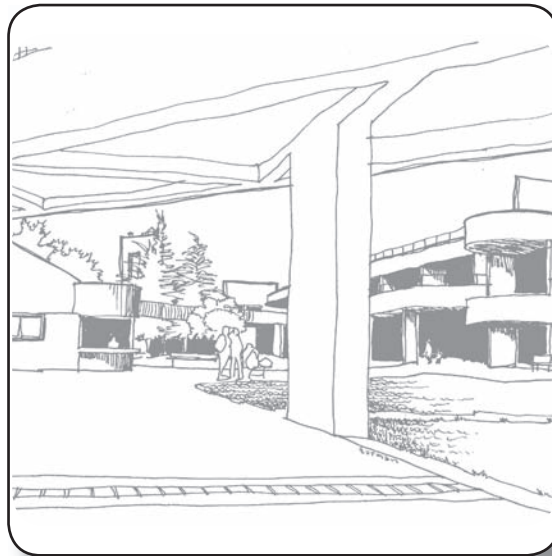




College  
of **Alameda**



**2005-2007 CATALOG**

555 Atlantic Avenue · Alameda, CA 94501 · [www.peralta.cc.ca.us](http://www.peralta.cc.ca.us)

# Table of Contents

## ADMINISTRATIVE DIRECTORY

College of Alameda Administration.....	1
Peralta Community College District.....	1
Welcome!.....	2
Academic Calendar .....	3
Telephone Numbers .....	4

## GENERAL INFORMATION

History of the Peralta Community College District. ....	5
College of Alameda .....	6
Mission .....	6
Vision.....	6
Values.....	6
Goals .....	6
Accreditation.....	7
Program Accreditations and Certifications .....	7
Extended Day and Saturday Classes.....	7
Student Right-to-Know Disclosure of Completion, Graduation and Transfer Rates .....	7

## DISTRICT POLICIES AND PROCEDURES

PCCD Discrimination Complaint Procedures .....	8
Sexual Assault Policy and Procedures.....	17
Student Grievance Procedures .....	18
Student Conduct, Discipline, and Due Process Rights.....	22
Academic Accommodations Policy for Students with Disabilities .....	27
Privacy Rights of Students .....	30
Campus Parking and Safety Regulations.....	31

Drug Free Campus.....	31
Title 5 Regulations.....	31
Weapons Policy.....	31

## COLLEGE REGULATIONS

Eligibility for Admission .....	32
Application Procedures .....	32
Admission of International Students.....	32
High School Students.....	32
Residence Requirements .....	32
California Community College Enrollment Fee .....	32
Campus Center Use Fee.....	32
Nonresident Tuition .....	33
Nonresident Fee Exemption .....	33
Nonresident Capital Outlay Fee .....	33
Military Residence Exemption .....	33
Payment of Fees .....	33
Non-payment of Fees and Other Obligations.....	34
Enrollment Fee Assistance .....	34
Enrollment Fee Refund Policy.....	34
Nonresident Tuition and Capital Outlay Fee Refund Policy .....	34
Refund Procedures .....	34
Tools & Other Materials Costs.....	35
College Registration and Enrollment in Classes ...	35
Counseling .....	35
Academic Accommodations for Students With Disabilities .....	35
Catalog and Schedule of Classes .....	35
Matriculation (Student Success Program).....	35
College Hour .....	42
Student Computer Use Policy .....	42

**STUDENT FINANCIAL AID**

Financial Aid .....	45
Ability to Benefit.....	45
Standards of Satisfactory Academic Progress .....	45
Student Loans .....	46

**STUDENT SERVICES**

Alameda One-Stop Career Center .....	47
Admissions and Records.....	47
Assessment Center .....	47
Children’s Center.....	48
Counseling Services.....	48
Extended Opportunity Programs and Services (EOPS) .....	48
Intercollegiate Athletics.....	49
Library/Learning Resources Center .....	49
Phi Theta Kappa.....	49
Programs and Services for Students with Disabilities (DSPS) .....	49
Safety Services .....	50
Student Activities .....	50
Student Ambassador Program .....	51
Student Health Services .....	51
Transfer Center .....	51
Tutorial Services .....	52
Veterans and Veterans’ Dependents .....	52
Workforce Development .....	52

**ACADEMIC REGULATIONS, POLICIES & STANDARDS**

Scholastic Standards.....	53
Open Classes .....	53
Class Start and End Times .....	53
Attendance Policy.....	53
Student Study Load Auditing .....	53
Grading Policy .....	53
Credit/No Credit Policy .....	53
Withdrawal.....	55
Military Withdrawal .....	55
Incomplete .....	55
In Progress .....	55
Report Delayed .....	55
Course Repetition.....	55
Academic Recognition.....	56
Academic Renewal.....	56
Advanced Placement Policy .....	56
Grade Point Average .....	57
Definition of Unit Value .....	57
Probation and Retention.....	57
Credit by Examination .....	57
Selected Topics in Subject (48/248) Courses.....	58
Independent Study (49) Courses .....	58
Prerequisites, Corequisites and Recommended Preparation .....	58
Transcripts.....	59
Graduation.....	59

**DEGREES, PROGRAMS & TRANSFER REQUIREMENTS**

Catalog Rights .....	60
Associate Degree Requirements .....	60
General Education Requirements for the Associate Degree .....	60
Requirements for the Certificate of Completion Achievement.....	61
Planning to Transfer .....	62
Impacted Programs .....	62
Articulation Agreements .....	62
California Articulation Number (CAN) .....	63
Specific UC Requirements:	
Requirements for Non-Residents .....	63
General Education/Breadth Requirements.....	63
University Requirements for the Baccalaureate Degree.....	64
University of California-Berkeley Campus .....	64
University of California – All Campuses:	
Transfer Admissions Requirements.....	64
High School Proficiency Examination.....	64
General Requirements .....	64
Transfer to the California State University .....	65
United States History, Constitution, and American Ideals Certification .....	67
Intersegmental General Education Transfer Curriculum (IGETC).....	67
Certification of IGETC .....	68
Other Colleges and Universities .....	68
<b>Programs offered at other Peralta Colleges .....</b>	<b>69</b>

**CURRICULUM REQUIREMENTS**

Areas of Study for Associate	
Degrees & Certificates of Completion .....	71
Instructional Divisions.....	72
Curriculum Requirements.....	73

**DESCRIPTION OF COURSES**

Course Information .....	77
Numbering System.....	77
California Articulation Number (CAN).....	77
SCANS Skills and Competencies.....	77
Prerequisites .....	77
Key to Symbols .....	77
Department Abbreviations .....	78

<b>Faculty/staff .....</b>	<b>179</b>
<b>Index .....</b>	<b>185</b>
<b>Campus Maps and Building Guide .....</b>	<b>189</b>



# College of Alameda Administration

## Office of the President

Cecilia Y. M. Cervantes, Ph.D.

*President*

## Office of Business and Administrative Services

Connie Willis

*Business and Administrative Services Manager*

## Office of Instruction

Wise E. Allen, Ph.D.

*Vice President of Instruction, 2005-2006*

Jannett Jackson, Ph.D.

*Vice President of Instruction, 2006-2007*

Peter D. Simon

*Division Dean*

## Office of Student Services

Kerry Compton, Ed.D.

*Vice President of Student Services*

Brenda Johnson

*Dean, Student Services*

## Peralta Community College District

### District Administration

Elihu Harris

*Chancellor*

### Board of Trustees

William Riley, Ed.D., *President*

Linda Handy, *Vice President*

Bill Withrow

Alona Clifton

Marcie Hodge

Cy Gulassa

Nicky González Yuen

Lisa Watkins-Tanner, *Student Trustee*

Rashad Andrews, *Alternate*

---

## NOTICE

*The Peralta Community College District and College of Alameda have made every reasonable effort to determine that the information contained in this 2005-2007 General Catalog is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of the Peralta Community College District or College of Alameda for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and/or the College. The District and the College further reserve the right to add, amend or repeal any of their rules, regulations, policies and/or procedures.*

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

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

## President's Welcome



On behalf of College of Alameda's entire community, comprised of faculty, staff, and students, I welcome you enthusiastically and also congratulate you for selecting our college as the "next step" in your pursuit of advanced education and/or career training.

As a comprehensive community college, we offer courses and programs that satisfy the transfer requirements of four-year colleges and universities. In addition, a range of vocational/technical programs will prepare you for today's complex work place. These include: Apparel Design and Merchandising, Automotive Technology, Auto Body and Paint, Aviation Maintenance Technology, Business and Accounting, Computer Information Systems, Dental Assisting and Diesel Mechanics. Basic Skills and English as a Second Language courses provide a strong foundation that ensures success in academic and technical programs.

Our faculty members are master instructors who are dedicated to the field of teaching and enthusiastically celebrate their students' successes. In addition, the college's classified staff are committed professionals who provide excellent college services in the instructional divisions, counseling, EOPS, DSPS, CalWorks, Financial Aid, tutoring, student support services and information technology.

Besides offering outstanding academic, career and basic skills programs, College of Alameda (COA) also offers student activities, athletics and student organizations that complement your classroom experiences. I encourage you to take advantage of the many opportunities available at COA. The entire educational experience will ensure that you achieve your dreams. I salute you for taking the first step at College of Alameda!

Sincerely,

A handwritten signature in cursive script that reads "Cecilia Y. M. Cervantes". The signature is written in black ink and is positioned below the word "Sincerely,".

Cecilia Cervantes, Ph.D.  
President

# Academic Calendar

## Summer Session 2005

June 20	M	Day and Evening Instruction Begins
June 25	S	Saturday Instruction Begins
June 25	S	Last Day to Add Classes
June 27	M	Census Day – Instructors Verify Enrollment in Classes
June 30	Th	Last Day to Drop Full-Term Credit Classes Without “W” appearing on Transcript
June 30	Th	Last Day to File Petitions for AA or AS Degree/Certificate
July 4	M	Independence Day - Holiday observance
July 5	Tu	Last Day to Drop Full-Term Credit Classes and Receive a Refund*
July 20	W	Last Day to Withdraw and Receive a “W”
July 20	W	Attendance Verification Day – Instructors Verify Enrollment in Classes
July 29	F	Summer Session Ends
July 30	S	Saturday Instruction Ends

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

## Fall Semester 2005

August 15	M	Staff Development Day
August 16	T	Staff Development Day
August 17	W	Day and Evening Instruction Begins
August 20	S	Saturday Instruction Begins
September 1	Th	Last Day To Drop Full-term Credit Classes And Receive a Refund*
September 3	S	Last Day to Add Classes
September 5	M	Labor Day – Holiday Observance
September 6	T	Census Day – Instructors Verify Enrollment in Classes
*September 17	S	Last Day to Drop Full-Term Credit Classes Without “W” appearing on Transcript
October 14	F	Last Day to File Petitions for AA or AS Degree/Certificate
October 19	W	Staff Development Day (no classes)
November 11	F	Veteran’s Day – Holiday Observance
November 23	W	Last Day to Withdraw and Receive a “W”
November 23	W	Attendance Verification Day – Instructors Verify Enrollment in Classes

November 24-25	Th-F	Thanksgiving – Holiday Observance
November 26	S	Saturday Classes Do Not Meet
December 10	S	Saturday Instruction Ends
December 12-16	M-F	Final Examinations
December 16	F	Fall Semester Ends

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

## Spring Semester 2006

January 11	W	Staff Development Day
January 12	Th	Day and Evening Instruction Begins
January 14	S	Saturday Instruction Begins
January 16	M	Martin Luther King Jr. Day - Holiday Observance
January 23	M	Last Day to Add Classes
January 24	T	Last Day to Drop Full-Term Credit Classes and Receive a Refund*
January 31	T	Census Day – Instructors Verify Enrollment in Classes
February 9	Th	Last Day to Drop Full-Term Credit Classes Without “W” appearing on Transcript
February 10	F	Lincoln’s Birthday - Holiday Observance
February 11-12	S-Su	Saturday/Sunday Classes: Do Not Meet
February 13	M	Washington’s Birthday – Holiday Observance
March 1	W	Staff Development Day (no classes)
March 10	F	Last Day to File Petitions for AA or AS Degree/Certificate
April 10-16	M-Su	Spring Recess
April 17	M	Classes resume
April 24	M	Last Day to Withdraw and Receive a “W”
April 24	M	Attendance Verification Day – Instructors Verify Enrollment in Classes
April 27	Th	Staff Development Day (no classes)
May 19	F	Malcolm X’s Birthday - Holiday Observance
May 20	S	Saturday Instruction Ends
May 22-26	M-F	Final Examinations
May 26	F	Spring Semester Ends

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

# Telephone Numbers

College of Alameda Main Number .....	522-7221
FAX .....	769-6019
TTY .....	748-2189
Academic Division Offices:	
Applied Arts & Sciences .....	748-2373
Arts & Letters .....	748-2396
Business & Transportation.....	748-2317
Admissions & Records .....	748-2228/2225, 2227
Administrative Services Office.....	748-2235
Assessment.....	748-2307
Associated Students (ASCOA).....	748-2371
Aviation Facility (North Field).....	748-2291
CalWORKs .....	748-2152
Cashier's Office .....	748-2224
Children's Center .....	748-2381
College Store.....	748-2247
Counseling .....	748-2209
Eve. & Sat. Supervisor (Academic Year).....	748-2311
Extended Opportunity Programs & Services (EOPS) and CARE .....	748-2258
Financial Aid .....	748-2391
TTY .....	748-2392
Health Services .....	748-2320
Information Center.....	748-2184
Instruction, Vice President.....	748-2352
Library .....	748-2250
One-Stop Career Center .....	748-2208
Outreach & Recruitment.....	748-2184
Police Services .....	464-3456
President's Office .....	748-2273
Programs & Services for Students with Disabilities (DSPS) .....	748-2328
TTY .....	748-2330
Public Affairs.....	748-2213
FAX.....	748-2305
Student Activities .....	748-2249
Student Services Administrative Office	
Vice President of Student Services .....	745-2205
Dean of Student Services.....	748-2203
Transfer Center .....	748-2113
Tutorial Center.....	748-2315
Veterans Affairs .....	748-2203

## General Information

### History of the Peralta Community College District

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

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

Its name steeped in Bay Area history and its roots in the early days of public education in Oakland, the Peralta District entered its 41st year on July 1, 2005, committed to a system of education which is designed to serve all of the people of northern Alameda County.

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

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

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

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

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

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

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

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

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

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

In 1974, the Peralta College for Non-Traditional Study opened its offices at 2020 Milvia Street in downtown Berkeley. Now named Vista Community College, it offers programs at a number of community sites and on the University of California campus.

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



## College of Alameda

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

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

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

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

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

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

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

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

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

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

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

## Mission

College of Alameda's mission is to meet the educational needs of its multi-cultural and diverse community by providing excellent comprehensive and flexible programs, including basic skills, transfer and occupational, which will enable each student to achieve his/her own unique goals.

## Values

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

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

## Vision Statement

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

## Goals

The college has adopted these goals to fulfill its mission:

College of Alameda will strive to communicate effectively and efficiently with its internal and external constituencies in order to achieve its mission.

College of Alameda will improve student persistence, retention and completion rates to increase student success, particularly for educationally and economically at-risk students.

College of Alameda will continuously review, improve and develop curriculum in order to meet the changing needs of our students and community.

College of Alameda will improve administrative services in support of institutional effectiveness.

## Accreditation

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

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

## Program Accreditations and Certifications

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

## Extended Day and Saturday Classes

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

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

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



## Student Right-to-Know Disclosure of Completion, Graduation and Transfer Rates

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

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

# District Policies and Procedures

## I. Peralta Community College District Discrimination Complaint Procedures

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

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

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

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

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

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

may object to the proposed resolution through the State Chancellor's Office within thirty (30) days. The Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State.

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

## Sexual Harassment and Discrimination Policy

### Non-Discrimination Policy

The Peralta Community College District, in accordance with applicable Federal and State laws and Board Policy, prohibits unlawful discrimination towards students on the basis of race, creed, color, ancestry, religion, sex, national origin, age (40 and over), marital status, medical condition (cancer related), disability, political views and affiliations or sexual orientation/preference or transgender status in any and all of its programs and activities, including availability of its educational offerings; and other programs and activities such as financial aid and special services. To that end, the District will take immediate, appropriate steps to investigate complaints of discrimination to eliminate current discrimination and to prevent further discrimination. The District prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry.

### Política Prohibiendo la Discriminación (Incluyendo el Acoso Sexual y la Discriminación Racial) contra los Estudiantes

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



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

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

## 禁止對學生歧視政策 (包括性別和種族的騷擾和歧視)

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

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

### A. Dissemination

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

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

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

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

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

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

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

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

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

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

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

### C. Examples of Prohibited Harassment

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

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

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

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

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

### D. Academic Freedom and Freedom of Speech

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

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

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

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

## **E. Consensual Relationships**

### **1. Definitions**

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

### **2. Rationale**

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

### **3. Ethical Violation**

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

### **4. Presumption of a Policy Violation**

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

### **5. Voluntary Consent Not a Defense**

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

### **F. Harassment and Discrimination Complaint Procedures**

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

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

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

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

College of Alameda	(510) 748-2204
Building A, Room 111	
Laney College	(510) 464-3162
Tower Building, Room 412	
Merritt College	(510) 436-2478
Building P, Room 311	
Vista Community College	(510) 981-2820
2020 Milvia St., Berkeley, 3rd Floor	
4. All complaints not filed directly with the District's Equal Opportunity Officer should be immediately forwarded to that Officer on the approved District form.
5. Whenever any person brings charges of unlawful discrimination to the District Equal Opportunity Officer's attention, that Officer shall:
  - (a) inform the complainant that he or she may, but is not required to, informally resolve the charges and that s/he has the right to end the informal resolution effort and begin the formal stage at any time;
  - (b) notify the complainant of the procedures for filing a complaint;
  - (c) discuss with the complainant what actions he or she is seeking in response to the alleged discrimination; and
  - (d) advise the complainant that he or she may file a complaint with the Office for Civil Rights of the United States Department of Education.
  - (e) Forward a copy to the State Chancellor's Office on the appropriate form.
  - (f) Return defective complaints to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
  - (g) Review the complaint and determine the need for any interim measures of relief pending completion of the investigation.
6. Within fourteen (14) days of receiving the complaint, a thorough and impartial investigation will commence with notification to the complainant and the Chancellor of the initiation of the investigation. Complaints will be investigated and resolved in accordance with the District's unlawful discrimination complaint procedures. To ensure a prompt and equitable investigation of complaints, the investigation shall include an opportunity for the complainant and the accused to present witnesses and other evidence on their behalf. Thus, the investigation shall include private interviews with the complainant, the accused individual and each of the witnesses identified by both parties. Sufficient information about the allegations of the complaint shall be disclosed to the accused to provide him/her with an opportunity to respond to the allegations of the complaint and provide additional information. To the extent appropriate, the District will keep the complainant apprised of the progress of the investigation.
7. Complaints will be handled promptly in an appropriately confidential manner — that is, the District's Equal Opportunity Officer will disclose the identities of the parties only to the extent necessary to carry out an investigation.
8. The results of the investigation shall be set forth in a written report which shall include at least all of the following:
  - (a) description of the circumstances giving rise to the complaint;
  - (b) a summary of the testimony provided by each witness, including the complainant and any witnesses identified by the complainant;
  - (c) an analysis of any relevant data or other evidence collected during the course of the investigation; and
  - (d) a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint.



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

- (a) a written notice setting forth:
  - 1) a copy or summary of the District's investigative report;
  - 2) the District's determination on the merits of the complaint; the proposed resolution of the complaints, to the extent that disclosure does not invade any person's privacy rights; and
  - 3) the complainant's right to appeal to the District governing board and the Chancellor.

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

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

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



District decision to the State Chancellor's Office within thirty (30) days. The Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State Chancellor's Office.

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

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

理事會政策 4.03

#### 4.03 政策禁止對學生的歧視 (包括性及種族騷擾和歧視)

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

#### **法律規定依據**

教育法規 72011 條款

1973 年改革法 504 條款

1972 年教育修正法 IX 標題

1964 年公民權利法 VI 標題

1866 年公民權利法、1981 年美國法典 42 條款

1983 年美國法典 42 條款

採用: 1999 年 4 月 13 日

修訂: 2002 年 7 月 23 日

Distrito de los Colegios Universitarios Comunitarios de Peralta

Política 4.03 de la Junta

#### **4.03 Política que prohíbe la discriminación hacia los estudiantes (incluyendo la discriminación y el acoso sexual y racial)**

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

#### **Fundamento jurídico**

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

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

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

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

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

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

Adoptada: 13 de abril de 1999

Revisada: 23 de julio del 2002

Peralta Community College District

Qui Định Của Ban Giám Hiệu 4.03

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

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

**Dựa Trên Pháp Lý**

Bộ Luật Giáo Dục, Mục 72011

Mục 504, Đạo Luật Phục Hồi năm 1973

Tiêu đề IX của Bản Tu Chính Giáo Dục năm 1972

Tiêu Đề VI của Đạo Luật Dân Quyền 1964

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

42 U.S.C. Mục 1983

Được chấp thuận: 13 tháng Tư, 1999

Tu chính: 23 tháng Bảy, 2002



## Sexual Assault Policy and Procedures

### 1.0 POLICY

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

### 2.0 DEFINITION OF SEXUAL ASSAULT (Ed. Code 67385)

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

### 3.0 PROCEDURE

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

1. Making available to students and staff, District policy on sexual assault.
2. Meeting legal reporting requirements.
3. Identifying available services for the victim.
4. Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.
5. Implementing procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.

3.1 It shall be the responsibility of the Vice President of Student Services to see to it that victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the District, shall receive information and referral for treatment. Services available include immediate short-term crisis counseling, and long-term coun-

seling referral to agencies in the community. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

3.1.1 Any student, faculty or staff member who is a victim of sexual assault at a District facility referred to in Section 1.1 of this policy, is encouraged to notify the Vice President of Student Services. The Vice President of Student Services, with the consent of the victim, shall notify the Campus/District Police Services.

3.1.2 Pursuant to legal requirements, the Campus/District Police Services will notify the appropriate local law enforcement agency of the reported sexual assault, and obtain an ambulance to transport the victim to the hospital, as necessary.

3.1.3 In Accordance with the Campus Crime Awareness and Security Act of 1990, the District, on an annual basis, shall notify student and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publication/mailings. The names of the victims will not be reported in the statistics.

3.1.4 In cases of violent crimes considered to be a threat to other students and employees, each college's President or the Chancellor of the District shall make timely reports, respecting the confidentiality of the victim, to the college community in a manner that will aid in the prevention of similar occurrences.

3.1.5 Upon notification of a sexual assault, the Campus/District Police Services will distribute to the victim a description of campus resources and services available to the victim, as well as appropriate off-campus services. Each student or employee who is a victim of sexual assault will receive a copy of this policy.

3.1.6 The listing of resources and services shall be available through the Campus/District Policy Services, each college's Counseling Department and Health Services Unit.

