12, 13, 15, 16A, 16B, 50

Area C: Arts, Literature, Philosophy, and Foreign Languages

Minimum of 9 semester (12-15 quarter) units, at least one course from Arts (C1), one course from Humanities (C2), and one course from either the Arts or Humanities.

C1: Arts
Art 1, 2, 3, 4, 122
Music 9, 10, 12A, 12B, 15A, 15B

C2: Humanities
Chinese 10A, 10B, 11A, 11B, 12A, 12B
Communication 2A, 2B
English 1B, 10A, 10B, 17A, 17B, 30A, 30B, 31, 32A, 33A, 33B, 47, 79
German 1A, 1B
History 11*
Humanities 1, 2*, 3*, 13A*+, 13B*+, 15, 40, 51A+, 51B+, 51C+, 60
Mexican and Latin-American Studies 2A+, 2B+, 2C+, 3+
Philosophy 1, 2, 4, 5, 20A, 20B
Spanish 1A, 1B, 2A, 2B
Vietnamese 1A, 1B, 2A, 2B
 *Course may not be counted in more than one area.
 +Students will receive credit and certification for one course only.

Area D: Social, Political, and Economic Institutions and Behavior, and Historical Background

Minimum of 9 semester (12-15 quarter) units from at least two disciplines.
African-American Studies 5, 30+, 31+, 32+
Anthropology 2, 3, 14
Asian and Asian-American Studies 45A, 45B
Communication 6, 19
Economics 1, 2, 5
Geography 2
History 2A, 2B, 5, 7A, 7B**, 8A, 8B, 11*, 12, 17, 18, 19, 32, 50+, 51+, 52+, 53A+, 53B+, 56+
Humanities 13A+, 13B+, 60
Mexican and Latin-American Studies 18A+, 18B+
Political Science 1, 2, 3, 4, 6, 8, 16, 18, 26, 31, 37
Psychology 1A*, 1B*, 3, 7A, 7B, 12*+, 18*, 24, 28, 29
Sociology 1, 2, 3+, 5
 *Course may not be counted in more than one area.
 +Students will receive credit and certification for one course only.
 **Transfer credit may be limited by either UC or CSU due to course sequencing. See a counselor for information.

Area E: Lifelong Understanding and Self-Development

Minimum of 3 semester (4-5 quarter) units.
ATHL 6, 71
Biology 31
Computer Information Systems 1
Counseling 24, 30, 57
Dance 12A, 12B, 24, 25, 26, 27, 28, 30, 31, 40, 43, 44, 45, 60, 61, 64, 65, 66, 67, 68, 69, 70, 71, 88, 89, 92, 93, 94
Humanities 2*, 3*, 13A*+, 13B*+
Kinesiology 21, 33, 34, 36, 74A, 74B, 74C, 74D, 80A, 80B, 80C, 80D, 84A, 96, 103A, 103B, 107A, 107B, 120A, 120B
Political Science 35
Psychology 1A*, 1B*, 3*, 9A, 9B, 12*+, 18*
 *Course may not be counted in more than one area.
 +Students will receive credit and certification for one course only.

UNITED STATES HISTORY, CONSTITUTION, AND AMERICAN IDEALS (CSU Graduation Requirement)

This is not a CSU transfer requirement; however, these courses may be completed prior to transferring to any CSU campus.

Complete one course from EACH group below:

Group 1: AFRAM: 30, 31 HIST: 7A, 7B, 50, 51 (HIST 7A may be double-counted in Group 1 and Group 2; units counted only once)
Group 2: POSCI: 1, 26 (POSCI 1 or 26 may be double-counted in Group 2 and Group 3; units counted only once) HIST 7A (HIST 7A may be double-counted in Group 1 and Group 2; units counted only once)
Group 3: POSCI: 1, 16, 26 (POSCI 1 or 26 may be double-counted in Group 2 and Group 3; units counted only once)

LIBERAL ARTS

NOTE: Courses used to meet this requirement may also be used to satisfy the requirement of CSU GE/Breadth Area D, (at the option of the receiving CSU campus), although units are counted once. Students are encouraged to check with counselors for any recent changes.