3.1.7 A victim of sexual assault shall be provided with information about pursuing the following remedies or actions against the perpetrator:

- a. Employees
  - Criminal prosecution
  - Civil prosecution

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

- b. Students
  - Criminal prosecution
  - Civil prosecution

District disciplinary process: Students are required to comply with this policy to remain in good standing and as a condition of continued attendance at any of the District's colleges. Violation of this policy will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate in a rehabilitation program. Student discipline shall be accomplished in accordance with provisions of Article 3 of the Title 3, Division 7, Part 47, of the California Education Code.

- c. Non-Student Employer
  - Criminal prosecution
  - Civil prosecution

- 3.1.8 A victim of sexual assault shall be kept informed by the College President/designee or the Chancellor of the status of and disposition of any District/College disciplinary proceedings in connection with the sexual assault.
- 3.1.9 The Counseling Department and Health Services shall assist, upon request, the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.
- 3.3.10 The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the press, concerned students, parents, and Peralta employees not involved in the assault or its investigation, will be handled by the college's Public Information Office or the District's Office of Marketing in accordance with these regulations: the Family Educational Right and Privacy Act, applicable California Education and Administrative Code sections, and Peralta Community College District Policy.
- 4.0 DISSEMINATION
- 4.1 These procedures shall be published in all student, faculty and staff handbooks, each college's catalog and schedule of classes and other printed material deemed appropriate by each college's Vice President of Student Services.
- 4.2. These procedures will also be disseminated at each college's orientation and at periodic workshops to be scheduled by each college's Vice President of Student Services.

## II. Student Grievance Procedure

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

### A. Grounds for Filing Student Grievances

The Student Grievance Procedure shall apply only to grievances involving:

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

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

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

## B. Definitions

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

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

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

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

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

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

## C. Grievance Process

### 1. Step One: Informal Resolution

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

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

### 2. Step Two: Formal Complaint Procedures

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

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

#### a. Filing Complaint

The complaint must include the following:

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

Complaint should be filed with Vice President of Student Services.

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

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

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

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

c. Request for Grievance Hearing

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

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

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

d. Grievance Hearing Committee

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

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

Additional committee member:

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

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

e. Hearing Procedure

1. The Vice President of Instruction, as Chair, shall provide written notice, including the date, time and place of the hearing to both parties at least ten days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.
2. The Chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the Chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The Chair of the committee shall inform both parties orally of this fact at the commencement of the hearing.
3. The decision of the Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The Chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
4. The Chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
5. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
6. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.
7. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.
8. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.

9. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.
10. Any member of the committee may ask questions of any witness.
11. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.
12. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
13. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.
14. The committee shall make all evidence, written or oral, part of the record.
15. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.
16. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.
17. The hearing date may be postponed or continued at the discretion of the Chair of the committee. Both parties shall be given notice of the new or continued hearing date.
18. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services.
19. The Chair of the committee shall notify the Vice President of Student Services of the committee's recommendation within 10 days.
20. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the Vice President of Student Services and shall be available at all times to the accused person. The Vice President of Student Services has the responsibility to ensure that a proper record is maintained and available at all times.
  - f. Final Decision by Vice President of Student Services

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

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

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

### 3. Appeals

#### a. President's Decision

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

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



b. Chancellor's Decision

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

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

c. Board of Trustees' Decision

The Chancellor's (or designee's), decision may be appealed to the Board of Trustees in writing within 10 days of the receipt of the decision.

The Board will review the documentation of the prior steps of the case and determine whether to confirm the Chancellor's decision or hear the appeal. If the Board confirms the Chancellor's decision, the appellant has exhausted his or her remedies. If the Board decides to consider the appeal, it will do so in closed session subject to Education Code 72122, and will issue a final decision within forty-five (45) school days after receipt of the decision.

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

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

#### 4. Time Limits

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

### III. Student Conduct, Discipline, And Due Process Rights

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

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

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

#### A. Student Code of Conduct

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

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

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

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

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

#### **B. Forms of Discipline:**

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

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

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

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

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

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

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

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

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

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

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

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

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

Disciplinary action may be imposed on a student by:

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

## C. Due Process Rights for Suspensions and Expulsions

### Definitions:

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

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

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

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

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

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

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

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

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

Conference Meeting. A student charged with misconduct must meet with the Vice President of Student Services (or designee) for a conference regarding the basis of the charge and the possible disciplinary action that may arise as a consequence. If the student fails to respond within 5 days after receipt of the written notice, the Vice President may proceed on the assumption that the charge(s) is (are) valid.



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

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

One of the following scenarios will occur:

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

### **Short-term Suspension**

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

### **Long-term Suspension**

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

### **Expulsion**

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

### **Hearing Procedures:**

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

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

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

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

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

Conduct of the Hearing:

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

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

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

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

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

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

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

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

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

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.

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

President's (or designee's) Decision:

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

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

Chancellor's Decision:

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

Board of Trustees' Decision:

The Chancellor's (or designee's) decision regarding long-term suspension may be appealed to the Board of Trustees within 10 days of receipt of the Chancellor's decision.

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

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

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

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

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

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

Time Limits:

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

Student Grievance:

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

## **IV. Academic Accommodations Policy and Procedures**

### **A. Academic Accommodations Policy for Students with Disabilities**

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

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

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

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

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

### 1. Process to Request Services

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

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

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

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

### C. Grievance Procedures

If a student is denied academic accommodations or the use of auxiliary aids by an instructor and wishes to appeal, she/he should contact the DSP&S professional to schedule a meeting with the instructor to discuss and resolve the issue. The student may invite the DSP&S professional (i.e., a DSP&S Coordinator, Counselor, Instructor, Acquired Brain Injury (ABI) Specialist, Learning Disability (LD) Specialist etc.) to attend this meeting. In the case where an unresolved issue becomes a dispute (i.e., an issue that is not resolved informally between the student and the instructor with the assistance of the DSP&S professional), the student may file a complaint through the District Student Grievance Procedure. Concurrently, the college ADA Coordinator or designee will review the case and make an interim decision pending resolution through the student grievance procedure. If the issue is still not resolved, the student may appeal directly to the District Affirmative Action Officer.

### D. Meeting General Education Degree Requirements:

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

### E. Meeting Major or Certificate Requirements

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

A course substitution maintains the standards of academic rigor of degree programs because the student is required to demonstrate comparable skills. Therefore, requesting



a course substitution is the preferred option to meet general education degree requirements. For major or certificate course requirements, course substitutions and/or waivers may be considered.

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

## F. Evaluation Of Substitution/Waiver Request

### a. Documentation

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

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

### b. Evaluation of Request

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

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

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

- Documentation of the student's disability with specific test scores, when appropriate, and a description of educationally related functional limitations in the academic area under discussion.
- Evidence of the student's earnest efforts to meet the graduation requirement, which may include:

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

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

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

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

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

- Evidence that the student is otherwise qualified such as:

The student's success in completing other course work requirements for the degree/certificate as indicated by a grade point average of 2.0 or greater in degree applicable classes.

Information about the course in question regarding whether or not it is essential to the student's Course of Study, Major, Transfer Goals or Employment Goals.

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

## G. Meeting General Education Degree Requirements

The Evaluation Team's decision will be made by majority vote. If the Team recommends a course substitution, the Team will request the department to provide a list of previously identified appropriate course substitutions. If the department cannot identify an appropriate course substitution or if the Team concludes that a substitute course is inappropriate due to the severity of the disability, as documented by the Verification of disability and Educational Limitations Form, then the College Vice President of

Instruction and the Associate Vice Chancellor for Admissions and Records and Student Services shall be included in the evaluation process to assist with the identification of an appropriate course substitution. To approve recommendations for course substitutions, the Evaluation Team will forward its recommendation to the Vice President of Instruction and then to the Associate Vice Chancellor for Admissions and Records and Student Services. The District Office of Admissions and Records will verify, implement and notify the student.

#### **H. Meeting Major/Certificate Requirements**

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

#### **I. Grievance Procedure**

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

#### **V. Miscellaneous**

##### **Privacy Rights of Students**

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

1. Education records generally include documents and information related to admissions, enrollment in classes, grades, financial aid, veterans' status, disciplinary action, and related academic information. These records are available to District and College personnel who have legitimate educational interests.
2. The Associate Vice Chancellor for Admissions & Records & Student Services, located at the District Admissions & Records Office, has been designated "Records Officer," as required by the Act.
3. Education records will be made available to currently and formerly enrolled students within fifteen (15) days following completion and filing of a request form with the "Records Officer." During the informal review, the Records Office may make adjustments or changes not constituting interference with integrity of professional entries.
4. If the above informal proceeding does not satisfy the student, the student may submit a request in writing to the "Designated Official," the Vice President of Student Services or designee, on forms provided in the Student Services Office. The "Designated Official" will then assign the matter within ten (10) school days to a "Hearing Officer." The "Hearing Officer" will set a date for the hearing, at the conclusion of which he/she will render his/her decision (within ten days) in writing to the President of the College who shall then sustain or deny the allegations. In the event of a denied allegation, the student may, within 30 days, appeal the decision in writing to the Peralta Community College District Board of Trustees. The Board of Trustees shall meet with the student within 30 days and its decision shall be final.
5. Where the student accepts an unfavorable decision concerning his/her records, or where there is a record of disciplinary action, the student shall have the right to submit a written statement or response to become a part of the record.
6. The Act provides that the College may release certain types of "Directory Information," unless the student submits in writing to the "Records Officer" that certain or all such information not be released without his/her consent. "Directory Information" at this College includes: (a) student's name, (b) city of residence (no street address), (c) participation in recognized activities and sports, (d) dates of attendance, (e) degrees and awards received, (f) the most recent previous educational agency or institution attended, and (g) height and weight of members of athletic teams which may be released only by the appropriate athletic staff member or the Director of Athletics.
7. Copies of College of Alameda educational records, except transcripts, may be obtained by the student at a cost of \$1.00 per document.



### **Campus Parking and Safety Regulations**

*These regulations are strictly enforced. Violators will be cited and vehicles parked illegally may be towed at owner's expense. College officials do not have authority to rescind or to arbitrate citation matters.*

Students must park their vehicles only in authorized lots on the west and north sides of the campus and must pay a Parking Fee of \$0.50 a day (two quarters, exact change only). Semester parking permits (Fall and Spring) can be purchased for \$20 each (\$10 each for motorcycles) at the College Cashier's Office, Room A151. Summer Session parking permits cost \$10 each (\$5 for a motorcycle). Parking fees and permit costs are subject to change.

Students must not park in unauthorized areas, including red zones, yellow (loading) zones, green (30-minute) zones, blue (disabled) zones, or in areas designated for administrative, staff or faculty parking.

Disabled students whose vehicles display a valid DMV placard and a valid parking permit may park in designated disabled parking zones.

Visitors to the campus may park in green (30-minute) zones for a maximum of 30 minutes. Visitors intending to remain longer than 30 minutes must park in a fee lot and pay \$0.50. **The campus speed limit is 10 MPH.**

### **Drug Free Campus**

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

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

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

### **Title 5 Regulations**

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

### **Weapons Policy**

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

# College Regulations

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

## Eligibility for Admission

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

## Application Procedures

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

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

## Admission of International Students

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

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

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

## High School Students

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

## Residence Requirements

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

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

## California Community College

### Enrollment Fee

All students are required to pay a California Community College Enrollment Fee. This fee will be collected at the time of enrollment into classes. The Enrollment Fee for 2005-2006 is \$26.00 a semester unit and is subject to change for the 2006-07 academic year.

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

### Campus Center Use Fee

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



### Nonresident Tuition

Students who are not legal residents of California for one year prior to the first day of the term for which they are applying are charged nonresident tuition. The rate for the 2005-2006 school year is \$164.00 per semester unit, and is subject to change for the 2006-2007 school year. Nonresident students must pay nonresident tuition in addition to the California Community College Enrollment Fee and Campus Center Use Fee before being permitted to enroll.

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

### Nonresident Fee Exemption

Non-Resident students who meet the following criteria are exempt from non-resident and capital outlay fees:

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

### Nonresident Capital Outlay Fee

Nonresident students who are both citizens and residents of a foreign country must pay a Nonresident Capital Outlay Fee. The fee for 2005-2006 is \$6 per semester unit up to a maximum of \$144.00 a year, and is subject to change for the 2006-2007 school year. The fee represents the prorated cost of capital improvements attributable to nonresident citizens and residents of foreign countries and is in addition to Nonresident Tuition, Enrollment and Campus Center Use Fees. Nonresident Capital Outlay Fees cannot be waived without specific action by the Board of Trustees of the Peralta Community College District.

### Military Residence Exemption

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

### Payment of Fees

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

#### Checks

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

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

#### Credit/ATM Cards

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

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

#### Cash

As always, cash is welcome.

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

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

### **Non-payment of Fees and Other Obligations**

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

### **Enrollment Fee Assistance**

Board of Governors Enrollment Fee Waiver (BOGW) is available to assist students who are unable to pay the enrollment fee. Eligibility requirements for these programs have been established by the California Community Colleges Board of Governors. Information on this program is available at the Financial Aid Office.

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

### **Enrollment Fee Refund Policy**

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

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

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

If a student pays an Enrollment Fee of \$10 or less, and cancels his/her registration or withdraws from all classes before the deadline, the processing fee shall equal the Enrollment Fee. No refund of the Enrollment Fee will be made to any student after the last day to drop classes.

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

### **Variable Unit Classes**

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

### **Short-Term Classes**

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

### **Nonresident Tuition and Capital Outlay Fee Refund Policy**

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

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

### **Refund Procedures**

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

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

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

### Tools and Other Materials Costs

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

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

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

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

### College Registration and Enrollment in Classes

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

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

### Counseling

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

### Academic Accommodations for Students with Disabilities

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

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

### Catalog and Schedule of Classes

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

### Matriculation (Student Success Program)

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

#### The Student Agrees To:

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

#### The College Agrees To:

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

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

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

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

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

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

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

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

**Exemption from Matriculation**

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

1. Student has earned an Associate or higher degree from an accredited institution, or
2. Student is enrolling in fewer than 12 units; and has declared one of the following educational objectives:  
Discover/formulate career interests, plans, goals; or  
Prepare for a new career (acquire job skills); or  
Advance in current job or career (update/upgrade job skills); or  
Maintain a certificate or license (i.e., nursing, real estate); or  
Educational enrichment (intellectual, cultural); or  
Complete credits for high school diploma.

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

**Exemption of Assessment Component Only**

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

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

**Assessment for Students with Disabilities**

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

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

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



### Programa de Éxito Estudiantil Matriculación

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

#### El estudiante se compromete a:

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

#### College of Alameda se compromete a:

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

#### Pasos para la matriculación

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

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



para identificar y desarrollar las metas particulares del estudiante y seleccionar los cursos adecuados a las metas.

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

#### Nota para estudiantes con Discapacidades

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

(748-2328/2330 V/TTD)

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

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

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

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





### Exento de Matriculación.

Todo estudiante será exento de matriculación bajo las siguientes condiciones:

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

Nota –

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

### Exención del componente de evaluación

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

- 1) Todo estudiante que haya completado sus estudios con una calificación de “C” o más a nivel de inglés colegial y de matemáticas (se require documentos); o
- 2) Todo estudiante que haya tomado este examen de evaluación (Assessment) en los últimos tres años, podría ser utilizado por el personal de peralta para determinar la colocación adecuada a nivel de inglés y de matemáticas. Los estudiantes que hayan recibido servicios a causa de alguna incapacidad física o cognitiva en los últimos tres años en los colegios de California serán exentos del servicio de evaluación. Ellos tienen que comunicarse con el Centro de Recursos para Estudiantes Incapacitados. Ellos deben llamar a la oficina de DSP&S lo más pronto posible para hacer una cita con un consejero (748-2328).

### Derechos y Responsabilidades del Estudiante.

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

## 升學輔導

— 協助每一位同學走上成功途徑

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

**學院及同學雙方彼此同意並遵循下列的協議。**

每位同學應遵守的是：

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

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

而校方亦同意：

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

### 升學輔導的程序共分下列五部份：

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

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

### 體智弱障同學請注意：

凡因體智弱障，視力欠佳，或溝通不便，在升學輔導的任何步驟上需特別協助者，請預早通知本院的弱障資源中心 (DSP&S)，聯絡電話為 510-748-2328

### 下列同學均應參與『升學輔導』

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

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



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

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

**請注意：**有免參與權的同學，仍可自願參與任何部份的『升學輔導』。

### 只想免考入學測試的規章如下：

任何同學若符合下列條件，即可申請免考入學測試：

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

### 同學的權利及責任：

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

## QUY CHẾ NHẬP HỌC

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

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

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

#### Sinh Viên đồng ý:

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

#### Nhà Trường Đồng Ý:

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



### Các yếu tố phối hợp của Quy Chế nhập học

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

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

### Điểm lưu ý cho những sinh viên khuyết tật -

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

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

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

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

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

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



### Các Miễn Trừ trong Quy Chế Nhập Học

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

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

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

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

*hay*

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

*hay*

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

*hay*

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

*hay*

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

*hay*

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

### Lưu ý -

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

### Miễn trừ phần thẩm định khả năng:

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

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

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

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

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

### Quyền Lợi và Trách Nhiệm của Sinh Viên

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

### College Hour

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

### Student Computer Use Policy

#### Internet Policy

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

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

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

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

#### Policy Violations

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

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

Downloading, storing or displaying obscene or pornographic materials;

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

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



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

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

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

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

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

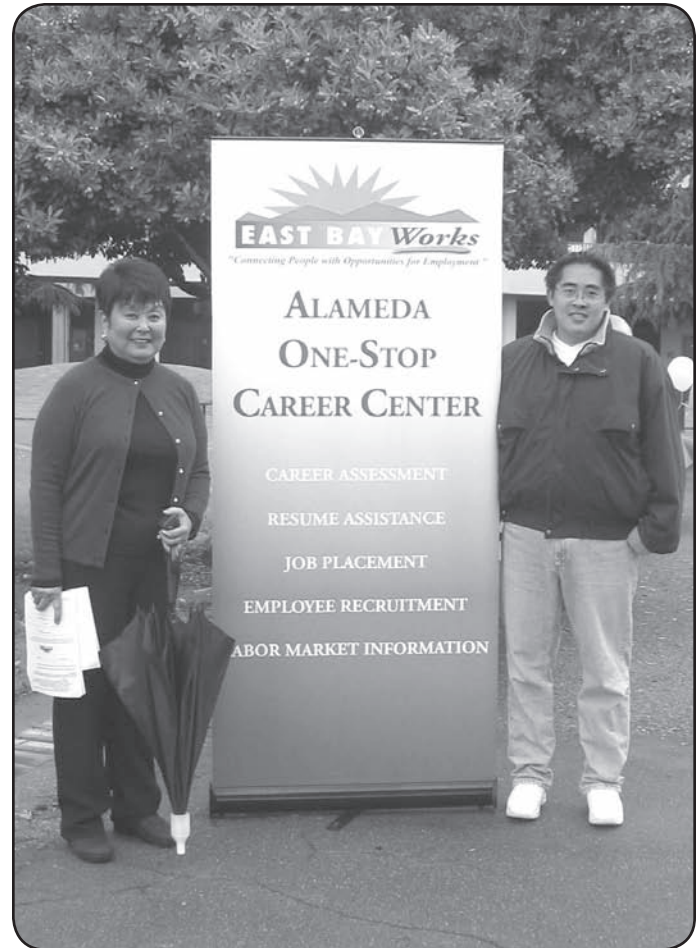
### **Consequences of Policy Violations**

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

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

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

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



### **Procedures For Policy Violations Student Users**

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

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

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

## Student Financial Aid

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

### Spanish

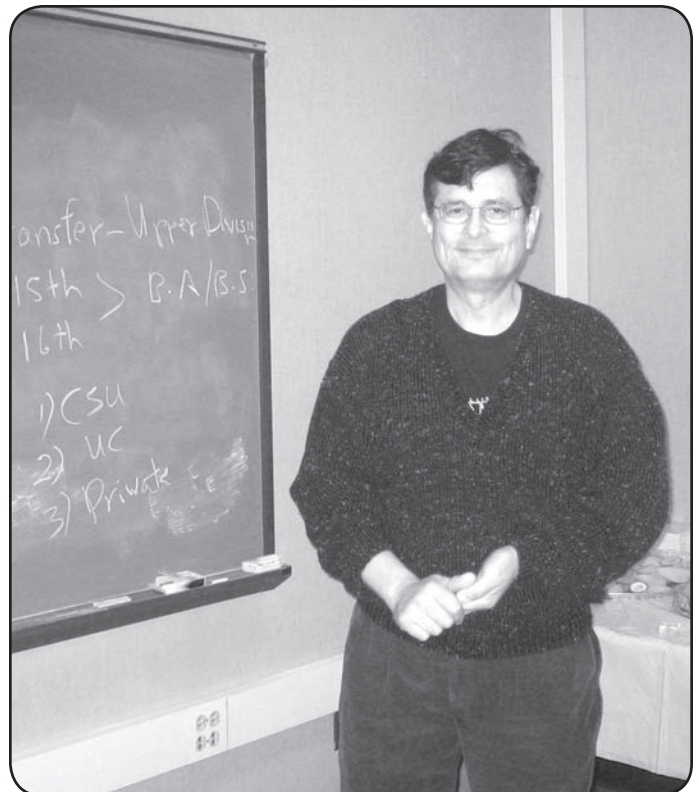
El programa de ayuda financiera proporciona asistencia a los estudiantes que sin la asistencia de estos servicios, no podrán asistir al Colegio de Alameda. Ayuda financiera tiene el propósito de que a ningún estudiante se le niegue una educación universitaria por falta de fondos. La ayuda financiera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

### Tagalog

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

### Vietnamese

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



## Financial Aid

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

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

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

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

## Ability to Benefit

In order to qualify for financial aid, any person who has not earned a high school diploma, or has not received a General Education Development Certificate (GED), needs to demonstrate evidence of the ability to benefit from college instruction by passing an exam designated for that purpose. To meet this requirement the College administers the Wonderlic Basic Skills Test. A schedule of test dates and times will be provided if you need to take this test. The Financial Aid Program is located in A124. For further information, call (510) 748-2391.

## Standards of Satisfactory Academic Progress

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

The Financial Aid Office will place students on the appropriate time frame and inform them of the minimum requirements to maintain satisfactory progress. Placement on the time frame will include all units completed that apply toward a degree at College of Alameda. This will include all units completed at College of Alameda, Laney College, Merritt College and Vista College and all units that have been evaluated by the College of Alameda Admissions and Records Office for transfer to College of Alameda.



### **Minimum Number of Units to be Completed Each Semester**

*Full-Time Students (12 or more units)*

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

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

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

*Half-Time Students (6.0-8.5 units)*

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

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

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

*A student must also:*

Maintain a cumulative 2.0 GPA.

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

### **Probation**

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

### **Disqualification**

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

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

### **Appeals Process**

A student who has been denied financial aid must file a Financial Aid Appeal form. If extenuating circumstances have affected the student's progress, he/she may explain by fully outlining the reason for the appeal.