Note: Students must request certification of CSU General Education requirements from Admissions and Records **prior to transfer**. For full certification of GE requirements, student must complete 9 units from area A, a minimum of 9 units from areas B, C, and D, and 3 units from area E for a total of 39 units.

For all program degree and certificate updates, please visit:
http://alameda.peralta.edu

PROGRAM OF STUDY

MATHEMATICS A.S. Degree

College of Alameda

TOP Code: 1701.00

Program Control Number:

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, Programs & Transfer Requirements section of this Catalog.

Degree Major Requirements

MATH 003A	Calculus I DE	5
MATH 003B	Calculus II	5
MATH 003C	Calculus III DE	5
MATH 003E	Linear Algebra	3
MATH 003F	Differential Equations	3

Select one course (4 units) from the following **Units**

MATH 011	Discrete Mathematics	4
MATH 012	Symbolic Logic	4
MATH 013	Introduction to Statistics DE	4

Total Units	**25**

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PROGRAM OF STUDY

Associate of Science in Mathematics for Transfer Degree AS-T Degree

College of Alameda

TOP Code: 1701.00
Program Control Number: 31145
State Approval Date: 03/18/2012
Board of Trustees Date: 05/24/2011
Curriculum Committee Approval Date: 02/17/2015
Current Effective Date: 08/01/2012

The Associate in Science in Mathematics for Transfer Degree (AS-T) is designed for students planning to transfer into the mathematics major. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in mathematics or similar major. Students interested in the AS-T for transfer degree in mathematics should consult with the departmental faculty chair. The AS-T degree will be awarded upon completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree listed in the Degrees, Programs & Transfer Requirements section of this Catalog.

Career Opportunities in

In the modern world, there are many fields that need specialists in mathematics. Careers in mathematics include scientists, researchers, space technicians, mathematics teachers, actuaries and insurance specialists, and people who can combine mathematical knowledge with a scientific, computer, or business background.

Degree Major Requirements		Units
MATH 003A	Calculus I DE	5
MATH 003B	Calculus II	5
MATH 003C	Calculus III DE	5
MATH 003E	Linear Algebra	3

Choose one class from this list to complete at least 21 units for the major:		Units
MATH 003F	Differential Equations	3
	or	
MATH 011	Discrete Mathematics	4
	or	
MATH 012	Symbolic Logic	4
	or	
MATH 013	Introduction to Statistics DE	4
	or	
PHYS 004A	General Physics with Calculus	5

Total Units	**21 - 23**

PROGRAM OF STUDY

POLITICAL SCIENCE A.A. Degree

College of Alameda

TOP Code: 2207.00

Program Control Number:

State Approval Date: 03/05/2014

Board of Trustees Date: 05/23/2013

Curriculum Committee Approval Date: 03/19/2013

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, Programs & Transfer Requirements section of this Catalog.

Select two courses (6 units) from the following:		Units
ANTHR 003	Introduction to Social and Cultural Anthropology	3
GEOG 002	Cultural Geography DE	3
HIST 007A	History of the United States to 1877 DE	3
HIST 007B	History of the United States since 1865 DE	3
HIST 32 The United States Since 1945		3
HUMAN 003	Future Studies	3
PHIL 002	Social and Political Philosophy	3
POSCI 003	International Relations	3
POSCI 8 Community and Legal Problems		3
POSCI 16 State and Local Government		3
POSCI 18 The American Presidency		3
SOC 001	Introduction to Sociology DE	3
SOC 002	Social Problems	3
SOC 003	Sociology of Women	3
SOC 005	Minority Groups	3

Degree Major Requirements:		
POSCI 001	Government and Politics in the United States DE	3
POSCI 002	Comparative Government	3
POSCI 004	Political Theory	3
POSCI 006	U.S. Constitution and Criminal Due Process	3
	or	
POSCI 26 U.S. and California Constitution		3