### **Reinstatement**

A student who has been denied Financial Aid as a result of not making Satisfactory Progress may be reinstated after successfully completing one term and by correcting the

conditions which caused the denial. Awards made after reinstatement will be on a funds-available basis.

### **Returning Students**

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

### **Extension**

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

Other components of Satisfactory Academic Progress include:

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

### **Student Loans**

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

## Student Services



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

### Alameda One-Stop Career Center

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

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

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

Other services include:

- Job search information and resume assistance.
- Access to Career Library and job preparation materials.
- Employment and labor market information.
- Individual vocational counseling to help job seekers change or choose a career.

The Career Center is located on the second floor of the "L" building. Call (510) 748-2208 for further information, or visit <<http://www.eastbayworks.org>>.

### Admissions and Records

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

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

Admissions and Records is located in the A building. Call (510) 748-2228 for further information or visit [www.peralta.cc.ca.us](http://www.peralta.cc.ca.us).

### Assessment Center

The Assessment Center helps students choose classes to match their skill levels in English, writing and reading, Mathematics, and English as a Second Language.

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

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



## Children's Center

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

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

The Center is open Monday through Friday, from 7:45 a.m. to 5:15 p.m. The Center follows the campus calendar and serves children during the Fall and Spring Semesters. Children can be served between the ages of twelve (12) months and five (5) years of age. Children receive three cost-free meals a day. The fees for care are based on family size and gross monthly income. Services are free for eligible low-income, CalWORKs and TANF families.

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

## Counseling Services

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

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

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

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

Students are invited to go to the Counseling Appointment Desk, located in Room A115, to make appointments or to meet with counselors on a drop-in basis for brief questions or emergency problems. Discussions of personal matters are confidential.

The Counseling Center is located within the Student Services Complex in Building A. For additional information, call (510) 748-2209.

## Extended Opportunity Programs & Services (EOPS)

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

The program offers special supportive services to EOPS students, including professional counseling and peer advising, priority registration, tutorial services, career and academic guidance, financial and book purchase assistance, transfer assistance and fee waivers for CSU and University of California, and cultural enrichment activities. Students also are assisted with admissions and financial aid applications to four-year institutions.

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

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

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

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

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

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

## Intercollegiate Athletics

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

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

## Library/Learning Resources Center

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

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

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

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

The Learning Resources Center, on the second floor, is comprised of the Tutoring Center, Writing Lab, Basic Skills Lab, the Math Lab, and the Open Lab. The Learning Re-

sources Center is a collaborative learning community environment that provides centralized access to programs and services designed to assist students in succeeding in their academic endeavors, including the development of learning skills and attitudes for effective performance in the college environments as well as the enhancement of thinking abilities and knowledge base, and provides instructional support to faculty in the classroom.

## Phi Theta Kappa

Phi Theta Kappa is an international community college honor society established to promote scholarship, service, and community leadership. College of Alameda's chapter, Alpha Chi Alpha, was founded in May 1992. Chapter members participate in campus and community projects. Membership is open to all students who have accumulated 12 semester units with a GPA of 3.5 or higher. For further information, contact the Office of the Vice President of Student Services, Building A, (510) 748-2205.

## Programs and Services for Students with Disabilities (DSPS)

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

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

- 1. The Learning Skills Program** assists students with learning disabilities succeed in their college program by providing assessment, instruction, advising, and liaison with campus instructors and programs. Special classes teach learning strategies in reading, writing, math, and study skills. The classes cover basic through college skill levels. Enroll in Learning Resources 295 for eligibility assessment.
- 2. The Adapted Computer Learning Center** provides instruction to meet the computer access needs of students with learning disabilities, acquired brain injury, visual impairment, or physical disability. Adaptations include programs to increase print size on the screen; speech synthesizers that read aloud information on the screen; voice input to allow "hands free" computer operation; an embosser for Braille output of written material; and programs that modify the keyboard. Computers are also used as a tool in teaching cognitive skills to students with specific learning disabilities or acquired brain injuries resulting from head trauma,

stroke, hypoxia, brain tumor, infections of the brain or ingestion of toxic substances. The cognitive skills class remediates basic mental processes such as memory, attention, concentration, perception, and orientation. It retrains complex thinking skills such as categorizing, sequencing, problem solving, abstract reasoning, and communicating. It helps students develop compensatory strategies for coping with decreased cognitive function.

3. **The Vocational Living Skills Program** provides a transition to work for individuals who have a desire to work and who want to develop the skills needed to seek and maintain employment. Courses are also offered in independent living skills. The program serves primarily persons with developmental disabilities, but students with other disabilities also enroll as appropriate.
4. **The Workability III Program** provides job search skills training and job placement services for persons with disabilities. Workability III is a joint program between College of Alameda and the Department of Rehabilitation.
5. **The Brain Injury Program** assists students in making personal, social, vocational and academic adjustments to acquired and traumatic brain injuries. College of Alameda and DSPS partner with Services for Brain Injury, a non-profit agency in San Jose, to offer the program.

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

### Safety Services

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

### Safety Aides

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

### Student Activities

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

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

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

### Associated Students (ASCOA)

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

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

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

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

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

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

### Cyber Cafe

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

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

### College Store

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

### Lost and Found

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

### Student Center

The Student Center (Building “F”) houses the Student Activities Office, Cafeteria, the Student Lounge, the Cyber Cafe, offices of the ASCOA, mailboxes for recognized clubs and organizations, and the College Store. It is the central location for many student activities.

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

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

### Student Ambassador Program

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

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

### Student Health Services

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

The services of a registered nurse are provided to assist students in health matters. Health Services provides health counseling, referrals, health education, emergency first aid and assistance with general problems. Consultation and health services are free of charge to all College of Alameda students. Other health services and projects will be offered with prior announcements. The Health Services Center is located next to the Student Services office in Building “A”, Room 107. Because of campus remodeling, this office will be relocated to Building “F”. Please call ahead (510) 748-2320 to determine location. Hours are 8:00 a.m. to 2:15 p.m. Monday through Friday.

### Transfer Center

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

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

For additional information, visit the Transfer Center in Room A136 or call (510) 748-2113.



### **Concurrent Enrollment With Four-Year Colleges and Universities**

College of Alameda provides its students with the opportunity to enroll concurrently in one class per semester/quarter at the University of California, Berkeley; California State University, East Bay; Mills College; Holy Names College; or John F. Kennedy University. The program is designed to increase the accessibility of the university to students who might not otherwise plan to enroll, to allow students who require courses not available at their home institution to obtain these courses, (if available) and to enable students to test their potential for success in a university setting. Formally admitted UC students and individuals who have attended a four-year institution or holding a Bachelor's Degree or equivalent from a foreign university are not eligible to participate.

For more information about program eligibility criteria and participation in the program, please make an appointment to see a counselor or visit the Transfer Center located in A136.

### **Tutorial Services**

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

### **Veterans and Veterans' Dependents**

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

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

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

5. Submit applicable documents to the Veterans Office for the processing of your educational benefits: DD214, Veterans application, Student Educational Plan, dependent documentation.

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

The Veterans Affairs Program is located in the Student Services complex in the A building. Call (510) 748-2203 for further information.

### **Credit for Military Experience**

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

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

### **Standards of Progress for Veteran Students Receiving Benefits**

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

### **Workforce Development**

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

Services for CalWORKs students include:

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

For further information, visit the Workforce Development Office on the second floor of the Student Center, or call (510) 748-2152.



# Academic Regulations, Policies and Standards

## Scholastic Standards

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

## Open Classes

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

## Class Start and End Times

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

## Attendance Policy

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

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

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

## Student Study Load

In order to complete an Associate in Arts or Associate in Science degree at one of the Peralta Colleges in two years, an average unit load of 15 units per term is advised. Students may not carry more than 18 units (including combined total of all Peralta Colleges) without prior approval of a counselor. Counselor approval is required for enrollment in 18.5-21.5 units. The Vice President of Student Services

must approve enrollment in 22-25 units. Under no circumstances will approval be granted beyond 25 units.

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

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

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

## Auditing

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

## Grading Policy

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

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

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

## Grades

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

## Credit/No Credit Policy

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

**Grades**

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

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

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

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

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

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

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

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

### **Withdrawal**

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

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

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

### **Military Withdrawal**

The "MW" shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the "MW" symbol may be given in lieu of grade at any time. The "MW" shall not be counted in determining progress probation or in calculating grade points for dismissal.

### **Incomplete**

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

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

### **In Progress**

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

### **Report Delayed**

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

### **Course Repetition**

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

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

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

State regulations restrict the number of courses which can be repeated for credit, and the number of times they can

be repeated. For a list of courses which have been approved for repetition for credit, consult a counselor.

## Academic Recognition

### Honor Roll

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

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

### Associate Degree Honors

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

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

### Academic Renewal

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

1. A period of one year must have elapsed since the work to be alleviated was completed;
2. The student has requested the action formally and has presented evidence that work completed in the term(s) under consideration is (are) substandard and not representative of present scholastic ability and level of performance;
3. The student has completed at all Peralta Colleges, 15 semester units with a 2.5 GPA or better since the most recent work to be disregarded was completed. Work completed at an institution outside the Peralta District cannot be used to satisfy this requirement.

**PLEASE NOTE:** *When coursework is forgiven, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.*

Forms for filing under this policy may be obtained from the Admissions and Records Office.

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

## Advanced Placement Policy

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

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

### Note:

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



## Grade Point Average

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

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

### Example:

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

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

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

15 semester units attempted

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

## Definition of Unit Value

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

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

For assistance in determining quarter/semester unit equivalency, contact the Office of Admissions & Records, Room A124.

## Probation and Retention

### Academic Good Standing

To remain in good academic standing, a student must maintain a cumulative grade point average of 2.0 or higher. Students who have a cumulative grade point average of less than 2.0 will be considered scholastically deficient.

### Academic Probation

A student who has attempted at least 12 semester units as shown by the academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were awarded.

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

### Progress Probation

A student who has enrolled in a total of at least 12 semester units as indicated on the academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W", "I" and "NC" are recorded reaches at least 50 percent of the grades.

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

### Standards for Dismissal

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

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

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

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

### Units Attempted

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A", "B", "C", "D", or "F"; (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W", "I", "CR", and "NC".

### Notification of Probation or Dismissal

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

### Credit by Examination

Enrolled students who have had substantial prior experience in the content of college-level courses or who have completed equivalent course work at a non-accredited institution may file a petition challenging a course, which has been approved for credit by examination. The student must: (1) be currently

registered, (2) not be on scholastic probation, and (3) have completed at least six (6) semester (9 quarter) units at College of Alameda. The petition must be submitted to the Admissions & Records Office by the third week of the semester. The petition will be forwarded to the appropriate dean, who may arrange for the examination. The examination may consist of written, oral, and/or demonstration portions.

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

### **Selected Topics in Subject (48/248) Courses**

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

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

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

### **Independent Study (49) Courses**

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

lar discipline. Independent study (49) contract forms are available in the instructional division offices.

### **Prerequisites, Corequisites and Recommended Preparation**

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

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

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

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

**Policy:** Prerequisites and corequisites will be monitored automatically at registration. If a student successfully has met the prerequisite at a Peralta college, as confirmed by a transcript check, the student will be enrolled in the class. If a student has not met the prerequisite or corequisite, the student will be temporarily enrolled in the course until the last day to add the class. **(If the student has met the prerequisite at another college, but does not possess a transcript, the student will be enrolled in the class**

and given until the 13th week of instruction to provide a transcript to the Admissions Office. This process begins when the student submits a petition for equivalency. SEE BELOW.) The student's enrollment in the class will become official if the student files a successful petition. The student will be automatically dropped on the last day to add the class if the student fails to submit a petition or the petition is not upheld.

There are three options:

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

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

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

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

Grounds for challenge shall include at least one of the following:

1. The student has acquired through work or life experiences the skills and knowledge that are presupposed in terms of the course or program for which the prerequisite/corequisite is established. (Dean of Instruction)
2. The student has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or where enrollment has been limited to a specific cohort of students, and would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan. (Dean)
3. The student demonstrates that he or she does not pose a threat to himself or herself or others in a course which has a prerequisite established to protect health and safety. (Dean of Instruction)

4. The prerequisite is not necessary and appropriate for success in the course and has not been established accordance with the District's process for establishing prerequisites and corequisites. (Dean)
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. (Vice President of Instruction and Vice President of Student Services)
6. The student will be subject to undue delay in attaining the goal in his or her educational plan because the prerequisite or corequisite course has not been made reasonably available. (Vice President of Instruction)

A petition will be resolved by the appropriate staff within five (5) working days. If the petition is upheld, the student will be officially enrolled in the course. If no space is available in the course when a petition is filed, the petition shall be resolved prior to the beginning of registration for the next term, and, if the petition is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term. If the petition is not upheld, the student will be notified in writing that he/she has been dropped from the course. The student shall bear the initial burden of showing that grounds exist for filing the petition.

### Transcripts

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

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

### Graduation

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

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



# Degrees, Programs, and Transfer Requirements

## Catalog Rights

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

Students' catalog rights include:

1. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the Degree/Certificate are completed. \* OR
2. The regulations current at the time the student files and receives the Degree/Certificate.\* OR
3. The regulations current at the time the student files and receives the Degree/Certificate.\*

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

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

The withdrawal symbol ("W") constitutes enrollment.

## Associate Degree Requirements

Requirements for graduation with an Associate Degree are prescribed by the State Chancellor's Office and the Board of Trustees of the Peralta Colleges. Degrees are conferred when students have met the prescribed requirements. It is the student's responsibility to file all transcripts of previous college work and to file a Petition for an Associate Degree by the deadline date during the semester in which he/she plans to complete the requirements. See the Academic Calendar in the Class Schedule for deadline dates.

## Overall Requirements

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

1. At least 22 units must be completed in General Education.
2. A minimum of 18 units is required for the major. The specific number of units varies with the major. Students should refer to the individual curriculum patterns for this information.
3. At least 12 units must be completed at College of Alameda.
4. A minimum grade point average of 2.0 ("C") is required in EACH of the following:
  - Overall grade point average and
  - General Education Requirements.

5. A "C" grade or better is required in EACH course in the major and in area 4A, English composition and area 4B, mathematics.

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

## General Education Requirements for the Associate Degree

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

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

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

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

- |           |   |                        |
|-----------|---|------------------------|
| <b>1.</b> | <b>Natural Science</b>  | <b>Minimum 3 units</b> |
|           | Anthropology 1  |                        |
|           | Astronomy 1   |                        |
|           | Automotive Technology 21  |                        |
|           | Biology 1A, 1B, 10, 12A, 12B, 14, 18, 19, 26, 27(*), 31   |                        |
|           | Chemistry 1A, 1B, 8A, 8B, 30A, 30B  |                        |
|           | Geography 1   |                        |
|           | Geology 10  |                        |
|           | Physical Science 10   |                        |
|           | Physics 4A, 4B, 4C, 10  |                        |
|           | (*) Students will receive credit for one course only.   |                        |
| <b>2.</b> | <b>Social and Behavioral Sciences</b>   | <b>Minimum 3 units</b> |
|           | African-American Studies 5, 30*, 31*, 32*   |                        |
|           | Anthropology 2, 3, 5**, 14  |                        |
|           | Asian-American Studies 45A, 45B   |                        |
|           | Business 5, 10  |                        |
|           | Economics 1, 2, 5   |                        |
|           | Education 1   |                        |
|           | Geography 2, 3  |                        |
|           | History 1**, 2A, 2B, 5, 7A, 7B, 8A, 8B, 10A, 10B, 11, 12, 15, 17, 19, 32, 50*, 51*, 52*, 53A, 53B, 55A, 56*** |                        |
|           | Mexican/Latin American Studies 18A, 18B   |                        |
|           | Political Science 1, 2, 3, 4, 6, 8, 10, 16, 18  |                        |



Psychology 1A, 1B, 3, 7A, 7B, 8, 9A, 9B, 12(\*), 13A, 13B, 18, 24

Sociology 1, 2, 3\*\*\*, 5, 13

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

**3. Humanities Minimum 3 units**

Art 1, 2, 3, 4, 8A, 8B, 122

Chinese 10A, 10B, 11A, 11B, 12A, 12B, 30A, 30B

Communication (formerly Speech) 2A, 2B

English 1B, 10A, 10B, 16, 17A, 17B, 27A, 27B,

30A, 30B, 31, 32A, 32B, 33A, 33B, 36, 47, 61,

210A, 210B, 216, 217A, 217B, 227A, 227B, 230A,

230B, 231, 232A, 232B, 233A, 233B, 236, 247

French 1A, 1B, 2A, 2B, 30A

German 1A, 1B, 30A, 30B

Humanities 1, 2, 3, 13, 13B, 40, 51A\*, 51B\*, 51C\*

Mexican/Latin American Studies 2A\*, 2B\*, 2C\*, 3\*\*

Music 1A, 10, 12A, 12B, 15A, 15B

Philosophy 1, 2, 4, 5, 10, 20A, 20B

Spanish 1A, 1B, 2A, 2B, 20A, 20B, 30A, 30B, 51\*\*

Vietnamese 1A, 1B, 2A, 2B

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

**4. Language and Rationality**

**A. English Composition Minimum 3 units**

Communication (formerly Speech) 5

English 1A, 1B, 5, 201A, 201B, 211

English as a Second Language 21A, 21B

**B. Mathematics Minimum 3 units**

May be met by one of two options listed below:

Option A: Credit by exam for Math 201 (or higher) with credit posted on transcript.

Option B: Completion of one (1) of the following:

Math 2, 3A, 3B, 3C, 3E, 3F, 11, 12, 13, 15, 16A, 16B, 50, 201, 202, 203, 225

**C. Computer Literacy Minimum 1 unit**

Business 24, 238A

CIS: All courses numbered 1 through 248, except 211

Learning Resources 211A, 211B

Political Science 10

**D. Oral and Written Communication or Literature Minimum 3 units**

Communication (formerly Speech) 1A, 1B, 2A, 2B, 4, 5, 20, 45

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

English as a Second Language 21A, 21B

Mexican/Latin American Studies 3\*

Spanish 51\*

\*Students will receive credit for one course only.

**E. Communication and Analytical Thinking Minimum 3 units**

Communication (formerly Speech) 2A, 2B

English 1A, 5, 211

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

Philosophy 10

**5. Ethnic Studies Minimum 3 units**

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

Anthropology 5\*\*, 14

Art 8A, 8B

Asian-American Studies 45A, 45B

English 16, 31, 216, 231

History 1\*\*, 11, 17, 19, 50\*, 51\*, 52\*

Humanities 51A\*\*, 51B\*\*, 51C\*\*

Mexican-Latin American Studies 2A\*\*, 2B\*\*, 2C\*\*

Music 15A, 15B

Psychology 18

Sociology 5.

\*, \*\* 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.*

**Requirements for the Certificate of Completion**

A Certificate of Completion is awarded in certain occupational curricula upon satisfactory completion of a specific course of study as described in the Curricula Patterns section of the General Catalog. Courses in the major must be completed with a "C" grade or better. At least 12 semester units must be completed at College of Alameda. Students should consult their counselor for specific requirements for each major.

**Requirements for the Certificate of Achievement**

A Certificate of Achievement is granted in certain credit programs or to certain credit courses which have certificate requirements (6-17.5 units) in the major. Requirements for the current certificates of achievement are described in the Curricula Requirements section of this catalog. A grade of "C" or better is required in each course. The receipt of a Certificate of Achievement is indicated on the student's transcript.

**Certificate of Achievement**

A Certificate of Achievement is granted in certain programs for which 6 – 17.5 semester units are required. A grade of "C" or better is required in each course. These do not qualify for the Certificate of Achievement is indicated on the student's transcript.

## Planning to Transfer

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

1. Read the four-year college or university catalog for admissions and other information, such as:
  - a. Transfer requirements;
  - b. Major requirements and degrees offered;
  - c. General education or breadth requirements; and
  - d. Application and financial aid deadlines.
 Many catalogs are available for review in the Transfer Center, A-136.
2. Note the difference between lower and upper division courses required by the particular college or school of the university in which the advanced work is to be taken.

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

3. Identify the courses (lower-division prerequisites) which must be taken in preparation for the major as well as those required in the major.
4. Remember that community college courses transfer to four-year college for specific majors, general education/breadth requirements, or elective credit depending upon the school and major selected.
5. Check the policies regarding the maximum number of units that may be transferable. A maximum of seventy (70) transferable semester or one hundred and five (105) quarter units completed at a community college may be applied toward the total number of units required for a bachelor's degree at a campus of the University of California or California State University. Total units transferable to independent colleges vary. Subject credit for transferable courses in excess of seventy semester units may also be granted to satisfy university graduation requirements. Courses accepted as equivalent to those offered in lower divisions by a four-year institution, even if beyond the seventy semester/one hundred five quarter-unit maximum, may be applied where needed to meet specific lower division and/or general education/breadth requirements. Therefore, students are strongly advised to complete all courses designated as required lower division preparation for the major is contingent upon completion of specific courses (e.g., over subscribed majors).
6. With proper planning, College of Alameda students can complete the lower division requirements for most majors offered by four-year institutions. College of Alameda counselors will assist students in the development of an educational plan through individual appointments. Students should also confer with faculty in their selected major in planning their programs. Where particular planning problems are present, counselors will assist students through contacts with representatives of the various four-year institutions.

7. Catalogs and applications for admission to the University of California and the California State University are available in the Transfer Center. The Transfer Center can provide assistance in obtaining catalogs and applications from other institutions.
8. All students must assume complete responsibility for compliance with regulations and instructions for selecting the courses that will permit them to meet their educational objectives, and for satisfying prerequisites for any programs or courses they plan to take as set forth in the appropriate catalog.

## Impacted Programs

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

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

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

## Articulation Agreements

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

Counselors can access articulation agreements between College of Alameda and the campuses of the California State University, the University of California campuses and some independent colleges, both in and out of state. Most agreements with CSU and UC campuses are available on the Internet, [www.assist.org](http://www.assist.org). A student working closely with a counselor will be able to complete the first two years of a four-year college degree at College of Alameda and then transfer as a junior. Any student experiencing difficulty with the transfer of courses from College of Alameda should contact the Counseling Department for assistance.