Total Units	**18**

PROGRAM OF STUDY

Associate of Arts in Political Science for Transfer Degree AA-T Degree

College of Alameda

TOP Code: 2207.10

Program Control Number: 32503

State Approval Date: 03/05/2014

Board of Trustees Date: 04/23/2013

Curriculum Committee Approval Date: 03/19/2013

Current Effective Date: 08/01/2014

The Associate in Arts in Political Science for Transfer Degree (AA-T) is designed for students planning to transfer into the political science major. Political Science is the study of politics using the skills of social scientific inquiry. Political inquiry examines the human use of power in relationships creating the structures operating human society. Inquiry into politics explores power in its myriad forms and consequences for people as individuals, in groups, and in society. This realm of psycho-socio-political inquiry is an integrated field of study drawing upon all the disciplines of the Social and Behavioral Sciences as well as in the Arts and Humanities. Upon completion of an AA-T in Political Science, persons have an increased capacity to: demonstrate an overall working knowledge of the principles of governance; demonstrably be able to utilize critical political thinking; and articulate an appreciation of how to apply what is learned in a manner useful in day to day life. This set of outcomes of learning enables students to become more effective citizens in the context of challenges faced by humans in the Modern World System. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in political science or similar major. Students interested in the AA for transfer degree in political science should consult with the departmental faculty chair.

Career Opportunities in

Careers often pursued by persons with training and degrees in political scientists include (but are not limited to): multiple levels of public service and leadership, attorney, diplomat, FBI/CIA Agent, foreign-service officer, labor organizer/union representative, legislative aide, politician, public intellectual, research specialist, and teacher. Other career options in Public Administration include: government management (City, County, Regional, State or Federal Levels); administrative and policy analysis; policy analysis; non-profit administration; and planning and resources development.

Required Core Course(3 unit):

POSCI 001	Government and Politics in the United States DE	3

AND

List A: Three courses (9 units):

POSCI 002	Comparative Government	3
POSCI 003	International Relations	3
POSCI 004	Political Theory	3

AND

List B: Select two (2) courses (6 units) from the following: **Units**

POSCI 006	U.S. Constitution and Criminal Due Process	3
	or	
POSCI 026	U. S. and California Constitution	3
	or	
POSCI 035	Introduction to Community Violence Prevention	3

or

POSCI 016	State and Local Government	3
	or	
HIST 018	20TH Century American Protest Movements	3
	or	
POSCI 031	Introduction to Public Administration DE	3
	or	
POSCI 037	Transformative Social Change and Futures Studies DE	3
	or	
SOC 001	Introduction to Sociology DE	3
	or	
SOC 002	Social Problems	3

Credit is only allowed for either POSCI 6 or POSCI 26, but not both.

Total Units	**18**

PROGRAM OF STUDY

PSYCHOLOGY A.A. Degree

College of Alameda

TOP Code: 0000.00

Program Control Number:

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, Programs & Transfer Requirements section of this Catalog.

Degree Major Requirements:

PSYCH 001A	Introduction to General Psychology DE	3
PSYCH 001B	Introduction to General Psychology DE	3

Select four courses (12 units) from the following:		**Units**
PSYCH 003	Introduction to Personality Theory DE	3
PSYCH 007A	Psychology of Childhood	3
PSYCH 007B	Adolescent Psychology	3
PSYCH 008	Psychology of Intimate Relationships	3
PSYCH 009A	Psychology of Interpersonal Relations	3
PSYCH 009B	Psychology of Interpersonal Relations	3
PSYCH 012	Human Sexuality	3
PSYCH 013A	PSYCH013A	0
PSYCH 013B	PSYCH013B	0
PSYCH 018	Psychology of Minority Groups	3
PSYCH 024	Abnormal Psychology	3

Total Units	**18**

PROGRAM OF STUDY

Associate in Arts in Psychology for Transfer AA-T Degree

College of Alameda

TOP Code: 2001.00
Program Control Number: 32334
State Approval Date: 12/10/2013
Board of Trustees Date: 05/14/2013
Curriculum Committee Approval Date: 04/02/2013
Current Effective Date: 01/01/2014

The Associate in Arts in Psychology for Transfer Degree is designed for students planning to transfer into the psychology major. A study of psychology is built upon the scientific study of human behavior and mental processes. Students pursuing the AA for transfer into the psychology major will study the nature of consciousness and the development of the person, basic processes of human perception, learning, cognition and motivation; the relationship of behavior to physiology; and the nature of psychological disorders and how psychologists use their knowledge to help improve the quality of people's lives. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in psychology or similar major. The Associate transfer degrees (AA-T) require the completion and certification of the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, as well as the specific Associate for transfer (AA-T) major degree requirements. The AA-T does not require any additional college specific General Education requirements. Students interested in the AA for transfer degree in psychology should consult with the Social Sciences Department Chair and a counselor.

Career Opportunities in

The study of psychology enables you to better comprehend how people think, perceive, learn, develop unique personalities, manage stress, and interact with one another. Psychology careers include: jobs in therapy and counseling, schools, hospitals, prisons, courtrooms, community health and rehabilitation centers, sports, and corporate offices. The study of psychology is good preparation for many professions, as well as for one's life.

Required Core:		Units
PSYCH 001A	Introduction to General Psychology DE	3
PSYCH 028	Introduction to Research Methods in Psychology DE	3
MATH 013	Introduction to Statistics DE	4

List A: Select one		Units
BIOL 010	Introduction to Biology DE	4

List B: Select one (3-4 units)		Units
PSYCH 001B	Introduction to General Psychology DE	3
	or	
ENGL 005	Critical Thinking in Reading and Writing	3
	or	
ENGL 001B	Composition and Reading DE	4

List C: Select one (3 units)		Units
PSYCH 003	Introduction to Personality Theory	3
	or	
PSYCH 007A	Psychology of Childhood	3
	or	
PSYCH 007B	Adolescent Psychology	3

	or	
PSYCH 009A	Psychology of Interpersonal Relations	3
	or	
PSYCH 009B	Psychology of Interpersonal Relations	3
	or	
PSYCH 012	Human Sexuality	3
	or	
PSYCH 018	Psychology of Minority Groups	3
	or	
PSYCH 024	Abnormal Psychology	3
	or	
PSYCH 029	Introduction to Forensic Psychology	3
	or	
PSYCH 034	Psychology of Resiliency, Stress Management, and Personal Growth	3
Total Units		

| **Total Units** | **20 - 21** |

PROGRAM OF STUDY

SOCIOLOGY A.A. Degree

College of Alameda

TOP Code: 0000.00

Program Control Number:

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, Programs & Transfer Requirements 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:

SOC 001	Introduction to Sociology DE	3
SOC 002	Social Problems	3

Select one course (3 units) from the following:		**Units**
SOC 003	Sociology of Women	3
SOC 005	Minority Groups	3

Select three courses (9-10 units) from the following:		**Units**
ANTHR 003	Introduction to Social and Cultural Anthropology	3
MATH 013	Introduction to Statistics	4
PSYCH 001A	Introduction to General Psychology DE	3
PSYCH 001B	Introduction to General Psychology DE	3
PSYCH 007B	Adolescent Psychology	3
PSYCH 008	Psychology of Intimate Relationships	3
SOC 005	Minority Groups	3
SOC 003	Sociology of Women	3

Total Units	**18 - 19**

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PROGRAM OF STUDY

Associate of Arts Degree in Sociology for Transfer AA-T Degree

College of Alameda

TOP Code: 0000.00
Program Control Number: 33032
State Approval Date: 11/24/2014
Board of Trustees Date: 05/14/2013
Curriculum Committee Approval Date: 04/02/2013
Current Effective Date: 01/01/2015

Sociology is the critical and applied investigation of everyday life. This approach to academic studies provides students with an analysis of social life, social change, and the social factors and consequences of human behavior using the methods of social science research. Sociologists examine the structure of groups, sub-cultures, organizations, and societies, and how people interact within these contexts. The subject ranges from the families of origin, families of choice, to organized crime, state crime and white collar crime, to religious cults; from the divisions of race, sexuality, gender and social class to the shared beliefs of a common culture; and from the sociology of work to the sociology of the environment.

Career Opportunities in

These skills are important for you in pursuing careers in: community organizing, labor research, violence prevention advocates, activists, human service, community service, marketing, social work, business, criminology, government, and with various non-profit organizations that help address systemic social problems. Sociology majors can shorten their time at the university by taking one or more sociology courses before transfer.