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

## California Articulation Number (CAN)

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

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

### CAN Qualified Courses\*

CAN Number	College of Alameda Course
CAN ANTH 2	Anthropology 1
CAN ANTH 4	Anthropology 3
CAN ANTH 6	Anthropology 2
CAN ART 2	Art 2
CAN BIOL 12	Biology 19
CAN BIOL SEQ A	Biology 1A + Biology 1B
CAN BIOL SEQ B	Biology 18 + Biology 19
CAN BUS 2	Business 1A
CAN BUS 4	Business 1B
CAN BUS 8	Business 2
CAN BUS SEQ A	Business 1A + Business 1B
CAN CHEM 2	Chemistry 1A
CAN CHEM 4	Chemistry 1B
CAN CHEM SEQ A	Chemistry 1A + Chemistry 1B
CAN CHEM SEQ B	Chemistry 30A + Chemistry 30B
CAN CSCI 26	Math 11
CAN ECON 2	Economics 1
CAN ECON 4	Economics 2
CAN ENGL 2	English 1A
CAN ENGL 4	English 1B
CAN ENGL 6	English 10A
CAN ENGL 14	English 30A
CAN ENGL 16	English 30B
CAN ENGL SEQ A	English 1A+ English 1B
CAN ENGR 8	Engineering 35
CAN ENGR 12	Engineering 17
CAN FCS 2	Biology 31
CAN FREN 8	French 2A
CAN FREN 10	French 2B
CAN FREN SEQ A	French 1A+ French 1B
CAN FREN SEQ B	French 2A+ French 2B
CAN GEOG 2	Geography 1
CAN GEOG 4	Geography 2
CAN GEOG 6	Geography 1+ Geography 1L
CAN GEOL 6	Geology 10
CAN GERM 2	German 1A
CAN GERM 4	German 1B

CAN GERM SEQ A	German 1A+ German 1B
CAN GOVT 2	Political Science 1
CAN HIST 4	History 2B
CAN HIST 8	History 7A
CAN HIST 10	History 7B
CAN HIST SEQ A	History 2A+ History 2B
CAN HIST SEQ B	History 7A + History 7B
CAN MATH 4	Math 15
CAN MATH 8	Math 50
CAN MATH 16	Math 2
CAN MATH 18	Math 3A
CAN MATH 20	Math 3B
CAN MATH 22	Math 3C
CAN MATH 24	Math 3F
CAN MATH 26	Math 3E
CAN MATH 30	Math 16A
CAN MATH SEQ B	Math 3A + Math 3B
CAN MATH SEQ C	Math 3A + Math 3B + Math 3C
CAN PHIL 2	Philosophy 1
CAN PHIL 4	Philosophy 5
CAN PHIL 6	Philosophy 10
CAN PHYS 8	Physics 4A
CAN PHYS 12	Physics 4B
CAN PHYS 14	Physics 4C
CAN PHYS SEQ B	Physics 4A + Physics 4B + Physics 4C
CAN PSY 2	Psychology 1A
CAN SOC 2	Sociology 1
CAN SOC 4	Sociology 2
CAN SPAN 2	Spanish 1A
CAN SPAN 4	Spanish 1B
CAN SPAN 8	Spanish 2A
CAN SPAN 10	Spanish 2B
CAN SPAN SEQ A	Spanish 1A + Spanish 1B
CAN SPAN SEQ B	Spanish 2A + Spanish 2B
CAN SPCH 4	Speech 45
CAN STAT 2	Math 13

\* As of June 2005

## University of California – All Campuses

### Transfer Admissions Requirements

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

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

### High School Proficiency Examination

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

### General Requirements

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

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

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

### Specific UC Requirements

#### Requirements for Non-residents

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

#### General Education/Breadth Requirements

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

Each school and college at every UC campus has its own set of requirements. They are described in the campus cat-

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

Beginning in 1991, transfer applicants may satisfy the general education requirements by completing the Inter-segmental General Education Transfer Curriculum (IGETC). Students should consult their counselor for information pertaining to restrictions.

#### University Requirements for the Baccalaureate Degree

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

##### 1. American History and Institutions

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

##### 2. Subject A

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

#### University of California-Berkeley Campus

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

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

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



### Transfer to the California State University

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

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

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

### Transfer Requirements

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

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

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

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

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



### Making up Missing College Preparatory Subject Requirements

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

All transfer applicants with 56 or more transferable semester units must complete all CSU General Education requirements in the Communication Area (Area A1, A2 and A3) and in Mathematics (Area B4).

## 2005-2006 California State University General Education Breadth Requirements (Updated Annually)

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

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

A total of 48 units is required to meet the General Education requirement for the California State University system. The additional 9 units must be upper division courses and must be completed after the student transfers to a CSU.

See page 68 for general education certification procedures.

### AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE & CRITICAL THINKING:

Nine (9) semester units: Complete minimum one course in each category.

- A1: Oral Communications: Communication (formerly Speech) 1A, 1B, 4, 45  
 A2: Written English: English 1A or 1B  
 A3: Critical Thinking: English 5, Philosophy 10, Communication (formerly Speech) 5  
 For A3, some Engineering major exceptions may apply. (See a counselor for details.)

### AREA B: PHYSICAL UNIVERSE & ITS LIFE FORMS & QUANTITATIVE

Minimum of 10 semester units; complete one course in each category; a lab\* course must be completed from B1 or B2.

- B1: Physical Sciences: Astronomy 1; Chemistry 1A\*, 1B\*, 8A\*, 8B\*, 30A\*, 30B\*; Geography 1, 1L\*; Geology 10; Physics 4A\*, 4B\*, 4C\*, 10  
 B2: Biological Sciences: Anthropology 1, 1L; Biology 1A\*, 1B\*, 10\*, 11, 12A\*, 12B\*, 14\*, 18\*, 19\*, 26\*  
 B3: Quantitative Reasoning/Math: 2, 3A, 3B, 3C, 3E, 3F, 11, 12, 13, 15, 16A, 16B, 50

### AREA C: ARTS, LITERATURE, PHILOSOPHY & FOREIGN LANGUAGE:

Minimum 9 semester units, complete a minimum of 3 semester units in each category.

- C1: Art 1, 2, 3, 4, 8A, 8B, 20, 21, 41, 42, 43, 50, 51, 52, 53, 60, 61, 62, 63, 121A, 121B, 121C, 122;  
 Dance 10A-D, 30A-D, 40A-D; Music 1A, 10, 12A, 12B, 15A, 15B, 23A-D, 25A-D, 42A-D, 44A-D, 46A-D; THART 1

- C2: Chinese 10A, 10B, 11A, 11B, 12A, 12B; English 1B, 10A, 10B, 16, 17A, 17B, 27A, 27B, 30A, 30B, 31, 32A, 32B, 33A, 33B, 36, 47, 61; French 1A, 1B, 2A, 2B; German 1A, 1B; Hist 11;  
 Humanities 1, 2, 3, 13A, 13B, 40, 51A+, 51B+, 51C+; M/LAT 2A+, 2B+, 2C+, 3+;  
 Philosophy 1, 2, 4, 5, 20A, 20B;  
 Spanish 1A, 1B, 2A, 2B, 20A, 20B, 51+;  
 Communication (formerly Speech) 2A, 2B;  
 Vietnamese 1A, 1B, 2A, 2B

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

### AREA D: SOCIAL POLITICAL & ECONOMICS INSTITUTION:

Minimum 9 semester units from at least two different disciplines: Complete minimum 3 semester units in each category:

- D1: AFRAM 5; Anthropology 2, 3, 5+, 14; Biology 27(+); Geography 2; History 1+, 56+; Political Science 6, 8; Psychology 1A, 1B, 3, 7A, 7B, 12(+), 13A, 13B, 18, 24; Sociology 1, 2, 3+, 5, 13

- D2: AFRAM 30+, 31+, 32+; ASAME 45A, 45B; Economics 1, 2; M/LAT 18A+B+; Political Science 1, 2, 3, 4, 6, 8, 16, 18; History 1+, 2A, 2B, 5, 7A, 7B, 8A, 8B, 10A, 10B, 11, 12, 15, 17, 19, 32, 50+, 51+, 52+, 53A+, 53B+, 55A, 56+

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

### AREA E: LIFELONG LEARNING & SELF-DEVELOPMENT:

Minimum 3 semester units; only 2 units of PE can be used in this area; Note: courses listed below cannot be double-counted in AREAS listed above;

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

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

### United States History, Constitution, and American Ideals Certification

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

Any of the following combinations is acceptable:

- HIST 7A and POSCI 1 OR HIST 7A and POSCI 16 **OR**  
 HIST 7B and POSCI 1 **OR** HIST 15 and POSCI 1.

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

## Inter-segmental General Education Transfer Curriculum (IGETC)

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

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

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

## 2005-2006 Intersegmental General Education Transfer Curriculum (IGETC) (Updated Annually)

The courses that meet the Inter-segmental General Education Transfer Curriculum (IGETC) for 2005-2006 are listed below (subject to change). Consult a counselor for further information.

1. Completion of all of the requirements in the IGETC will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower division general education courses.
2. The IGETC is not advisable for all transfer students. (See a counselor for further information.)
3. Transfer students pursuing a major that requires extensive lower division preparation may be better served by taking courses which fulfill the CSU General Education-Breadth requirements or those of the UC Campus or college to which they plan to transfer.
4. All requirements must be completed before IGETC can be certified. If you are approaching readiness for transfer and, for good cause, are unable to complete one or two IGETC courses (in areas 3, 4, or 5) you may be eligible to complete IGETC after transferring. See a counselor for details.
5. All courses must be completed with minimum grades of a "C" or better.
6. Transcripts to verify courses completed at other college must be submitted prior to certification and can

only be certified in the IGETC category determined by the original college. (See #8 regarding high school transcripts)

7. Courses taken at foreign institutions will not be permitted for IGETC certification except in the Area Language other than English.
8. If the foreign language requirement was satisfied in high school, the student's official high school transcript must be submitted prior to certification.
9. Coursework completed for the IGETC will be honored for certification provided that the courses were on the college's approved IGETC list at the time the course was completed. (See a counselor for further information.)
10. Students who initially enroll at a UC campus, leave and attend a community college, then plan to return to the SAME UC campus cannot use IGETC. Consult a counselor for detailed information.
11. Be sure to request certification when you request final transcripts to be sent to your choice of university or college.

### AREA 1: ENGLISH COMMUNICATION:

CSU Requires Three (3) courses, one each from A, B, and C  
UC Requires Two (2) courses, one from A and B

#### GROUP A: ENGLISH COMPOSITION:

One course, 3 Semester/5 Quarter units: English 1A

#### GROUP B: CRITICAL THINKING:

One course, 3 Semester/5 Quarter units: English 5, Communication (formerly Speech) 5

#### GROUP C: (A CSU requirement only.) ORAL COMMUNICATION:

One course, 3 Semester/5 Quarter units: Communication (formerly Speech) 1A, 1B, 4, 45

### AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING:

One course, 3 Semester/5 Quarter units from: Math 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 16A, 16B

### AREA 3: ARTS AND HUMANITIES:

(9 Semester/15 Quarter units)

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

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

Chinese 10B++, 11A++, 11B++, 12A, 12B; English 1B, 16, 17A, 17B, 27A, 27B, 30A, 30B, 31, 32A, 32B, 33A, 33B, 36; French 1B++; German 1B++; Humanities 1, 2, 3, 13A\*+, 13B\*+, 40, 51A+, 51B+, 51C+; Mex/Lat 2A+, 2B+, 2C+, 3+, 18A\*+, 18B\*+; Philosophy 1, 2, 4, 5, 20A, 20B; Psychology 13A\*+, 13B\*+; Spanish 1B++, 2A++, 2B++, 51+; Vietnamese 2A++, 2B++

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



**AREA 4: SOCIAL AND BEHAVIORAL SCIENCES:  
(9 Semester/15 Quarter units)**

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

AFRAM 5, 30+, 31+, 32+; Anthropology 2, 3, 5+; 14, ASAME 45A, 45B; Biology 27+; Economics 1,2; Geography 2; History 1+, 2A, 2B, 5, 7A\*,7B\*, 8A, 8B, 10A,10B, 11, 12, 15\*, 17, 19, 32, 50+, 51+, 52+, 53A\*+, 53B\*+, 55A, 56+; Humanities 13A\*+, 13B\*+; Mex/Lat 18A\*+, 18B\*+; Political Science 1\*, 2, 3, 4, 5, 6, 18; Psychology 1A, 1B, 3, 7A, 7B, 9A, 9B, 12+, 13A\*+, 13B\*+, 18, 24; Sociology 1, 2, 3+, 5, 13

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

**AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES:**

**(7-8 Semester/9-12 Quarter units)**

Complete at least two (2) courses: minimum one course from the Physical Sciences and one from the Biological Sciences:

At least one of the courses must include a laboratory:

Physical Sciences:

Astronomy 1; Chemistry 1A(L), 1B(L), 8A(L), 8B(L), 30A(L)\*\*, 30B(L)\*\*;

Geography 1, 1L; Geology 10; Physics 4A(L), 4B(L), 4C(L), 10\*\*

Biological Sciences:

Anthropology 1, Anthropology 1L; Biology 1A(L), 1B(L), 10(L)\*\*, 11\*\*, 12A(L)\*\*, 12B(L)\*\*, 14(L), 18(L), 19(L), 26(L)

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

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

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

F. Satisfactory completion of a proficiency test administered by a community college, university or other college in a language other than English.

G. Completion of two consecutive years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English (confirmed by appropriate documentation).

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

Spanish 1A, Viet 1A

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

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

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

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

Any of the following combinations is acceptable:

HIST 7A and POSCI 1 OR HIST 7A and POSCI 16 OR HIST 7B and POSCI 1 OR HIST 15 and POSCI 1.

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

+ Student receives credit and certification for one course only.

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

**Certification of IGETC**

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

**Other Colleges and Universities**

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



# Vocational/Technical Programs Offered at the Peralta Colleges



**College of Alameda**  
555 Atlantic Avenue  
Alameda, CA 94501  
(510) 522-7221

- Account Clerk I and II
- Accounting
- Apparel Design and Merchandising
- Auto Body and Paint
- Automotive Technology
- Aviation Maintenance Technology
- Business Administration
- CIS/Business Information Systems
- Computer Applications – Weekend Computer College
- Computer Information Systems
- Customer Service Representative
- Dental Assisting
- Diesel Mechanics
- General Office Clerk
- Legal Secretarial Studies
- Marketing Management
- Office Administration
- Retail Management (pending State approval)
- Small Business
- Specialist Clerk
- Word Processor



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

- Accounting
- Architectural and Engineering Technology
- Banking and Finance
- Biotechnology
- Business Administration
- Business Information Systems

- Carpentry
- Computer Information Systems
- Construction Management
- Cosmetology
- Culinary Arts
- Environmental Control Technology
- Graphic Arts
- Labor Studies
- Machine Technology
- Management and Supervision
- Marketing and Sales
- Photography
- Retail Management
- Welding Technology
- Wood Technology



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

- Administration of Justice:
  - Corrections
  - Police Science
- Business:
  - Accounting
  - Administrative Assistant
  - Administrative Office Systems and Applications
  - Business Administration
  - Business Information Processing
  - Business Management
  - General Business
  - Legal Office Assistant
  - Office Administrator
- Child Development:
  - Assistant Teacher
  - Associate Teacher
  - Early Intervention
  - Teacher
  - Violence Intervention and Counseling

**Merritt College** (cont.)

Community Social Services:  
 Substance Abuse

Computer Information Systems:  
 Internet Programming  
 PC Applications Help Desk Specialist  
 Web Page Authoring

Emergency Medical Technician I

Environmental Design and Energy Technology

Environmental Hazardous Materials Technology

Environmental Management and Restoration Technology:  
 Ecological Restoration  
 Geographic Information Systems/Global  
 Positioning Systems (GIS/GPS)

Health Occupations:  
 Healthcare Interpreter

Human Services

Landscape Horticulture:  
 Basic Landscape Horticulture  
 Horticultural Therapy (pending State approval)  
 Intermediate Landscape Design and Construction  
 Intermediate Landscape and Parks Maintenance  
 Intermediate Nursery Management  
 Landscape Design and Construction Specialist  
 Landscape and Parks Maintenance Specialist  
 Nursery Management Specialist  
 Turf and Landscape Management Specialist  
 (pending State approval)  
 Turf and Landscape Management Professional  
 (pending State approval)

Nurse Aide:  
 Certified Nurse Assistant/Home Health Aide

Nursing (Associate Degree)

Nutrition and Dietetics:  
 Dietary Assistant  
 Dietary Manager (Dietetic Service Supervisor)  
 (pending State approval)  
 Dietetic Technology  
 Pathway II Certificate

Paralegal Studies

Radiologic Science

Real Estate

Recreation and Leisure Services

Vocational Nursing

**Vista Community College**

2020 Milvia Street  
 Berkeley, CA 94704  
 (510) 981-2800

American Sign Language

Biotechnology

Business Administration

Business Office Technology:  
 Administrative Assistant  
 Administrative Assistant/Legal  
 Administrative Assistant/Medical  
 Administrative/Accounting Assistant

Computer Information Systems  
 Applied Microcomputer Information Systems  
 Computer Programming  
 Network Support Technician  
 Web Programming

International Trade

Multimedia Arts:  
 Digital Imaging  
 Digital Video Arts  
 Web Design/Production  
 Writing for Multimedia

Social Services Paraprofessional

Travel Industry

# Curriculum Requirements

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

<b>ADAM</b>	Apparel Design & Merchandising CC, AA
<b>AFRAM</b>	African-American Studies AA
<b>ANTHR</b>	Anthropology AA
<b>ART</b>	Art AA
<b>AUTOB</b>	Auto Body and Paint: <ul style="list-style-type: none"> <li>• Auto Body CC, AS</li> <li>• Auto Paint CC, AS</li> </ul>
<b>ATECH</b>	Automotive Technology: <ul style="list-style-type: none"> <li>• Engine Performance CC, AS</li> <li>• Chassis &amp; Drivetrain CC, AS</li> <li>• Light Duty Auto Repair CC, AS</li> <li>• Chassis Specialist CC, AS</li> <li>• Engine Repair Specialist CC, AS</li> <li>• Automotive Electronics Spec. CC, AS</li> <li>• Drivetrain Specialist CC, AS</li> </ul>
<b>AMT</b>	Aviation Maintenance Technology: <ul style="list-style-type: none"> <li>• Airframe Technician CC, AS</li> <li>• Powerplant Technician CC, AS</li> <li>• Certificate of Achievement I CA</li> <li>• Certificate of Achievement II CA</li> <li>• Certificate of Achievement III CA</li> </ul>
<b>BIOL</b>	Biology AS
<b>BUS</b>	Business: <ul style="list-style-type: none"> <li>• Accounting CA, CC, AA</li> <li>• Business Administration AA</li> <li>• Retail Management CC</li> </ul> Office Administration: <ul style="list-style-type: none"> <li>• General Office Clerk CA</li> <li>• Account Clerk I CA</li> <li>• Account Clerk II CA</li> <li>• Word Processor CA</li> <li>• Specialist Clerk CA</li> <li>• Customer Service Representative CA</li> <li>• Small Business Administration CA</li> <li>• Legal Secretarial Studies CA</li> <li>• Office Administration CC, AA</li> </ul>
<b>CIS</b>	Computer Information Systems: <ul style="list-style-type: none"> <li>• Computer Information Systems CC, AA</li> <li>• CISCO Networking Academy CA</li> <li>• Computer Applications-Weekend Computer College CA</li> <li>• Networking Administration CA</li> <li>• Programming CA</li> </ul>
<b>DENTL</b>	Dental Assisting CC, AS



<b>DMECH</b>	Diesel Mechanics CC, AS
<b>ENGL</b>	English AA
<b>GEOG</b>	Geography AA
<b>HIST</b>	History AA
<b>HDS</b>	Human Development Services CC, AA
<b>HUMAN</b>	Humanities AA
<b>LBART</b>	Liberal Arts AA <ul style="list-style-type: none"> <li>• Pattern 1 AA</li> <li>• Pattern 2 AA</li> </ul>
<b>MATH</b>	Mathematics AS
<b>M/LAT</b>	Mexican/Latin American Studies AA
<b>PHIL</b>	Philosophy AA
<b>POSCI</b>	Political Science AA
<b>PSYCH</b>	Psychology AA
<b>SOC</b>	Sociology AA
<b>SOCS</b>	Social Sciences AA
<b>SPAN</b>	Spanish AA

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

# Instructional Divisions

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

## **Applied Arts & Sciences (AA&S)**

(510) 748-2255

Apparel Design & Merchandising  
 Astronomy  
 Biology  
 Chemistry  
 Cooperative Education  
 Dance  
 Dental Assisting  
 Geology  
 Health Education  
 Health Professions/Occupations  
 Liberal Arts & Science  
 Mathematics  
 Nautical Science  
 Physical Education  
 Physical Science  
 Physics  
 Upholstery



## **Arts & Letters (A&L)**

(510) 748-2233

African-American Studies  
 Anthropology  
 Art  
 Asian-American Studies  
 Education  
 English  
 English as a Second Language  
 Foreign Language  
 French  
 Geography  
 German  
 History  
 Human Development Services  
 Humanities  
 Journalism  
 Learning Resources  
 Library Information Systems  
 Mexican/Latin American Studies  
 Music  
 Philosophy  
 Political Science  
 Psychology  
 Sociology  
 Social Sciences  
 Spanish  
 Communication  
 Theatre Arts

## **Business & Transportation (BAT)**

(510) 748-2317

Apprenticeship  
 Auto Body & Paint  
 Automotive Technology  
 Aviation Maintenance Technology  
 Aviation Operations  
 Business  
 Computer Information Systems  
 Diesel Mechanics  
 Economics



# Curriculum Requirements and Courses

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

## Liberal Arts (AA)

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

### Courses required for the major:

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

#### Area A: Humanities

Minimum of 6 units from at least two disciplines:

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

HUMANITIES

MUSIC

PHILOSOPHY

Any foreign language:

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

#### Area B: Natural Sciences

Complete one Life Science course:

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

Complete one Physical Science course:

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

#### Area C: Social Sciences

Minimum of 6 units from at least two disciplines:

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

**Total Required Units 20\***

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

## Liberal Arts (AA)

### Transfer Emphasis

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

#### Pattern 1 (UC or CSU Emphasis)

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

#### Complete the following requirements for Pattern 1:

##### Area 1:

#### English Communication

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

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

##### Group A: English Composition (3 Units):

One course: English 1A

##### Group B: Critical Thinking (3 Units):

One course: English 5, COMM 5

##### Group C: Oral Communication

(CSU requirement only, 3 Units.):

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

##### Area 2:

#### Mathematical Concepts and Quantitative Reasoning

(3 Units)

One course from:

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

##### Area 3:

#### Arts and Humanities

(9 Units)

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

**Arts:** Art 1, 2, 3, 4, 8A-B; Music 1A, 10, 12A-B, 15A-B

**Humanities:** Chinese 10B++, 11A-B++, 12A-B; English 1B, 16, 17A-B, 27A-B, 30A-B, 31, 32A-B, 33A-B, 36; French 1B++; German 1B++; Spanish 1B++, 2A-B++, 51+; Humanities 1, 2, 3, 13A+\*-B+\* (or Psychology 13A+\*-B+\*), 40, 51A+-B+-C+; Mex/Latin Am. 2A+-B+-C+, 3+, 18A\*-B\*; Philosophy 1, 2, 4, 5, 20A-B; Vietnamese 2A-B++

#### Area 4:

#### Social and Behavioral Sciences

(9 Units)

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

AFRAM 5, 30+, 31+, 32+; Anthropology 2, 3, 5+; 14, ASAME 45A-B; Biology 27+; Economics 1,2; Geography 2; History 1+, 2A-B, 5, 7A\*-B\*, 8A-B, 10A-B, 11, 12, 15\*, 17\*, 19, 32, 50+, 51+, 52+, 53A\*-B\*, 55A, 56+; Humanities 13A+\*-B+\*; M/Lat 18A\*\*+, 18B\*\*+; Political Science 1\*, 2, 3, 4, 5, 6\*, 18\*; Psychology 1A-B, 3, 7A-B, 9A-B, 12+, 13A+\*-B+\*, 18; Sociology 1, 2, 3+, 5, 13

#### Area 5:

#### Physical and Biological Sciences

(7-8 Units)

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

Physical Sciences: Astronomy 1; Chemistry 1A(L), 1B(L), 8A(L), 8B(L), 30A(L)\*\*+, 30B(L)\*\*+; Geography 1, 1L; Geology 10; Physics 4A(L), 4B(L), 4C(L), 10\*\* Biological Sciences: Anthropology 1; Biology 1A(L), 1B(L), 10(L)\*\*+, 12A(L)\*\*+, 12B(L)\*\*+, 14(L), 18(L), 19(L), 26(L)

\*Indicates courses cannot be double counted in other areas. \*\*Indicates transfer credit may be limited by either UC or CSU due to course sequencing. See counseling for information. +Student receives credit and certification for one course only. ++ Indicates courses can be used to fulfill Language Other Than English (UC requirement only).

#### Language Other Than English (A U.C. requirement only)

This requirement is satisfied by completing one of the following options:

1. Completion of one course (4-5 semester units) at a college or university, with a grade of "C" or better, that is considered equivalent to 2 years of high school language. See below for approved (name of Peralta college) courses; OR
2. Completion of two years of high school course work in one language other than English with a grade of "C-" or better (verified by official high school transcript); OR
3. Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English (see a counselor for required scores); OR
4. Score of 3 or better on the College Board Advanced Placement Examination in a language other than English; OR

5. Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English; OR
6. Satisfactory completion of a proficiency test administered by a community college, university or other college in a language other than English; OR
7. Completion of two consecutive years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English (confirmed by appropriate documentation).
8. Complete one of the following College of Alameda courses: Chin 10A, Fren 1A, Germ 1A, Span 1A, Viet 1A

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

### **IGETC** (Areas 1 – 5) 35 Units

Foreign Language Requirement for IGETC certification for UC Transfer Students only. Oral Communication is for CSU Transfer Students only.

### **Pattern 2** (CSU GE Breadth)

This pattern is designed for students who plan to transfer to the California State University system and who want to complete and have certified the CSU General Education Breadth Requirements. Students will select courses that fulfill the CSU General Education Breadth Requirements (completing at least 30 units with a “C” or better to include areas A-1, A-2, A-3 and B-3 and an overall GPA of 2.0), additional College of Alameda Graduation Requirements and elective units for a total of 60 semester units. Upon completion of these requirements a student will file both a “Petition for an AA/AS Degree” form and a “Request for General Education or IGETC Certification” form with the Admissions and Records Office. The CSU General Education Breadth Requirements courses may be revised on a yearly basis as courses added or deleted from the Curriculum. Students should consult with a counselor for more information. Courses may be applied to one area only. A certificate of completion will be awarded upon satisfactory completion of the major or requirements listed below.

### **Complete the following requirements for Pattern 2:**

#### **Area A:**

#### Communication in the English Language and Critical Thinking

Nine (9) units: Complete minimum one course in each category.

- A1:** Oral Communications: COMM 1AB, 4, 45
- A2:** Written English: English 1A or 1B
- A3:** Critical Thinking: English 5, Philosophy 10, COMM 5

#### **Area B:**

#### Physical Universe & Its Life Forms & Quantitative Reasoning/Math

Minimum of 10 units; complete one course in each category; a lab\* course must be included in B1 or B2:

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

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

**B3:** Quantitative Reasoning/Math: 2, 3ABCEF, 11, 12, 13, 15, 16AB, 50

#### **Area C:**

#### Arts, Literature, Philosophy, & Foreign Language

Minimum 9 units, complete a minimum of 3 semester units in each category.

**C1:** Art 1, 2, 3, 4, 8AB, 20, 21, 41, 42, 43, 50, 51, 52, 53, 60, 61, 62, 63, 121ABC, 122; Music 1A, 10, 12AB, 15AB, 23AD, 25AD, 42AD, 44AD, 46AD; Dance 10AD, 30AD, 40AD, THART 1

**C2:** Chinese 10AB, 11AB, 12AB; English 1B, 10AB, 16, 17AB, 27AB, 30AB, 31, 32AB, 33AB, 36, 47, 61; French 1AB, 2AB; German 1AB; Humanities 1, 2, 3, 13AB, 40, 51A+B+C+; M/Lat 2A+B+C+, 3+; Philosophy 1, 2, 4, 5, 20AB; Spanish 1AB, 2AB, 20AB, 51+; COMM (formerly SPCH) 2AB; Vietnamese 1AB, 2AB

#### **Area D:**

#### Social Political & Economic Institutions

Minimum 9 semester units from at least two different disciplines: Complete minimum 3 semester units in each category:

**D1:** AFRAM 5; Anthropology 2, 3, 5+; 14, Geography 2; History 1+, 56+; Political Science 6, 8; Psychology 1AB, 3, 7AB; 13AB, 18 Sociology 1, 2, 3+, 5, 13

**D2:** AFRAM 30+, 31+, 32+; ASAME 45AB; Economics 1, 2; M/LAT 18A+B+; Political Science 1, 2, 3, 4, 6, 7, 8, 9, 16, 18; History 1+, 2AB, 5, 7AB, 8AB, 10AB, 11, 12, 15, 17, 19, 32, 50+, 51+, 52+, 53A+B+, 55A, 56+

**Area E:****Lifelong Learning and Self-Development**

Minimum 3 semester units; only 2 units of PE can be used in this area:  
 Biology 27+, 31; CIS 1; COUN 24, 57; Dance 10AD, 24AD, 30AD, 31AD, 40AD, 44AD, 45AD; Health 2; Humanities 2,3,13A+B+; Psychology 1AB, 3, 8, 9AB, 12+, 13A+B+, 18; P.E. 2AD, 5AD, 7AD, 8AD, 9AD, 10AD, 11AD, 12AD, 14AD, 15AD, 21AD, 30AD, 35AD, 38AD, 39AD, 44AD, 71AB, 91AD, 99AB, 101AB

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

**Total CSU General Education  
 Breadth Requirements**

**39 Units**

**Social Science (AA)**

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

**Courses required for the major:**

One (1) course from at least six (6) of the following disciplines (minimum 18 units):

AFRICAN-AMERICAN STUDIES  
 ANTHROPOLOGY  
 ASIAN-AMERICAN STUDIES  
 ECONOMICS  
 GEOGRAPHY  
 HISTORY  
 PHILOSOPHY  
 POLITICAL SCIENCE  
 PSYCHOLOGY  
 SOCIOLOGY

**Total Required Units: 18**

**Recommended electives:**

		<b>Units</b>
HUMAN 1	Introduction to Humanities	3
HUMAN 2	Human Values	3
HUMAN 3	Future Studies	3
MATH 13	Introduction to Statistics	4



# Description of Courses

## Course Information

A list of courses with brief descriptions, grouped alphabetically by discipline, is presented on the following pages. Due to low enrollment or to circumstances beyond the College's control, some courses listed may not be offered. Refer to the *Schedule of Classes* published each semester for classes currently offered. Classes are scheduled during day and evening hours, and on Saturday.

## Numbering System

Course numbers do not necessarily correspond to those found in four-year colleges or universities.

Transfer and Associate degree courses are numbered 1-199; Associate degree applicable, but not transferable, courses are numbered 200-249; non-Associate degree applicable courses are numbered 250-299; and non-credit courses are numbered 300-900.

Courses selected for transfer follow guidelines of the California State University system and the University of California system. Independent colleges and universities may accept any course(s) they deem appropriate. Students should consult their counselor in planning their programs.

## California Articulation Number (CAN)

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

The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN courses on another participating campus. For example: CAN ECON 2 on one campus can be accepted for CAN ECON 2 on every other participating campus that also has qualified CAN ECON 2. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications. A list of courses offered by College of Alameda which have been assigned CAN numbers begins on p. 66.

## SCANS Skills and Competencies:

College of Alameda's Curriculum Committee requires all courses to include SCANS competencies. The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills our students need to succeed in the world of work. The Commission's fundamental purpose was to encourage a high-performance economy characterized by high-skill, high-wage employment. The primary objective of SCANS is to help teachers and students understand how curriculum and instruction must change to enable students to develop

high performance skills needed to succeed in the high performance workplace. A high-performance workplace requires workers who have a solid foundation in the basic literacy and computational skills, in the thinking skills necessary to put knowledge to work, and in the personal qualities that make workers dedicated and trustworthy. High-performance workplaces also require other competencies: the ability to manage resources, to work amicably and productively with others, to acquire and use information, to master complex systems, and to work with a variety of technologies.

## Prerequisites

Course prerequisites are listed in detail before the course description. Students should be sure they meet all prerequisites before enrolling in a course. A complete statement of the Peralta Community College District policy regarding prerequisites, co-requisites and recommended preparation will be found on p. 61. Unless a grade requirement is stated as a prerequisite, a passing grade of 2.0 ("C") or better in the prerequisite subject will meet the requirement.

### Key to Symbols

<b>CR/NC</b>	May be taken either for credit only, or for no credit.
<b>GR/CR/NC</b>	May be taken for a grade, for credit only, or for no credit.

*The decimal numbers which appear on the right hand side of course titles are not intended for student use. They are included for staff use in curriculum planning and budgeting.*

## Department Abbreviations

African-American Studies .....	AFRAM	Economics .....	ECON
Anthropology .....	ANTHR	Education .....	EDUC
Apparel Design & Merchandising .....	ADAM	Engineering .....	ENGIN
Apprenticeship Program .....	APPR	English .....	ENGL
Art .....	ART	English As A Second Language .....	ESL
Asian/Asian-American Studies .....	ASAME	Foreign Language .....	FLANG
Astronomy .....	ASTR	French .....	FREN
Auto Body & Paint .....	AUTOB	Geography .....	GEOG
Automotive Technology .....	ATECH	Geology .....	GEOL
Aviation Maintenance Technology .....	AMT	German .....	GERM
Aviation Operations .....	AVIAO	Health Education .....	HLTED
Biology .....	BIO	Health Professions & Occupations .....	HLTOC
Business .....	BUS	History .....	HIST
Chemistry .....	CHEM	Human Development Services .....	HDS
Communication .....	COMM	Humanities .....	HUMAN
Computer Information Systems .....	CIS	Journalism .....	JOURN
Cooperative Work Experience Education .....	COPED	Learning Resources .....	LRNRE
Dance .....	DANCE	Liberal Arts & Sciences, General .....	LASG
Dental Assisting .....	DENTL	Library Information Systems .....	LIS
Diesel Mechanics .....	DMECH	Mathematics .....	MATH
		Mexican/Latin-American Studies .....	M/LAT
		Music .....	MUSIC
		Philosophy .....	PHIL
		Physical Education .....	PE
		Physical Science .....	PHYSC
		Physics .....	PHYS
		Political Science .....	POSCI
		Psychology .....	PSYCH
		Sociology .....	SOC
		Spanish .....	SPAN
		Theatre Arts .....	THART
		Vietnamese .....	VIET



# African-American Studies (AFRAM)

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

<b>Courses required for the major:</b>		<b>Units</b>
AFRAM 30	African-American Hist to 1865	3
AFRAM 31	African-American Hist 1865-1945	3
AFRAM 32	African-American Hist 1945-Present	3
ENGL 31	African-American Literature	3
PSYCH 18	Psychology of Minority Groups	3
SOC 5	Sociology of Minority Groups	3
<b>Total Required Units</b>		<b>18</b>

AFRAM 5 2203.1

## **The African-American Family in the United States**

3 units: 3 hours lecture

Acceptable for Credit: CSU , UC

The African-American family from Africa to America: Emphasis on male-female relationships and major obstacles to African-American family growth and development in the United States.

AFRAM 30 2203.1

## **African-American History: Africa to 1865**

3 units: 3 hours lecture (GR/CR/NC)

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. Also offered as HIST 50. Not open for credit to students who have completed or are currently enrolled in HIST 50.

AFRAM 31 2203.1

## **African-American History: 1865 TO 1945**

3 units: 3 hours lecture (GR/CR/NC)

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. Also offered as HIST 51. Not open for credit to students who have completed or are currently enrolled in HIST 51.



AFRAM 32 2203.1

## **African-American History: 1945 to Present**

3-4 units: 3-4 hours lecture (GR/CR/NC)

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. Also offered as HIST 52. Not open for credit to students who have completed or are currently enrolled in HIST 52.

AFRAM 48AA-FZ 2203.1

## **Selected Topics in African-American Studies**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

AFRAM 49 2203.1

## **Independent Study in African-American Studies**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

AFRAM 248AA-FZ 2203.1

## **Selected Topics in African-American Studies**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

# Anthropology (ANTHR)

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

## Courses required for the major:

		Units
ANTHR 1	Intro to Physical Anthropology	3
ANTHR 2	Intro to Archaeology/Prehistory	3
ANTHR 3	Intro to Social & Cultural Anthr	3

## Plus: Nine (9) units from the following electives:

ANTHR 5	American Indian Hist/Culture	3
ART 8A	Ethnic Arts of Middle America	3
ART 8B	Ethnic Arts of Middle America	3
ASAME 45A	Asian-American Hist to 1945	3
ASAME 45B	Asian-American Hist 1945-Pres	3
BIOL 10	Introduction to Biology	4
HIST 2A	Hist of European Civilization	3
HIST 2B	Hist of European Civilization	3
HIST 7A	History of the U.S. to 1877	3
HIST 7B	History of the U.S. Since 1865	3
HIST 8A	Hist of Latin-Amer Civilization	3
HIST 8B	Hist of Latin-Amer Civilization	3
HIST 10A	History of Africa	3
HIST 10B	History of Africa	3
HIST 11	Vietnam: An Amer Tragedy	3
HIST 12	History/Culture of East Asia	3
HIST 17	Hist of the Mexican-American	3
HIST 53A	Caribbean/Central America	3
HIST 53B	Caribbean/Central America	3
HIST 55A	History of the Philippines	3
HUMAN 51A <sup>1</sup>	Latin-American Folklore	3
HUMAN 51B <sup>1</sup>	Latin-American Folklore	3
HUMAN 51C <sup>1</sup>	Latin-American Folklore	3
M/LAT 2A <sup>1</sup>	Latin-American Folklore	3
M/LAT 2B <sup>1</sup>	Latin-American Folklore	3
M/LAT 2C <sup>1</sup>	Latin-American Folklore	3
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
SOC 3	Sociology of Women	3
48 or 49 with approval of division dean		9
<b>Total Required Units</b>		<b>18</b>

<sup>1</sup> Students will receive credit for one course only

ANTHR 1 2202.00

## Introduction to Physical Anthropology

3 units: 3 hours lecture

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 [CAN ANTH 2]

ANTHR 1L 2202.00

## Physical Anthropology Laboratory

1 unit: 4 hours lab (GR/CR/NC)

Prerequisite: ANTHR 1 or

Corequisite: ANTHR 1

Acceptable for credit: CSU, UC

An adjunct laboratory to Anthropology 1. Work with replicas of bones and visits to museums and zoos to study primate behavior and hominid evolution.

ANTHR 2 2202.20

## Introduction to Archaeology and Prehistory

3 units: 3 hours lecture

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. [CAN ANTH 6]

ANTHR 3 2202.00

## Introduction to Social and Cultural Anthropology

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Cross cultural analysis of social and cultural factors of human behavior in the recent past and present.[CAN ANTH 4]

ANTHR 5 2203.03

## American Indian History and Culture

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Survey of North American Indians: Traditional ways of life and history both before and after contact with Europeans; current trends in American Indian socio-economic and cultural development. Also offered as HIST 1. Not open for credit to students who have completed or are currently enrolled in HIST 1.





ANTHR 14

2202.00

**American Mosaic:  
The Cultures of the United States**

3 units: 3 hours lecture

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 the anthropological methods and approaches to enhance exploration of the United States' history and socio-cultural lifeways.

ANTHR 48AA-FZ

2202.00

**Selected Topics in Anthropology**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

ANTHR 49

2202.00

**Independent Study in Anthropology**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

ANTHR 248AA-FZ

2202.00

**Selected Topics in Anthropology**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

# Apparel Design & Merchandising (ADAM)



The ADAM program is designed to prepare students for entry level employment in the apparel industry. A student who successfully completes the requirements listed below will be eligible for a Certificate of Completion in: Apparel Design and Merchandising.

## Apparel Design & Merchandising AA

(Pending State Approval)

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

## Certificates in Apparel Design & Merchandising

(Pending State Approval)

- One-Year Certificate - Requires completion of all first year courses (24 units) listed below
- Two-Year Certificate - Requires all first year and second year courses (38 units) listed below.

NOTE: During the first week of instruction, students will receive a list of tools and materials which they are expected to obtain.

<b>First Year</b>		<b>Units</b>
ADAM 101	Apparel Textiles	2
ADAM 103	Apparel History	2
ADAM 221	Pattern Drafting I	3
ADAM 222	Pattern Drafting II	3
ADAM 224	Pattern Draping I	2
ADAM 225	Pattern Draping II	2
ADAM 231	Apparel Construction I	3
ADAM 232	Apparel Construction II	3
ADAM 211	Apparel Design & Sketching	2
ADAM 212	Apparel Design & Sketching II	2
<b>Total Units for One-Year Certificate</b>		<b>24</b>

<b>Second Year</b>		<b>Units</b>
ADAM 214	Advanced Design & Line Development I	5
ADAM 215	Advanced Design & Line Development II	5
ADAM 216	Production Pattern & Size Grading I	2
ADAM 217	Production Pattern & Size Grading II	2
<b>Total Units for Two-Year Certificate</b>		<b>38</b>

ADAM 48AA-FZ 1303.10

### Selected Topics in Apparel Design and Merchandising

0.5-9 units: 0-9 hours lecture, 0-27 hours lab (GR/CR/NC)

Acceptable for credit: CSU

See section on Selected Topics.

ADAM 49 1303.10

### Independent Study in Apparel Design and Merchandising

0.5-5 units: 0.5-5 hours lecture (GR/CR/NC)

Acceptable for credit: CSU

See section on Independent Study.

ADAM 101 1303.10

### Apparel Textiles

2 units: 2 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Introduction to the components of fabrics. Emphasis placed on the composition and relationship of fibers yarns, construction and finishes used in the creation of apparel textiles.

ADAM 103 1303.10  
**Apparel History**  
 2 units: 2 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU  
 Overview of ethnic and fashion apparel history. Emphasis placed on historic costume as a source of influence and inspiration to the clothing of current as well as past cultures.

ADAM 210A 1303.10  
**Millinery**  
 3 units: 2 hours lecture, 4 hours lab (GR/CR/NC)  
 Recommended Preparation: Hand and machine sewing skills.  
 Note: Course is not required for ADAM Certificate of Completion.  
 Design and blocking of felt and straw hats with emphasis on straw styling.

ADAM 210B 1303.10  
**Millinery**  
 3 units: 2 hours lecture, 4 hours lab (GR/CR/NC)  
 Prerequisite: ADAM 210A.  
 Note: Course is not required for ADAM Certificate of Completion.  
 Construction and finishing techniques for delicate fabric hats such as velvet and satin.

ADAM 210C 1303.10  
**Millinery**  
 3 units: 2 hours lecture, 4 hours lab (GR/CR/NC)  
 Prerequisite: ADAM 210B.  
 Note: Course is not required for ADAM Certificate of Completion.  
 Creation of draped hats and advanced trim constructions.

ADAM 210D 1303.10  
**Millinery**  
 3 units: 2 hours lecture, 4 hours lab (GR/CR/NC)  
 Prerequisite: ADAM 210C.  
 Note: Course is not required for ADAM Certificate of Completion.  
 Construction techniques for hats with fake fur, feathers, and beading.

ADAM 211 1303.10  
**Apparel Design and Sketching I**  
 2 units: 2 hours lecture (GR/CR/NC)  
 Recommended Preparation: ENGL 201A or ability to speak, read, and write English.  
 Survey of the structure and relationship of the three major divisions of the apparel industry: Raw materials production, design and manufacturing, and retail merchandising. Beginning instruction in fashion sketching with emphasis placed on accurate standard body proportions and clearly defined apparel construction details needed to create sample room work sketches.

ADAM 212 1303.10  
**Apparel Design and Sketching II**  
 2 units: 2 hours lecture (GR/CR/NC)  
 Prerequisite: ADAM 211.  
 Recommended Preparation: ENGL 201A or ability to speak, read, and write English.  
 Execution of specific design projects with emphasis on the organization of original design concepts within a variety of assigned industry price, size, style and selling season categories. Continuing sketch exercises in various black and white and color media, expanding upon skills taught in ADAM 211.

ADAM 214 1303.10  
**Advanced Design and Line Development I**  
 5 units: 2 hours lecture, 9 hours lab (GR/CR/NC)  
 Prerequisite: ADAM 212, 222, 225, and 232.  
 Development of simulated apparel industry exercises employing skills in designing, sketching, costing, merchandising, pattern making, cutting, fitting, and construction of sample garments for the wholesale market. Original concepts in a fabric/trim group for the wholesale market; original design concepts in assigned categories to fit standard size industry body form measurements.

ADAM 215 1303.10  
**Advanced Design and Line Development II**  
 5 units: 2 hours lecture, 9 hours lab (GR/CR/NC)  
 Prerequisite: ADAM 214.  
 Continued development of simulated apparel industry exercises expanding upon advanced skills employed in ADAM 214. Term project: development of a portfolio of design concepts.

ADAM 216 1303.10  
**Production Pattern and Size Grading I**  
 2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)  
 Prerequisite: ADAM 205 and 206.  
 Methods and applications in the development of wholesale industrial production pattern making, size grading and marker making in various style, size and price categories. Introduction to the use of a size grading machine and computer technology.

ADAM 217 1303.10  
**Production Pattern and Size Grading II**  
 2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)  
 Prerequisite: ADAM 216.  
 Continuing development of wholesale industrial production pattern making, size grading and marker making. Exercises expand upon advanced skills taught in ADAM 216, Production Pattern and Size Grading I.

ADAM 220A-D

1303.10

### **Apparel Design and Merchandising Special Projects Laboratory**

0.5-2 units: 1.5-6 hours lab (CR/NC)

This course is open entry/open exit.

Note: Course is not required for ADAM Certificate of Completion.

ADAM industrial laboratory equipment and facilities are made available to ADAM Program students to enable them to complete ADAM course "homework," extra credit assignments and projects. Industrial equipment necessary to complete projects is not available to students outside the ADAM facility.