Required Course		Units
SOC 001	Introduction to Sociology DE	3

Required (two of the following)		Units
SOC 002	Social Problems	3
SOC 120	Introduction to Research Methods DE	3
MATH 013	Introduction to Statistics DE	4

Required (two of the following)		Units
SOC 003	Sociology of Women	3
SOC 005	Minority Groups	3
SOC 008	Crime and Deviance	3
PSYCH 012	Human Sexuality	3

Required (one of the following)		Units
ANTHR 003	Introduction to Social and Cultural Anthropology	3
HIST 018	20TH Century American Protest Movements	3
POSCI 004	Political Theory	3

Total Units Required for the Major: 18-19

IGETC or CSU GE-Breadth Education pattern and elective courses	Units
Units Required	41 - 42

Total Units required for Degree

Total Units Required for Degree	60

Total Units 60

Appendix AG: PCCD Strategic Goals 2014

Strategic Goals & Institutional Objectives 2014-2015

The following are the Peralta Community College District's Strategic Goals and Institutional Objectives for the Academic Year 2014-15 (July 1, 2014 – June 30, 2015) which will be evaluated in Summer 2015.

Strategic Focus for 2014-2015: Our focus this year will be on student success in the core educational areas of basic skills/ESOL (English for speakers of other languages), transfer, and CTE (career technical education) by encouraging accountability, outcomes assessment, innovation and collaboration while spending within an established budget.

Strategic Goals	2014-2015 Institutional Objectives	
A: Advance Student Access, Equity, and Success	**A.1**	**Student Access:** Increase enrollment for programs and course offerings in the essential areas of basic skills/ESOL, CTE and transfer to achieve the District target of 19,355 RES FTES.
	A.2	**Student Success:** Increase students' participation in SSSP eligible activities by 50%, with specific emphasis on expanding orientations, assessments, academic advising and student educational plans.
	A.3	**Student Success:** Using baseline data, increase student engagement in activities such as student governance, student life activities, Student leadership development, service learning programs, learning communities, student employment, etc.
	A.4	**Student Equity Planning:** Address the achievement gap through fully developing and implementing the student success and equity plans at each campus.
B: Engage and Leverage Partners	**B.1**	**Partnerships:** Develop a District-wide database that represents our current strategic partnerships and relationships.
	B.2.	**Partnerships:** Expand partnerships with K-12 institutions, community based organizations, four-year institutions, local government, and regional industries and businesses.
C: Build Programs of Distinction	**C.1**	**Student Success:** Develop a District-wide first year experience/student success program.
	C.2	**Student Success:** Develop an innovative student success program at each college.
D: Strengthen Accountability, Innovation and Collaboration	**D.1**	**Service Leadership:** Provide professional development opportunities for faculty, staff and administrators that lead to better service to our students and colleagues.
	D.2	**Institutional Leadership and Governance:** Evaluate and update policies and administrative procedures and the PBIM participatory governance structure.

	D.3. Institutional Effectiveness: Update the PCCD Strategic Plan, College Educational Master Plans, District-wide Technology Plan, District-wide Facilities Plan, Comprehensive Program Reviews and Annual Program Updates to ensure that outcomes and assessments are aligned with PCCD Strategic Goals and Institutional Objectives.
	D.4. Expand the Use of Technology: Provide opportunities for training in Moodle, use of library databases, online teaching and learning resources, online student support services, web-based educational software/applications, smart classrooms, and administrative applications.
E: Develop and Manage Resources to Advance Our Mission	**E.1 FTES/FTEF Target**: Achieve the District target FTES/FTEF within budget. **E.2 Budget to Improve Student Success:** Increase alternative funding sources including, but not limited to, the Peralta Colleges Foundation, non-RES tuition, grants, etc. **E.3 Fiscal Oversight:** Enhance communication between the District and the colleges; prudently manage fiscal resources (general fund, bonds, benefits, OPEB, etc.); enhance processes contained in administrative procedures. **E.4 Support Quality Instruction:** Increase investments in materials, equipment, and teaching and learning resources to enhance student learning outcomes.