ADAM 221

1303.10

### **Pattern Drafting I**

3 units: 2 hours lecture, 4 hours lab

Recommended Preparation: Basic Sewing Skills

and/or ADAM 224 and ADAM 231.

Two-dimensional method of apparel patternmaking: basic drafting methods and techniques, sample pattern development in paper and oaktag, fit muslin development, and original design creation. Assignments conform to industrial standard sized body forms.

ADAM 222

1303.10

### **Pattern Drafting II**

3 units: 2 hours lecture, 4 hours lab

Prerequisite: 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. Assignments conform to industrial standard sized body forms. Exercises expand upon skills taught in ADAM 221.

ADAM 224

1303.10

### **Pattern Draping I**

2 units: 1 hour lecture, 3 hours lab

Recommended Preparation: Basic Sewing Skills

and/or ADAM 221 and 231.

Three-Dimensional Method of apparel patternmaking: Basic Draping methods and techniques, sample muslin pattern development including original design creation, fitting, and testing on industrial standard sized body forms.

ADAM 225

1303.10

### **Pattern Draping II**

2 units: 1 hour lecture, 3 hours lab

Prerequisite: ADAM 224.

Three-dimensional method of apparel patternmaking: intermediate draping methods and techniques, sample muslin pattern development on industrial standard sized body forms. Exercises expand upon skills taught in ADAM 224.

ADAM 231

1303.10

### **Apparel Construction I**

3 units: 2 hours lecture, 4 hours lab

Recommended Preparation: Basic Sewing Skills.

Industry Garment Construction Techniques: basic instruction and application of industrial machine operations, hand sewing methods, sequence of assembly, construction and pressing methods and techniques used in apparel sample making and volume production for all price categories. Emphasis on Casual and Sportswear Garment Categories.

ADAM 232

1303.10

### **Apparel Construction II**

3 units: 2 hours lecture, 4 hours lab

Prerequisite: ADAM 231.

Industry garment construction techniques: intermediate instruction and practical application of industrial machine operations, hand sewing methods, sequence of assembly, under-construction and shaping, construction, and pressing methods used in sample making and volume production for all price categories. Emphasis on Tailored and Evening Wear Apparel.

ADAM 234

1303.10

### **Custom Tailoring I**

3 units: 2 hours lecture, 4 hours lab (GR/CR/NC)

Recommended preparation: Basic sewing skills

Note: Course is not required for ADAM Certificate of Completion.

A beginning course in hand and machine tailoring methods, techniques and skills used in the construction of apparel for men and women.

ADAM 235

1303.10

### **Custom Tailoring II**

3 units: 2 hours lecture, 4 hours lab (GR/CR/NC)

Prerequisite: ADAM 234.

Note: Course is not required for ADAM Certificate of Completion.

Intermediate instruction in hand and machine tailoring methods, techniques and skills used in the construction of apparel for men and women. Exercises expand upon skills taught in ADAM 234.

ADAM 237

1303.10

### **Apparel Alterations I**

2 units: 1 hour lecture, 3 hours lab

Recommended Preparation: Basic Sewing Skills

Apparel Alteration Techniques: Beginning course in hand and machine apparel alteration techniques and skills, emphasis on women's and men's ready-to-wear apparel, measuring and fitting methods, design analysis and adjustments, deconstruction and re-assembly process, apparel mending and repair, pressing, hemming and finishing techniques.





ADAM 238

1303.10

**Apparel Alteration II**

2 units, 1 hour lecture, 3 hours lab

Prerequisite: ADAM 237.

Apparel Alteration Techniques: Continuing course in hand and machine apparel alteration techniques and skills, emphasis on women's and men's tailored, specialty and knit apparel, measuring and fitting methods, design analysis and adjustments, de-construction and re-assembly process, apparel mending and repair, pressing, hemming and finishing techniques.

ADAM 248AA-FZ

1303.10

**Selected Topics in Apparel Design and Merchandising**

0.5-9 units: 0-9 hours lecture,

0-27 hours lab (GR/CR/NC)

See section on Selected Topics.

ADAM 250A-D

1303.10

**Custom Apparel Sewing**

2 units: 1 hour lecture, 3 hours lab (CR/NC)

Non-transferable, non-degree applicable.

Note: Course is not required for ADAM Certificate of Completion.

Custom apparel cutting, fitting, sewing, pressing, assembly methods and techniques. Appropriate selection of retail patterns, fabrics, interfacings, trims and notions.

ADAM 848AA-FZ

6822.00

**Selected Topics in Apparel Design and Merchandising**

0 units: 0-9 hours lecture, 0-27 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

# Apprenticeship Program (APPR)

Courses in related and supplemental instruction are offered for apprentice indentured under the California Apprenticeship Law.

APPR 401A-H 0949.01

## Auto Body Repair

2.5 units: 1.5 hours lecture, 3 hours lab

Non-transferable, non-degree applicable.

Areas of instruction in both theory and laboratory include: (A) Introduction requirements, hand and power tool usage, safety, oxyacetylene welding; (B) MIG welding, safety, proper uses theory, roughing, shaping, shrinking sheetmetal (metallurgy); (C) Plastic fillers, plastics, fiberglass, urethane substrates; (D) Automotive glass, installation, removal and adjustment, water leaks, wind noise; (E) Automotive construction types, unibody, conventional frame, subframe; (F) Gauging, analyze frame damage; (G) Frame straightening - equipment methods; (H) Estimating damages, repair costs.

APPR 405A-H 0949.02

## Auto Painting

2.5 units: 1.5 hours lecture, 3 hours lab

Non-transferable, non-degree applicable.

Areas of instruction in both theory and laboratory include: (A) Safety and health; (B) Paint equipment; (C) Paint preparation; (D) Detailing; (E) Color application; (F) Paint failures; (G) Painting of flexible parts; (H) BAAQMD regulations for auto painting.

APPR 451 0947.01

## Truck Mechanics Chassis System I

6 units: 6 hours lecture

Non-transferable, non-degree applicable.

Operation, service, maintenance and problem solving of heavy-duty truck chassis systems covering clutches, transmission, rear axles, front-end alignment, using Internet and factory based computerized research materials. Course uses factory supported resource materials to attain on the job performance objectives.

APPR 452 0947.01

## Truck Mechanics Chassis Systems II

6 units: 6 hours lecture

Non-transferable, non-degree applicable.

Operation, service, maintenance of heavy-duty truck brake systems with an emphasis on critical thinking and problem solving of the air brakes systems. Second half of the course emphasizes heavy-duty electrical systems, including computer diagnostics and computer on-board networking programs.

APPR 453 0947.01

## Diesel Engines I

4 units: 4 hours lecture

Non-transferable, non-degree applicable.

Study of the theory and operation of truck diesel engines and the related sub-systems. Also will include the newest available technology on the commercial market.

APPR 454 0947.01

## Diesel Engines II

4 units: 4 hours lecture

Non-transferable, non-degree applicable.

Study of advanced theory and operation of truck diesel engines and the related sub-systems. Also will include the newest available technology on the commercial market.

APPR 471 0948.01

## Introduction to Auto Mechanics

4 units: 3 hours lecture, 3 hours lab

Non-transferable, non-degree applicable.

Course examines how cars work and what it takes to keep them working: Includes construction and operation of engines, engine support systems, drive trains and chassis; vehicle maintenance services; shop procedures including safety, proper use of tools, equipment and shop manuals; how to write repair orders. Also offered as ATECH 22. Not open for credit to students who have completed or are currently enrolled in ATECH 22.

APPR 472

0948.01

### **Introduction to Automotive Electrical Systems**

4 units: 3 hours lecture, 3 hours lab

Non-transferable, non-degree applicable.

Recommended Preparation: MATH 225 and BUS 208(248AC).

An introductory course in automotive electricity. Included in the course are: electrical theory, chassis wiring, batteries, cranking, charging, and ignition systems. In regards to the needs of the "Auto Chassis," "Drive Train" and "Auto Body Techs," special emphasis is placed on the diagnosis and repair of a vehicle chassis wiring. Also offered as ATECH 26. Not open for credit to students who have completed or are currently enrolled in ATECH 26.

APPR 473A

0948.01

### **Computer Controls and Fuel Injection**

4 units: 3 hours lecture, 3 hours lab

Non-transferable, non-degree applicable.

Prerequisite: ATECH 11 or APPR 482.

Designed to acquaint advanced students in the automotive technology program and those employed in the profession with automotive computer control systems and fuel injection systems. Service and repair of computer control systems and fuel injection systems. Service and repair of computer systems by all manufacturers will be covered, with emphasis on "hands-on" electronic testing and diagnostic procedures. Systems covered will include ignition, fuel and emission controls, and generic electronic fuel injection. Also offered as ATECH 24A. Not open for credit to students who have completed or are currently enrolled in ATECH 24A.

APPR 473B

0948.01

### **Computer Controls and Fuel Injection**

4 units: 3 hours lecture, 3 hours lab

Non-transferable, non-degree applicable.

Prerequisite: APPR 473A or ATECH 24A.

Designed to acquaint advanced students in the automotive technology program and those employed in the profession with automotive computer control systems and fuel injection systems. Service and repair of computer control systems and fuel injection systems. Service and repair of computer systems by all manufacturers will be covered, with emphasis on "hands-on" electronic testing and diagnostic procedures. Atmospheric and intake manifold injection for General Motors, Ford and Chrysler manufacturers. Also offered as ATECH 24B. Not open for credit to students who have completed or are currently enrolled in ATECH 24B.

APPR 473C

0948.01

### **Computer Controls and Fuel Injection**

4 units: 3 hours lecture, 3 hours lab

Non-transferable, non-degree applicable.

Prerequisite: APPR 473B or ATECH 24B.

Designed to acquaint advanced students in the automotive technology program and those employed in the profession with automotive computer control systems and fuel injection systems. Service and repair of computer control systems and fuel injection systems. Service and repair of computer systems by all manufacturers will be covered, with emphasis on "hands-on" electronic testing and diagnostic procedures. Turbo-charger controls and all common import fuel injection systems. Also offered as ATECH 24C. Not open for credit to students who have completed or are currently enrolled in ATECH 24C.

APPR 473D

0948.01

### **Computer Controls and Fuel Injection**

4 units: 3 hours lecture, 3 hours lab

Non-transferable, non-degree applicable.

Prerequisite: APPR 473C or ATECH 24C.

Designed to acquaint advanced students in the automotive technology program and those employed in the profession with automotive computer control systems and fuel injection systems. Service and repair of computer control systems and fuel injection systems. Service and repair of computer systems by all manufacturers will be covered, with emphasis on "hands-on" electronic testing and diagnostic procedures. Automatic transmission and brake computer controls, scanner usage and OBD (On Board Diagnostics), a series of new federal government mandated regulations which require the automobile manufacturer to monitor the total emissions output of their vehicles more closely. Also offered as ATECH 24D. Not open for credit to students who have completed or are currently enrolled in ATECH 24D.

APPR 481

0948.01

### **Computer Carburetion**

4 units: 3 hours lecture, 3 hours lab

Non-transferable, non-degree applicable.

Introduction to electronic computer controlled carburetion, including single, dual and four-barrel carburetors. Nomenclature, circuit tracing, disassembly and reassembly, overhaul, adjustment and troubleshooting of carburetor systems. Also fuel safety, refining, fuel pumps and tanks, engine operation and other related topics. Not open for credit to students who have completed ATECH 231.



APPR 482

20948.01

### **Introduction to Electronic Engine Controls**

4 units: 3 hours lecture, 3 hours lab

Non-transferable, non-degree applicable.

Introduction to the principles and operations of major computerized electronic engine control systems, including ignition controls, emission controls, fuel injection systems and computer carburetor controls. Course also includes 60 hours of the required 120-hour training program necessary to take the California State I/M license exam. (The remaining 60 hours of training will be included in APP 483.) Not open for credit to students who have completed ATECH 232.

APPR 483

0948.01

### **Emission Control Systems**

4 units: 3 hours lecture, 3 hours lab

Non-transferable, non-degree applicable.

Familiarization with the California State Smog Check program, including rules, regulations, vehicle testing and operations necessary to certify vehicles under the program. This course will include 60 hours of the required 120-hour training program necessary to take the California State I/M license exam. (The remaining 60 hours of training will be included in APP 482.) Not open for credit to students who have completed ATECH 233.

APPR 484

0948.01

### **Introduction to Brakes, Alignment and Headlamp Aiming**

4 units: 3 hours lecture, 3 hours lab

Non-transferable, non-degree applicable.

Introduces the operation, maintenance, troubleshooting and adjustment of steering, suspension, braking and headlamp aiming systems; emphasizes proper use of manuals and safe use of tools and equipment; prepares student for California State Brake and Lamp licensing exams. Also offered as ATECH 234. Not open for credit to students who have completed or are currently enrolled in ATECH 234.

APPR 485

0948.01

### **Advanced Emissions Diagnostics: Smog Check II**

2 units: 1.5 hours lecture, 1.5 hours lab

Prerequisite: None

Non-transferable, non-degree applicable.

Five Gas Analysis using BAR 97 transition Class, Advanced Emissions Diagnostics Training course and related topics. No credit will be given to student who completed ATECH 27.



## Art (ART)

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

### Courses required for the major:

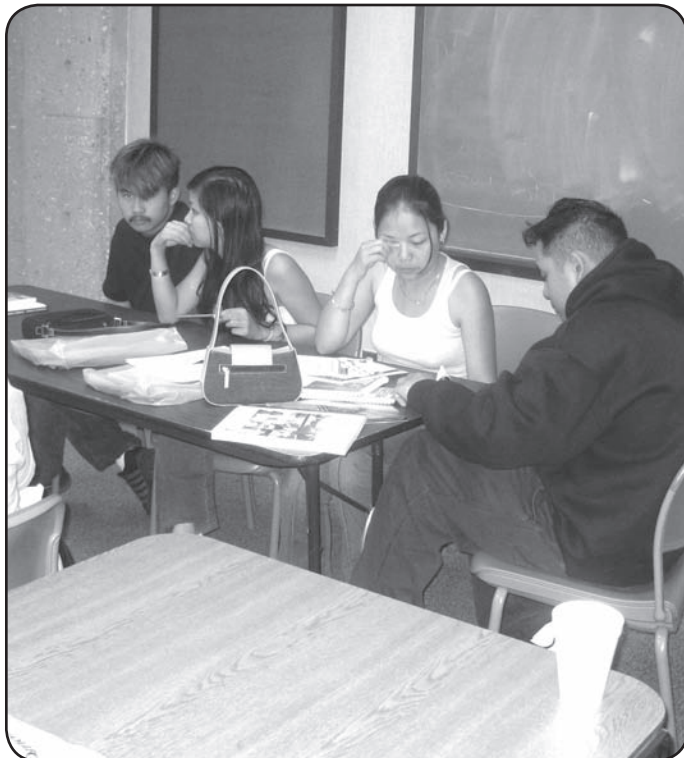
ART 1	Introduction to Art History	Units	3
	or		
ART 122	World Art	Units	3

### Plus:

ART 20	Beg Drawing & Composition	Units	2
ART 21	Cont Drawing & Composition	Units	2

### Plus: Eleven (11) units from the following electives:

ART 8A	Ethnic Arts of Middle America	Units	3
ART 8B	Ethnic Arts of Middle America	Units	3
ART 50	Beginning Painting	Units	2
ART 51	Continuing Painting	Units	2
ART 52	Intermediate Painting	Units	3
ART 53	Advanced Painting	Units	3
ART 60	Beginning Painting: Watercolor	Units	2
ART 61	Continuing Painting: Watercolor	Units	2
ART 62	Intermediate Painting: Watercolor	Units	3
ART 63	Advanced Painting: Watercolor	Units	3
	<b>Total Required Units</b>	<b>Units</b>	<b>18</b>



ART 1 1001.00

### Introduction to Art History

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Introduction to art purposes, principles and forms: Basic understanding of stylistic development and methods of analysis with emphasis on 20th century art.

ART 2 1001.00

### History of Ancient Art (Prehistoric to 1100 A.D.)

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Survey of major visual art forms of early civilizations: Includes Mesopotamian, Egyptian, Aegean, Greek, Roman, Early Christian, and Byzantine painting, sculpture, and architecture. [CAN ART 2]

ART 3 1001.00

### History of Medieval/ Renaissance/ Baroque Art (1100 - 1800 A.D.)

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Major visual art forms of Western cultures during Medieval, Renaissance, Baroque and Rococo periods: Survey of the foremost artists and their works.

ART 4 1001.00

### History of Modern Art (1800 to Present)

3 units: 3 hours lecture (GR/CR/NC)

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.

ART 8A 1001.00

### Ethnic Arts of Middle America

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

History and appreciation of the civilization and arts in Central America: Emphasis on aesthetic achievements and styles of the major cultures including Olmec, Teotihuacan, Toltec, Zapotec and Aztec.

ART 8B 1001.00

**Ethic Arts of Middle America**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

History and appreciation of the civilization and arts in Central America: Emphasis on aesthetic achievements and styles of the major cultures including Olmec, Teotihuacan, Toltec, Zapotec and Mayan.

ART 20 1002.10

**Beginning Drawing and Composition**

2-3 units: 1-2 hour lecture, 3-4 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Freehand drawing with various media: Drawing techniques and fundamentals of composition applied to subject matter including an introduction to perspective.

ART 21 1002.10

**Continuing Drawing and Composition**

2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Special problems of composition and drawing techniques in relation to drawing as a fine art: Study of form in black and white, and in color.

ART 41 1002.10

**Basic Design**

2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)

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.

ART 42 1002.10

**Intermediate Design: Color**

2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Studio problems in color and design with emphasis on the use of color in visual composition. May include two- and three-dimensional design in a variety of media.

ART 43 1002.10

**Advanced Design: Color**

2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)

Prerequisite: ART 42.

Acceptable for credit: CSU, UC

Continuation of ART 42 explores problems in visual composition: Emphasis on the interaction of color and form; may include two-dimensional and/or three-dimensional.

ART 48AA-FZ 1002.00

**Selected Topics in Art**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

Acceptable for credit: CSU

See section on Selected Topics.

ART 49 1002.00

**Independent Study in Art**

0.5-5 units: 0.5-5 hours lecture (GR/CR/NC)

See section on Independent Study.

ART 50 1002.10

**Beginning Painting**

2-3 units: 1-2 hour lecture, 3-4 hours lab (GR/CR/NC)

Recommended Preparation: ART 20

Acceptable for credit: CSU, UC

Emphasis on the basic techniques of oil or acrylic painting, preparation and use of canvas and other supports, color mixing, composition in a variety of styles, development of imagination and objective images.

ART 51 1002.10

**Continuing Painting**

2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)

Prerequisite: ART 50

Acceptable for credit: CSU, UC

Emphasizes composition using oils, acrylics, and mixed media (may include live models).

ART 52 1002.10

**Intermediate Painting**

3 units: 2 hours lecture, 4 hours lab (GR/CR/NC)

Prerequisite: ART 51.

Acceptable for credit: CSU, UC

Continuation of ART 51: Emphasis on more independent and complex activities and projects.

ART 53 1002.10

**Advanced Painting**

3 units: 2 hours lecture, 4 hours lab (GR/CR/NC)

Prerequisite: ART 52

Acceptable for credit: CSU, UC

Emphasis on developing greater clarity in personal imagery and painting style: Development of a professional portfolio.

ART 60 1002.10

**Beginning Painting: Watercolor**

2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Fundamentals of washes, brushwork, color, and special effects in transparent, wet-into-wet and opaque techniques as applied to various subject matter.

ART 61 1002.10

**Continuing Painting: Watercolor**

2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)

Prerequisite: ART 60.

Acceptable for credit: CSU, UC

Extended development of skills, techniques, content, creative experimentation, and individual expression in watercolor painting processes.

ART 62 1002.10

**Intermediate Painting: Watercolor**

3 units: 2 hours lecture, 4 hours lab (GR/CR/NC)

Prerequisite: ART 61

Acceptable for credit: CSU, UC

Creativity, composition, and individual expression through watercolor techniques emphasized: Concentrated work in specific areas.

ART 63 1002.10

**Advanced Painting: Watercolor**

3 units: 2 hours lecture, 4 hours lab

Prerequisite: ART 62

Acceptable for credit: CSU, UC

Individual goals designed by student with instructor: Concentration on a series of paintings for possible exhibition or portfolio presentation.

ART 121A-C 1013.00

**Graphic Design Studio Techniques**

2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU

Introduction to tools, materials, processes, and preparation of designs in black and white; graphic design for business cards, brochures, newsletters, annual reports, calendars, airbrush illustration and techniques.

ART 122 1002.00

**World Art**

3 units: 3 hours lecture

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.



ART 248AA-FZ 1002.00

**Selected Topics in Art**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

See section on Selected Topics.

ART 848AA-FZ 6822.00

**Selected Topics in Art**

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.



## Asian/Asian-American Studies (ASAME)

ASAME 45A

2203.02

### Asian-American History to 1945

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

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

ASAME 45B

2203.02

### Asian-American History from 1945 to the Present

3 units: 3 hours lecture (GR/CR/NC)

ASAME 45A is not a prerequisite to 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.

## Astronomy (ASTR)

ASTR 1

1911.00

### Introduction to Astronomy

3 units: 3 hours lecture (GR/CR/NC)

Recommended Preparation: MATH 201 and 202. Enrollment in Astronomy Laboratory, ASTR 47 is optional

Acceptable for credit: CSU, UC

General facts and principles of the science of astronomy: History, solar system, stars and their evolution, the sidereal system, and cosmology.





# Auto Body & 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 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.

## Certificate in Auto Body

A Certificate of Completion will be awarded to those students completing a minimum of 27 units as outlined below with a 2.0 GPA.

<b>Courses required for the major:</b>		<b>Units</b>
AUTOB 10	Basic Auto Body Repair Concepts	10
AUTOB 20	Advanced Repair Concepts	10
MATH 225	Math for Technicians (or higher)	3
A TECH 26	Intro to Auto Electric Systems	4
<b>Total Required Units</b>		<b>27</b>

## Certificate in Auto Paint

A Certificate of Completion will be awarded to those students completing a minimum of 27 units as outlined below with a 2.0 GPA.

<b>Courses required for the major:</b>		<b>Units</b>
AUTOB 30	Paint Preparation/Equipment	10
AUTOB 40	Advanced Study/Refinishing	10
MATH 225	Math for Technicians (or higher)	3
A TECH 26	Intro to Auto Electric Systems	4
<b>Total Required Units</b>		<b>27</b>

AUTOB 10 0948.20

### Basic Auto Body Repair Concepts

10 units: 6 hours lecture, 12 hours lab  
Recommended Preparation: AUTOB 12.  
Acceptable for credit: CSU.

Designed to acquaint the student with basic techniques of auto body repair, including repair of collision damaged automobiles and working with various power tools and welding and cutting equipment used in the collision repair industry, emphasizing the importance of the invisible repair.

AUTOB 12 0948.20

### Service Welding for Transportation Technology

2 units: 1 hour lecture, 3 hours lab  
Acceptable for credit: CSU

Transportation welding technology designed to acquaint the student with the basic techniques of welding. Safety, set-up, and operational procedures performed in Oxyacetylene, MIG, and welding operations.

AUTOB 20 0948.20

### Advanced Auto Body Repair Concepts

10 units: 6 hours lecture, 12 hours lab  
Recommended Preparation: AUTOB 10.  
Acceptable for credit: CSU

Designed to familiarize advanced students with state of the art measuring systems and frame pulling techniques, and safe and efficient use of hydraulic equipment. Analyze the repair of replacement of sheetmetal, fiberglass, and SMC panels. Cost estimating, of damage repairs using computerized or printed manuals.

AUTOB 30 0948.20

### Basic Methods of Paint Preparation Equipment

10 units: 6 hours lecture, 12 hours lab (GR/CR/NC)  
Acceptable for credit: CSU

Introduction to automotive refinishing: Theory, principles, techniques, equipment requirements and legal responsibilities for the safe application of automotive finishes.



AUTOB 40 0948.20

### **Advanced Study in Refinishing**

10 units: 6 hours lecture, 12 hours lab  
 Recommended Preparation: AUTOB 30.

Acceptable for credit: CSU

Methodology and associated skills to perform spot, panel and complete refinishing of substrates. To include catalyzed and non catalyzed materials and their safe usage. Causes, cures and prevention of paint failures. Custom finishes and their usage.

AUTOB 48AA-FZ 0948.20

### **Selected Topics in Auto Body and Paint**

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

AUTOB 49 0948.20

### **Independent Study in Auto Body and Paint**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

AUTOB 248AA-FZ 0948.20

### **Selected Topics in Auto Body and Paint**

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

See section on Selected Topics.

AUTOB 848AA-FZ 6822.00

### **Selected Topics in Auto Body and Paint**

0 units: 0-9 hours lecture, 0-27 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

# Automotive Technology (ATECH)

The Automotive Technology curriculum is designed to prepare students for employment as apprentice auto mechanics or to allow students to continue toward a Baccalaureate degree in other advanced schools of technology in preparation for future management and teaching careers in the automotive industry.

The College of Alameda ATECH program is certified by the National Institute for Automotive Service Excellence (ASE), and was recognized as the "Best Auto Mechanics Training Program" in California in 1999 and again in 2002 by the Industry Planning Council of the Motor Vehicle Manufacturers Association. College of Alameda is also part of the Toyota Associates Program, providing COA ATECH students with specialized Toyota training and affording them special opportunities towards job placement in local Toyota dealerships.

Instruction covers safety, trade ethics, use of hand and power tools, as well as the theory, repair and testing of automobiles and their components. Special emphasis is placed on the diagnosis and repair of electronic and computer control systems in late model automobiles.

Upon registering for a class in the automotive major area, a student will receive a list of required basic tools. The student will be expected to purchase tools that relate to the course in which he/she has enrolled. The purpose of this requirement is to assure that all students graduating from the program possess tools in a quantity sufficient for trade entry as an apprentice.

Upon graduating with an Associate in Science (AS) degree, the beginning apprentice will have the union four-year night school requirement waived. The graduate with only a Certificate of Completion will have two of the required four years of night school waived.

The National Institute for Automotive Service Excellence (ASE) will give one year experience credit for 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, 40, 41, 42, and 45.

Priority for enrollment in any "major" class will be given to students with the most seniority in the program. A minimum grade of "C" in ATECH 21 and 26 may be required for enrollment in a student's first "major" course.

## Certificate of Completion and Associate in Science Programs

It is recommended that these courses be completed prior to enrollment in any of the "major" Auto Mechanics classes:

1. Completion of ENGL 251, ESL 253, or equivalent with a grade of "C" or better.
2. One year of high school algebra or completion of MATH 225 with a grade of "C" or better.

## Requirements for Certificate in Engine Performance

<b>First Semester</b>		<b>Units</b>
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
<b>Total First Semester Units</b>		<b>14</b>

<b>Second Semester</b>		<b>Units</b>
ATECH 11	Engines & Fuel Systems	10
<b>Total Second Semester Units</b>		<b>10</b>

<b>Third Semester</b>		<b>Units</b>
ATECH 12	Electrical/Electronic Systems	10
ATECH 24A-D <sup>1</sup>	Computer Controls & Fuel Injection	4
<b>Total Third Semester Units</b>		<b>14</b>

<b>Fourth Semester</b>		<b>Units</b>
ATECH 14 <sup>1</sup>	Advanced Engine Performance	10
ATECH 25 <sup>1</sup>	Clean Air Course, Phase II	4
ATECH 27 <sup>1</sup>	Advanced Emissions	
	Diagnostics: Smog Check II	2
<b>Total Fourth Semester Units</b>		<b>16</b>

**Total Required Units for Certificate 54**

<sup>1</sup> ATECH 11 is a prerequisite for ATECH 24. ATECH 11 and ATECH 12 are prerequisites for ATECH 14 and ATECH 25. ATECH 24A is a prerequisite for ATECH 27.

## Requirements for Certificate in Chassis and Drivetrain

<b>First Semester</b>		<b>Units</b>
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
<b>Total First Semester Units</b>		<b>14</b>

<b>Second Semester</b>		<b>Units</b>
ATECH 10	Auto Chassis	10
ATECH 26	Auto Electrical Systems	4
<b>Total Second Semester Units</b>		<b>14</b>

<b>Third Semester</b>		<b>Units</b>
ATECH 15	Drivetrain/Transmissions	10
ATECH 23	Auto Air Conditioning	4
<b>Total Third Semester Units</b>		<b>16</b>
<b>Total Required Units for Certificate</b>		<b>42</b>

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

### Requirements for Certificate in Chassis Specialist

Completion of a minimum of 34 units in the following courses with a minimum of 2.0 GPA.

<b>First Semester</b>		<b>Units</b>
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
<b>Total First Semester Units</b>		<b>14</b>

<b>Second Semester</b>		<b>Units</b>
ATECH 10	Automotive Chassis	10
<b>Total Second Semester Units</b>		<b>10</b>

<b>Third Semester</b>		<b>Units</b>
ATECH 40	Advanced Automotive Chassis	10
<b>Total Third Semester Units</b>		<b>10</b>

**Total Required Units for Certificate 34**

### Requirements for Certificate in Engine Repair Specialist

Completion of a minimum of 34 units in the following courses with a minimum of 2.0 GPA.

<b>First Semester</b>		<b>Units</b>
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
<b>Total First Semester Units</b>		<b>14</b>

<b>Second Semester</b>		<b>Units</b>
ATECH 12	Electrical/Electronic Systems	10
<b>Total Second Semester Units</b>		<b>10</b>

<b>Third Semester</b>		<b>Units</b>
ATECH 42	Advanced Auto Electronics	10
<b>Total Third Semester Units</b>		<b>10</b>

**Total Required Units for Certificate 34**

### Requirements for Certificate in Automotive Electronics Specialist

Completion of a minimum of 34 units in the following courses with a minimum of 2.0 GPA.

<b>First Semester</b>		<b>Units</b>
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
<b>Total First Semester Units</b>		<b>14</b>

<b>Second Semester</b>		<b>Units</b>
ATECH 12	Electrical/Electronic Systems	10
<b>Total Second Semester Units</b>		<b>10</b>

<b>Third Semester</b>		<b>Units</b>
ATECH 42	Advanced Auto Electronics	10
<b>Total Third Semester Units</b>		<b>10</b>

**Total Required Units for Certificate 34**

### Requirements for Certificate in Drivetrain Specialist

Completion of a minimum of 34 units in the following courses with a minimum of 2.0 GPA.

<b>First Semester</b>		<b>Units</b>
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
<b>Total First Semester Units</b>		<b>14</b>

<b>Second Semester</b>		<b>Units</b>
ATECH 15	Drivetrain/Transmissions	10
<b>Total Second Semester Units</b>		<b>14</b>

<b>Third Semester</b>		<b>Units</b>
ATECH 45	Adv Automotive Transaxles	10
<b>Total Third Semester Units</b>		<b>14</b>

**Total Required Units for Certificate 34**

### Light Duty Auto Repair - Certificate of Achievement

Students completing the following required courses will be eligible for the Certificate of Achievement. Confer with a counselor or division dean concerning the specific pattern of requirements for this program.

<b>Required Courses:</b>		<b>Units</b>
ATECH 22	Introduction to Auto Mechanics	4
ATECH 26	Auto Electrical Systems	4
ATECH 24A	Computer Controls & Fuel Injection	4
ATECH 234	Brakes/Alignment	4
<b>Total Required Units for Certificate</b>		<b>16</b>



ATECH 10

0948.00

**Automotive Chassis**

10 units: 6 hours lecture, 12 hours lab

Recommended Preparation: ATECH 21, 22, MATH 225, and BUS 208

Acceptable for credit: CSU

Lecture and lab will emphasize principles of automotive brake systems, suspension systems, wheel balance, tire service suspension alignment and headlamp alignment, as well as tool and equipment safety, maintenance, troubleshooting procedures, proper use of alignment machines, balancing machines, brake lathes and other diagnostic equipment. Student will diagnose, disassemble, inspect, and rebuild suspension and brake systems. This course also emphasizes proper use of manuals and safe use of tools and equipment; course prepares student for CA State Brake and Lamp licensing exams.

ATECH 11

0948.00

**Engines, Fuel and Ignition Systems**

10 units: 6 hours lecture, 12 hours lab

Recommended Preparation: ATECH 21, 22, MATH 225, and BUS 208

Acceptable for credit: CSU

A study of the 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 systems and ignition systems.

ATECH 12

0948.00

**Automotive Electrical and Electronic Systems**

10 units: 6 hours lecture, 12 hours lab

Recommended Preparation: ATECH 21, 22, MATH 225, and BUS 208

Acceptable for credit: CSU

A study of basic electrical theory and the function, diagnosis, and repair of modern automotive electrical systems. Emphasis is placed on the use of instrumentation in the diagnosis of electrical circuits and component failures.

ATECH 14

0948.00

**Advanced Engine Performance (Clean Air Course, Phase I)**

10 units: 6 hours lecture, 12 hours lab

Prerequisite: ATECH 11, 12

Recommended Preparation: ATECH 21, 22, MATH 225, and BUS 208

Acceptable for credit: CSU

Prepares advanced ATECH students and those employed in the trade with skills in advanced engine performance procedures, generic computer/fuel injection controls, and emission control systems. Course includes 22 hours of the 120 hours of training mandated by the CA State Smog Inspection program. Course will also prepare student for the ASE Engine Performance examination.

ATECH 15

0948.00

**Drivetrain and Automatic Transmissions**

10 units: 6 hours lecture, 12 hours lab

Recommended Preparation: ATECH 21, 22, MATH 225, and BUS 208

Acceptable for credit: CSU

Course studies the theory and operation, diagnosis and service techniques of single dry disc clutches, manual transmissions/trans-axles, universal joints, final drives, and hydraulically controlled automatic transmissions and transaxles.

ATECH 21

0948.00

**Transportation Technology Principles**

4 units: 4 hours lecture

Recommended Preparation: Math 225 and ENGL 250A-D

Acceptable for credit: CSU.

Introduction to materials, mechanics, fluids, heat and electricity: Applications of physical principles to motor vehicle systems and repair; practice researching information in technical publications.

ATECH 22

0948.00

**Introduction to Auto Mechanics**

4 units: 3 hours lecture, 3 hours lab

Acceptable for credit: CSU

Course studies how cars work and what it takes to keep them working: Includes construction and operation of engines, engine support systems, drive trains and chassis; vehicle maintenance services; shop procedures including safety, proper use of tools, equipment and shop manuals; how to write repair orders. Also offered as APPR 471. Not open for credit to students who have completed or are currently enrolled in APPR 471.

ATECH 23

0948.00

**Automotive Air Conditioning**

4 units: 3 hours lecture, 3 hours lab

Recommended Preparation: ATECH 21, 22, MATH 225, and BUS 208

Acceptable for credit: CSU

Emphasizes the study of automotive air conditioning systems. Includes principles and systems necessary to the installation, design, function, and repair of air conditioning units, tool and equipment safety, maintenance, and troubleshooting procedures. Proper use of air conditioning charging station and recovery/recycle equipment. Also emphasizes proper use of manuals and safe use of tools and equipment.

## ATECH 24A

0948.00

**Computer Controls and Fuel Injection**

4 units: 3 hours lecture, 3 hours lab

Prerequisite: ATECH 11 or APPR 482

Acceptable for credit: CSU

Designed to acquaint advanced students in the automotive technology program and those employed in the profession with automotive computer control systems and fuel injection systems. Service and repair of computer control systems and fuel injection systems. Service and repair of computer systems by all manufacturers will be covered, with emphasis on "hands-on" electronic testing and diagnostic procedures. Systems covered will include ignition, fuel and emission controls, generic electronic fuel injection. Also offered as APPR 473A. Not open for credit to students who have completed or are currently enrolled in APPR 473A.

## ATECH 24B

0948.00

**Computer Controls and Fuel Injection**

4 units: 3 hours lecture, 3 hours lab

Prerequisite: ATECH 24A or APPR 473A

Acceptable for credit: CSU

Designed to acquaint advanced students in the automotive technology program and those employed in the profession with automotive computer control systems and fuel injection systems. Service and repair of computer control systems and fuel injection systems. Service and repair of computer systems by all manufacturers will be covered, with emphasis on "hands-on" electronic testing and diagnostic procedures. Atmospheric and intake manifold injection for General Motors, Ford and Chrysler manufacturers. Also offered as APPR 473B. Not open for credit to students who have completed or are currently enrolled in APPR 473B.

## ATECH 24C

0948.00

**Computer Controls and Fuel Injection**

4 units: 3 hours lecture, 3 hours lab

Prerequisite: ATECH 24B or APPR 473B

Acceptable for credit: CSU

Designed to acquaint advanced students in the automotive technology program and those employed in the profession with automotive computer control systems and fuel injection systems. Service and repair of computer control systems and fuel injection systems. Service and repair of computer systems by all manufacturers will be covered, with emphasis on "hands-on" electronic testing and diagnostic procedures. Turbo-charger controls and all common import fuel injection systems

## ATECH 24D

0948.00

**Computer Controls and Fuel Injection**

4 units: 3 hours lecture, 3 hours lab

Prerequisite: ATECH 24C or APPR 473C

Acceptable for credit: CSU

Designed to acquaint advanced students in the automotive technology program and those employed in the profession with automotive computer control systems and fuel injection systems. Service and repair of computer control systems and fuel injection systems. Service and repair of computer systems by all manufacturers will be covered, with emphasis on "hands-on" electronic testing and diagnostic procedures. Automatic transmission and brake computer controls, scanner usage and OBD (On Board Diagnostics), a series of new federal government mandated regulations which require the automobile manufacturer to monitor the total emissions output of their vehicles more closely. Also offered as APPR 473D. Not open for credit to students who have completed or are currently enrolled in APPR 473D.

## ATECH 25

0948.00

**Clean Air Course Phase II**

4 units: 4 hours lecture

Prerequisite: ATECH 11 and 12

Recommended Preparation: ATECH 21, 22, MATH 225, and BUS 208

Acceptable for credit: CSU

This course covers the second phase of the 120 hour Clean Air Course required by California's Biennial Inspection and Maintenance Program which is called the "Smog Check Program." Successful completion of the 120 hours of training qualifies the student to take the Test and Repair Technician Examination. Topics covered: Carburetor adjustments/low emission adjustments, spark controls, positive crankcase ventilation systems, fuel evaporation systems, thermostatic air cleaners, exhaust gas recirculation, air injection systems, catalytic converter systems, administrative rules, inspection procedures, nitrates of oxide (Nox) readings and computer controlled testing.

## ATECH 26

0948.00

**Introduction to Automotive Electrical Systems**

4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)

Recommended Preparation: MATH 225 and BUS 208

Acceptable for credit: CSU

Course includes: electrical theory, chassis wiring, batteries, cranking, charging, and ignition systems. In regards to the needs of the "Auto Chassis," "Drive Train" and "Auto Body Techs," special emphasis is placed on the diagnosis and repair of a vehicle chassis wiring. Also offered as APPR 472. Not open for credit to students who have completed or are currently enrolled in APPR 472.

ATECH 27 0948.00

**Advanced Emissions Diagnostic:  
Smog Check II**

2 units: 1.5 hours lecture, 1.5 hours lab (GR/CR/NC)

Prerequisite: ATECH 24A.

Acceptable for credit: CSU

Five-gas analysis using BAR 97 transition class, Advanced Emissions Diagnostics Training Course, and related topics.

ATECH 40 0948.00

**Advanced Automotive Chassis**

10 units: 6 hours lecture, 12 hours lab

Prerequisite: ATECH 10

Recommended Preparation: ATECH 21, 22, MATH 225, and BUS 208

Acceptable for credit: CSU

Emphasizes advanced and in-depth study of automotive brake systems, suspensions systems, wheel balance, tire service and suspension alignment. Tool and equipment safety, maintenance, troubleshooting procedures. Proper use of alignment machines, balancing machines, brake lathes and other diagnostic equipment. Diagnosis, disassemble, inspect, and rebuild suspension and brake systems. Also emphasizes proper use of manuals and safe use of tools and equipment.

ATECH 41 0948.00

**Advanced Engine Repair**

10 units: 6 hours lecture, 12 hours lab

Prerequisite: ATECH 11

Recommended Preparation: ATECH 21, 22, MATH 225, and BUS 208

Acceptable for credit: CSU

Principles of automotive engine construction and design, 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.

ATECH 42 0948.00

**Advanced Automotive Electronics**

10 units: 6 hours lecture, 12 hours lab

Prerequisite: ATECH 12

Recommended Preparation: ATECH 21, 22, MATH 225, and BUS 208

Acceptable for credit: CSU

Emphasizes advanced diagnosis, and repair techniques for modern automotive electrical systems. Stresses heavy use of instrumentation in the diagnosis of electrical circuitry and component failure.

ATECH 45 0948.00

**Advanced Automotive Transaxles  
and Transmissions**

10 units: 6 hours lecture, 12 hours lab

Prerequisite: ATECH 15

Acceptable for credit: CSU

Course covers theory of operation, diagnosis and service techniques on a variety of computer controlled automatic transmissions and transaxles for import and domestic passenger vehicles of light trucks.

ATECH 48AA-FZ 0948.00

**Selected Topics in Automotive  
Technology**

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

ATECH 49 0948.00

**Independent Study in Automotive  
Technology**

0.5-5 units: 0.5-5 hours lecture

See section on Selected Topics.

ATECH 234 0948.00

**Introduction to Brakes, Alignment  
and Headlamp Aiming**

4 units: 3 hours lecture, 3 hours lab

Introduces the operation, maintenance, troubleshooting and adjustment of steering, suspension, braking and headlamp aiming systems; emphasizes proper use of manuals and safe use of tools and equipment; prepares student for California State Brake and Lamp licensing exams. Also offered as APPR 484. Not open for credit to students who have completed or are currently enrolled in APPR 484.

ATECH 235 0948.00

**ASE L1 Alternative**

1.5 units, 14 hrs lec (2 week course)

Analysis of five gases; diagnosis of emission failure, ignition, computerized powertrain controls, and I/M failure diagnosis.

ATECH 248AA-FZ 0948.00

**Selected Topics in Auto Mechanics**

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

See section on Selected Topics.

ATECH 848AA-FZ 6822.00

**Selected Topics in Auto Mechanics**

0 units: 0-9 hours lecture, 0-27 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

# Aviation Maintenance Technology (AMT)

The Aviation Maintenance program provides the opportunity for students to qualify for the Airframe and Powerplant license upon satisfactory completion of required coursework and successful passage of the FAA examinations.

Regular attendance is mandatory for Aviation Maintenance Technology classes. 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 program 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.

## Associate in Science Degree Program

The Associate in Science Degree will be awarded upon completion of the major course and General Education requirements listed in the Degrees, Programs & Transfer Requirements section of this Catalog.

## Certificate Program

The Airframe and Powerplant curriculum 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 a Federal Aviation Administration Examination for the Airframe and Powerplant License.

## Requirements for Certificate in Airframe

Required Courses:		Units
AMT 50	Basic Science for Aviation Maintenance Technology	8.0
AMT 55	Survey of Aviation Maintenance Technology	8.0
AMT 61A	Airframe Systems I	8.5
AMT 61B	Airframe Systems II	8.5
AMT 61C	Airframe System and Review	6.0
<b>Total Required Units</b>		<b>39.0</b>

## Requirements for Certificate in Powerplant

Required Courses:		Units
AMT 50	Basic Science for Aviation Maintenance Technology	8.0
AMT 55	Survey of Aviation Maintenance Technology	8.0
AMT 73A	Theory of Powerplants I	8.5
AMT 73B	Theory of Powerplants II	8.5
AMT 73C	Advanced Avionics and Powerplants I	8.5
AMT 73D	Advanced Avionics and Powerplants II	8.5
<b>Total Required Units</b>		<b>50.0</b>

## Certificate of Achievement

Students completing the following required courses will be eligible for the Certificate of Achievement. Confer with a counselor or division dean concerning the specific pattern of requirements for this program.

### Certificate of Achievement I (8.5 units)

Required Courses:		Units
AMT 73A	Theory of Powerplants I	8.5

### Certificate of Achievement II (8.5 units)

Required Courses:		Units
AMT 73B	Theory of Powerplants II	8.5

### Certificate of Achievement III (8.5 units)

Required Courses:		Units
AMT 73C	Advanced Avionics and Powerplants I	8.5

### Certificate of Achievement IV (8.5 units)

Required Courses:		Units
AMT 73D	Advanced Avionics and Powerplants II	8.5

AMT 48AA-FZ 0950.00

## Selected Topics in Aviation Maintenance

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

AMT 49 0950.00

## Independent Study in Aviation Maintenance

0.5-5 units: 0.5-5 hours lecture

Study in depth of a problem or area under the supervision of a staff member.

AMT 50 0950.00

## Basic Science for Aviation Maintenance Technology

8 units: 100 term-hours lecture, 143 term-hours lab

Short-term Course

Acceptable for credit: CSU

Introduction to widely diversified field of aviation maintenance technology, basic electricity and electrical systems, shop and physics, aircraft structure, aerodynamics, and corrosion control.



AMT 55 0950.00

**Survey of Aviation  
Maintenance Technology**

8 units: 100 term-hours lecture, 143 term-hours lab

Short-term Course

Acceptable for credit: CSU

Introduction to F.A.R. part 65, Federal Aviation Regulations, weight and balance, non-destructive testing, aircraft drawings, fluid lines and fittings, maintenance forms and records, materials and processes, maintenance publications, and ground operation and servicing.

AMT 61A 0950.10

**Airframe Systems I**

8.5 units: 107 term-hours lecture, 151 term-hours lab

Prerequisite: AMT 50 and 55

Short-term Course.

Acceptable for credit: CSU

Advanced airframe electrical systems, aircraft sheet metal structures, aircraft instrument systems, cabin environmental systems, ice and rain control systems, fuel systems, landing gear warning systems, and pneumatic power systems.

AMT 61B 0950.10

**Airframe Systems II**

8.5 units: 102 term-hours lecture, 143.5 term-hours lab

Prerequisite: AMT 61A

Short-term Course

Acceptable for credit: CSU

A continuation of airframe systems: Assembly and rigging, hydraulic systems, and landing gear systems, wheels and tires, brakes, and anti skid systems and landing gear retraction systems.

AMT 61C 0950.10

**Airframe Systems and Review**

6 units: 75 term-hours lecture, 96 term-hours lab

Prerequisite: AMT 61B

Short-term Course

Acceptable for credit: CSU

Course covers the following subject areas: Communication and navigation, wood structures, welding, and take-off warning systems. In addition there will be a test and review section to prepare students for the FAA examination.

AMT 73A 0950.20

**Theory of Powerplants I**

8.5 units: 100 term-hours lecture, 150 term-hours lab

Acceptable for credit: CSU

First of four courses in aircraft powerplant maintenance, covering theory of the operation of reciprocating and turbine engines, and engine disassembly and assembly. Short-term Course.

AMT 73B 0950.20

**Theory of Powerplants II**

8.5 units: 100 term-hours lecture, 150 term-hours lab

Short-term Course.

Acceptable for credit: CSU

Second of four courses in aircraft powerplant maintenance. Subject areas include fuel metering systems, induction and exhaust systems, powerplant installations, fire protection, and unducted fans.

AMT 73C 0950.20

**Advanced Avionics and Powerplants**

8.5 units: 100 term-hours lecture, 150 term-hours lab

Short-term Course

Acceptable for credit: CSU

Third of four courses in aircraft powerplant maintenance, covering propeller systems, helicopter powerplants, turboprops, and powerplant inspections.

AMT 73D 0950.20

**Advanced Avionics and Powerplants**

8.5 units: 100 term-hours lecture, 150 term-hours lab

Short-term Course

Acceptable for credit: CSU

Course covers digital circuits, flight management systems, autopilots, avionics troubleshooting, installation and removal, instrument landing systems, and power supply systems.

AMT 248AA-FZ 0950.00

**Selected Topics in  
Aviation Maintenance**

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

See section on Selected Topics.

AMT 848AA-FZ 6822.00

**Selected Topics in  
Aviation Maintenance**

0 units: 0-9 hours lecture, 0-27 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

# Aviation Operations (AVIAO)



AVIAO 10 0950.30

## Private Pilot's Ground School

4 units: 4 hours lecture (GR/CR/NC)

Recommended Preparation: 9th grade reading level.

Acceptable for credit: CSU.

Development of basic knowledge, skill, and aeronautical experience to fulfill requirements for private pilot certificate with an airplane category and single-engine land class ratings. The student must be able to read, write, and understand the English language (FAR 61.103). Flight training not included.

AVIAO 12 0950.30

## Instrument/Commercial Pilot

4 units: 4 hours lecture (GR/CR/NC)

Prerequisite: AVIAO 10

Acceptable for credit: CSU

Flight planning, aircraft performance, aviation weather, interpretation and use of flight instruments, air navigation, Federal Aviation Regulations, air traffic control, and commercial flight maneuvers.

AVIAO 48AA-FZ 0950.30

## Selected Topics in Aviation Operations

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

AVIAO 49 0950.30

## Independent Study in Aviation Operations

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

AVIAO 248AA-FZ 0950.30

## Selected Topics in Aviation Operations

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

See section on Selected Topics.

AVIAO 848AA-FZ 6822.00

## Selected Topics in Aviation Operations

0 units: 0-9 hours lecture, 0-27 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

# Biology (BIOL)

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, Programs & Transfer Requirements section of this Catalog.

## Courses required for the major:

BIOL 1A	General Biology	Units	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
<b>Total Required Units</b>			<b>30</b>



BIOL 1A 0401.10

## General Biology

5 units: 3 hours lecture, 6 hours lab (GR/CR/NC)

Prerequisite: CHEM 1A.

Acceptable for credit: CSU, UC

Introduction to cell structure and function, metabolism, molecular and organismal genetics, animal physiology. [CAN BIOL SEQ A: BIOL 1A+1B]

BIOL 1B 0401.10

## General Biology

5 units: 3 hours lecture, 6 hours lab (GR/CR/NC)

Prerequisite: BIOL 1A

Acceptable for credit: CSU, UC

Origin of life, evolution, classification, plant structure and function, ecology. [CAN BIOL SEQ A: BIOL 1A+1B]

BIOL 10 0401.10

## Introduction to Biology

4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Introduction to biology through study of structure, function, interrelationships, genetics, ecology, and evolution of all life forms from bacteria to animals. Enhanced by selected laboratory experiments. Not open for credit to students who have completed or are currently enrolled in BIOL 1A or 1B.

BIOL 11 0401.10

## Principles of Biology

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Introduction to biology through study of structure, function, interrelationships, genetics, ecology, and evolution of all life forms from bacteria to animals.

BIOL 12A 0420.00

## General Ecology

3 units: 2 hours lecture, 3 hours lab/field (GR/CR/NC)

Acceptable for credit: CSU, UC

Survey of ecological principles: Physical and biotic nature of environments and interrelationships of all species in major biomes of the world. Field trips are required.

BIOL 12B 0420.00

## Ecology – Major World Ecosystems

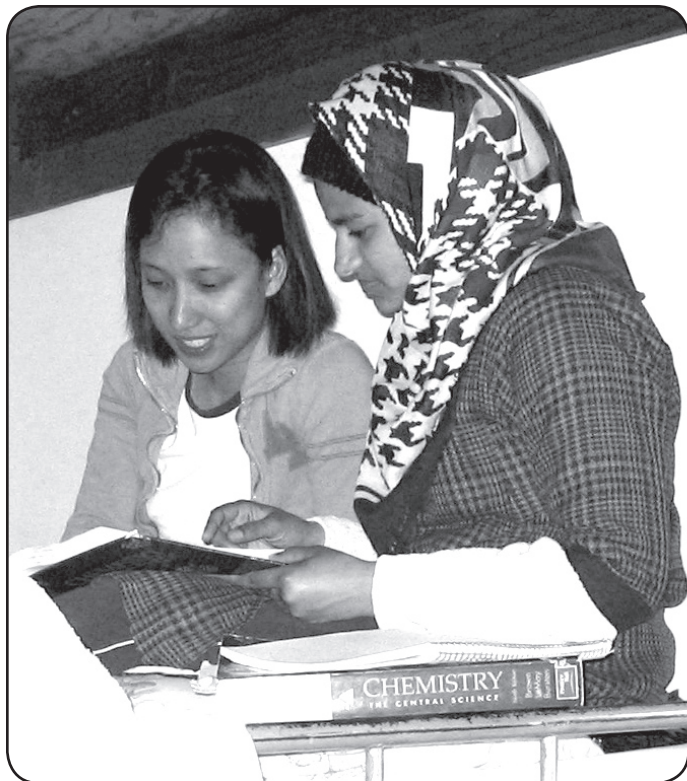
3 units: 2 hours lecture, 3 hours lab/field (GR/CR/NC)

Prerequisite: BIOL 12A.

Acceptable for credit: CSU, UC

Emphasis on physical and biotic basis of each major ecosystem, study of major plant and animal forms found in each ecosystem and their inter-relationships. Field trips are required.





BIOL 14 0420.00

### **Field Ecology of California**

3 units: 2 hours lecture, 3 hours lab/field (GR/CR/NC)

Recommended Preparation: BIOL 10

Acceptable for credit: CSU, UC

Interactions of plants and animals of California with each other and with their environment. Some weekend field trips may be required.

BIOL 18 0410.00

### **Human Anatomy**

4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Study of gross and microscopic anatomy (structure) of the human body. Anatomy of all systems is covered. Includes laboratory study of human and other mammalian tissues with mammalian (including human) dissection. [CAN BIOL SEQ B: BIOL 18+19]

BIOL 19 0410.00

### **Human Physiology**

4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Study of the functioning of the human body. Includes laboratory work with physiological apparatus.

[CAN BIOL 12]

[CAN BIOL SEQ B: BIOL 18+19]

BIOL 26 0401.10

### **Human Biology**

3 units: 2 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Study of Biology as it relates to the human organism. The course will include cellular function, a survey of the body systems, reproduction and genetics, nutrition, ecology, and evolution.

BIOL 27 0401.10

### **Human Sexuality**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Explores and analyzes the multifaceted aspects of human sexuality. Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural, urogenital systems of both sexes, birth control devices, and pregnancy. Not open for credit to students who have completed or are currently enrolled in Psychology 12 or HLTED 27.

BIOL 31 0401.10

### **Nutrition**

4 units: 4 hours lecture (GR/CR/NC)

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. Not open for credit to students who have completed or are currently enrolled in NUTR 10 at Merritt or BIOL 28 at Laney. [CAN FCS 2]

BIOL 48AA-FZ 0401.10

### **Selected Topics in Biological Sciences**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

Acceptable for credit: CSU

See section on Selected Topics.

BIOL 49 0401.10

### **Independent Study in Biology**

0.5-5 units: 0.5-5 hours lecture (GR/CR/NC)

See section on Independent Study.

BIOL 248AA-FZ 0401.10

### **Selected Topics in Biological Sciences**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

See section on Selected Topics.

BIOL 848AA-FZ 6822.00

### **Selected Topics in Biological Sciences**

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.



## Business (BUS)

There are three options in business: Accounting; Business Administration; and Office Administration.

### Available AA Degrees:

Accounting  
Business Administration  
Office Administration

### Available Certificates of Completion:

Accounting  
Office Administration  
Retail Management

### Available Certificates of Achievement:

Accounting  
Business Administration  
General Office Clerk  
Account Clerk I  
Account Clerk II  
Word Processor  
Specialist Clerk  
Customer Service Representative  
Small Business Administration  
Legal Secretarial Studies

### Accounting Option

The AA Degree/Certificate of Completion/Certificate of Achievement 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 or Business Administration.

Students planning to transfer to state colleges or universities should review that institution's catalog regarding:

- Transfer admission requirements
- Major requirements
- General education or breadth requirements
- Application deadlines

### Associates in Arts Degree (AA)

The AA degree in Accounting 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, Programs & Transfer Requirements section of this Catalog.

### Certificate of Completion Program (CC)

The Certificate of Completion Program in Accounting is designed to qualify a student for immediate employment in the field of accounting. A Certificate of Completion will be awarded upon satisfactory completion of the major course requirements:



<b>Courses required for the major:</b>		<b>Units</b>
Bus 1A*	Financial Accounting	4
Econ 1	Principles of Econ. (Macro)	3
Econ 2	Principles of Econ. (Micro)	3
Bus 2	Introduction to Bus Law	3
Bus 1B	Managerial Accounting	4
CIS 42	Intro to Spreadsheet Applications	4
Bus 209	Fundamentals of Income Tax	4
Bus 24	Computerized Accounting Principles	3

<b>Plus: A minimum of 3 units from the following Electives:</b>		<b>Units</b>
Bus 5	Human Relations in Business	3
Bus 10	Introduction to Business	3
Bus 54	Small Business Management	3
Bus 207B	Business Correspondence	3
CIS 1	Intro to Computer Info Systems	4
<b>Total Required Units</b>		<b>31-32</b>

\* BUS 20 General Accounting, while not a requirement, does provide a good foundation for BUS 1A Financial Accounting.

## Business Administration Option

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.

### Associate in Arts Degree (AA)

The AA degree in Business Administration 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, Programs & Transfer Requirements section of this Catalog.

Courses required for the major:		Units
Bus 1A*	Financial Accounting	4
Econ 1	Principles of Econ. (Micro)	3
Econ 2	Principles of Econ. (Micro)	3
Bus 2	Introduction to Bus Law	3
Bus 1B	Managerial Accounting	4

#### Plus: One (1) course (3-4 units) from the following:

Bus 10	Introduction to Business	3
CIS 1	Intro to Computer Info Systems	4
<b>Total Required Units</b>		<b>20-21</b>

\*BUS 20 General Accounting, while not a requirement, does provide good preparation for BUS 1A Financial Accounting.

## Office Administration Option

Students may earn a Certificate of Completion or an Associate in Arts Degree in Office Administration.

### Associates in Arts Degree (AA)

The AA degree in Office Administration 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, Programs & Transfer Requirements section of this Catalog.

### Certificate of Completion (CC)

Suggested sequence of courses required for Certificate:

First Semester		Units
BUS 230D-F	Beginning Keyboarding	1
BUS 225	The Professional Office Environment	3
BUS 207C	Business Communications in the Modern Office	2
BUS 211A	Business Success Strategies Lab	0.5
BUS 202	Business Mathematics	3
BUS 238A	Word Processing I	3
<b>Semester Total</b>		<b>12.5</b>

Second Semester		Units
BUS 207A	Business English	3
BUS 202	Business Math	3
BUS 238B	Word Processing II and	3
BUS 231D-F	Intermediate Keyboarding or	1
CIS 42	Introduction to Spreadsheet Applications	4
BUS 211B	Business Success Strategies Lab	0.5
CIS 1	Introduction to CIS	4
<b>Semester Total</b>		<b>11.5</b>

Third Semester		Units
BUS 5	Human Relations in Business or	3
BUS 20	General Accounting	3
BUS 10	Introduction to Business	3
BUS 211C	Business Success Strategies Lab	1
ENG 201A	English Reading and Composition	3
<b>Semester Total</b>		<b>10</b>

Fourth Semester		Units
BUS 211D	Business Success Strategies Lab	1
COPED 456L	Occ. Wk. Exp./Sect. Science Office Mgmt.	2
CIS 40	Introduction to Database Management or	4
CIS 42	Introduction to Spreadsheet Applications	4
<b>Semester Total</b>		<b>7</b>
<b>Grand Total Required Units</b>		<b>41</b>

Students may wish to take additional courses from the following list, in consultation with a counselor:

Course:	Units	
BUS 2	Introduction to Business Law	3
BUS 10	Introduction to Business	3
BUS 20	General Accounting	3
CIS 1	Intro to Computer Info Systems	4
CIS 40	Intro to Database Management	4
ECON 1	Principles of Economics (Macro)	3
ECON 2	Principles of Economics (Micro)	3
COMM 1A	Introduction to Speech	3

A certificate of proficiency in skills will be awarded to students who do not receive the Associate degree or Certificate, but who need certification for employment.

## Retail Management (Pending State Approval)

### Certificate of Completion (CC)

A Certificate of Completion in Retail Management will be awarded upon satisfactory completion of the major course requirements listed below.

<b>Required Courses:</b>		<b>Units</b>
BUS 207	Business English	3
BUS 202	Business Math	3
CIS 1	Introduction to Computer Information Systems	4
COMM 1A	Introduction to Speech	3
BUS 54	Small Business Management	3
BUS 20	General Accounting	3
BUS 70	Introduction to Marketing	3
BUS 72	Principles of Retailing	3
BUS 5	Leadership and Human Relations	3
BUS 56	Human Resource Management	3

### Plus: A minimum of one (1) course from the following:

		<b>Units</b>
CIS 201	Microcomputer Operating Systems	2
	or	
CIS 233	Introduction to the Internet	2
	or	
CIS 209	Introduction to Windows	1
<b>Total Required Units</b>		<b>32-33</b>

## Certificates of Achievement (CA)

Students completing the required courses in the perspective areas will be eligible for the Certificate of Achievement. Confer with a counselor or division dean concerning the specific pattern of requirements for this program.

### Accounting

#### Certificate of Achievement

<b>Required Courses:</b>		<b>Units</b>
Bus 20	General Accounting	3
	or	
Bus 1A	Financial Accounting	4
Bus 10	Introduction to Business	3
	or	
Econ 1	Principles of Econ. (Macro)	3
	or	
Econ 2	Principles of Econ. (Micro)	3
CIS 42	Intro to Spreadsheet Applications	4
Bus 24	Computerized Accounting Principles	3
<b>Total Required Units</b>		<b>13-14</b>

### Business Administration

#### Certificate of Achievement

<b>Required Courses:</b>		<b>Units</b>
BUS 1A	Financial Accounting	4
BUS 2	Introduction to Business Law	3
BUS 10	Introduction to Business	3
	or	
CIS 1	Introduction to CIS	4
ECON 1	Principles of Economics (Macro)	3
	or	
ECON 2	Principles of Economics (Micro)	3
<b>Total Required Units</b>		<b>13-14</b>

### General Office Clerk

#### Certificate of Achievement

<b>Required Courses:</b>		<b>Units</b>
BUS 230D-F	Beginning Keyboarding	1
BUS 207C	Business Communications in the Modern Office	2
BUS 225	The Professional Office Environment	3
BUS 202	Business Mathematics	3
BUS 211A	Business Success Strategies Lab	0.5
BUS 238A	Word Processing I	3
<b>Total Required Units</b>		<b>12.5</b>

### Account Clerk I

#### Certificate of Achievement

<b>Required Courses:</b>		<b>Units</b>
BUS 207A	Business English	3
BUS 225	The Professional Office Environment	3
BUS 202	Business Mathematics	3
CIS 42	Introduction to Spreadsheet Applications	4
	or	
CIS 1	Introduction to CIS	4
BUS 211B	Business Success Strategies Lab	0.5
<b>Total Required Units</b>		<b>17.5</b>

### Account Clerk II

#### Certificate of Achievement

<b>Required Courses:</b>		<b>Units</b>
BUS 225	The Professional Office Environment	3
BUS 10	Introduction to Business	3
CIS 42	Introduction to Spreadsheet Applications	4
BUS 20	General Accounting	3
BUS 211C	Business Success Strategies Lab	1
ENG 201A	English Reading and Composition	3
<b>Total Required Units</b>		<b>17</b>

**Word Processor****Certificate of Achievement****Required Courses:**

	<b>Units</b>
BUS 202 Business Math	3
BUS 231D-F Intermediate Keyboarding	1
BUS 207A Business English	3
ENGL 225 The Professional Office Environment	3
BUS 238B Word Processing II	3
CIS 1 Introduction to CIS	4
BUS 211B Business Success Strategies Lab	0.5
<b>Total Required Units</b>	<b>17.5</b>

**Specialist Clerk****Certificate of Achievement****Required Courses:**

	<b>Units</b>
BUS 225 Professional Office Environment	3
BUS 10 Introduction to Business	3
CIS 42 Introduction to Spreadsheet Applications	4
BUS 211C Business Success Strategies Lab	1
ENG 201A English Reading and Composition	3
BUS 5 Human Relations in Business	3
<b>Total Required Units</b>	<b>17</b>

**Customer Service Representative****Certificate of Achievement****Required Courses:**

	<b>Units</b>
BUS 225 Professional Office Environment	3
BUS 10 Introduction to Business	3
BUS 5 Human Relations in Business	3
BUS 211C Business Success Strategies Lab	1
ENG 201A English Reading and Composition	3
CIS 40 Introduction to Database Management	4
<b>Total Required Units</b>	<b>17</b>

**Small Business Administration****Certificate of Achievement****Required Courses:**

	<b>Units</b>
BUS 55A Small Business Administration	3
BUS 55B Small Business Administration	3
BUS 10 Introduction to Business	3
BUS 225 The Professional Office Environment	3
Or	
BUS 208 Communication Skills for Technicians	3
<b>Total Required Units</b>	<b>17</b>

**Legal Secretarial Studies****Certificate of Achievement****Required Courses:**

	<b>Units</b>
BUS 216 Divorce/Corporate/Criminal Real Estate	3
BUS 217 Probate/Wills/Trusts/Intellectual Property	3
BUS 218 Civil Litigation	3
BUS 238A Word Processing I	3
BUS 225 The Professional Office Environment	3
Or	
BUS 208 Communication Skills for Technicians	3
<b>Total Required Units</b>	<b>17</b>

**BUS 1A**

0502.00

**Financial Accounting**

4 units: 4 hours lecture

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. [CAN BUS 2] [CAN BUS SEQ A: BUS 1A+1B]

**BUS 1B**

0502.00

**Managerial Accounting**

4 units: 4 hours lecture

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. [CAN BUS 4] [CAN BUS SEQ A: BUS 1A+1B]

**BUS 2**

0501.00

**Introduction to Business Law**

3 units: 3 hours lecture

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. [CAN BUS 8]

**BUS 5**

0501.00

**Human Relations in Business**

3 units: 3 hours lecture

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.

**BUS 10**

0501.00

**Introduction to Business**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Survey of various phases of business organization, finance, personnel, production, marketing, managerial controls and government business relations.



BUS 20 0502.00

**General Accounting**

3 units: 3 hours lecture

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

BUS 24 0502.00

**Computerized Accounting Principles**

3 units, 2 hrs lec, 3 hrs lab

Acceptable for credit: CSU

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

BUS 30 0511.00

**Survey in Real Estate Investment**

2 units: 2 hours lecture

Acceptable for credit: CSU

The course will explore investments in real estate and discounted mortgages. It will also cover investments in the stock market, bond market, and commodities. Students will learn about the "time value of money," how to use a financial calculator and how to evaluate an investment.

BUS 48AA-FZ 0501.00

**Selected Topics in Business**

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

BUS 49 0501.00

**Independent Study in Business**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

BUS 51 0506.00

**Elements of Supervision**

3 units: 3 hours lecture

Acceptable for credit: CSU

Designed for persons employed as supervisor or with potential employment as supervisor including the supervisor's role, training, grievances, cost control and human relations.

BUS 54 0506.00

**Small Business Management**

3 units: 3 hours lecture

Acceptable for credit: CSU

Functions and objectives of an executive: Definition of duties, basic knowledge of administration and organization; practice through case studies in making business decisions.

BUS 55A 0506.00

**Small Business Administration**

3 units: 3 hours lecture

Acceptable for credit: CSU

Transition and training course primarily for students who wish to manage and/or own their small business operation. Features career exploration, job search, small business opportunities available to each student, management styles, techniques, and development of business plans. Emphasis upon self inventories, assessment, exploration of entrepreneurship, opportunities in small business and industry.

BUS 55B 0506.00

**Small Business Administration**

3 units: 3 hours lecture

Acceptable for credit: CSU

Transition and training course primarily for students who wish to manage and/or own their small business operation. Features career exploration, job search, small business opportunities available to each student, management styles, techniques, and development of business plans. Emphasis on developing occupational goals, objectives, and plans, establishing individual activities toward achieving success in small business and/or management levels and implementation of those goals, objectives, and activities which the student has developed.

BUS 56 0506.00

**Human Resources Management**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU

Introduction to human resources management, and an understanding of the impact and accountability to the organization in human resource activities, global human resources strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits and employee rights.

BUS 70 0509.00

**Introduction to Marketing**

3 units: 3 hours lecture

Acceptable for credit: CSU

Basic principles and related management concerns in the fields of marketing. Practical uses of marketing, consumer needs, and motivations in the development of marketing strategy.

BUS 71 0509.00

**Applied Marketing**

3 units: 3 hours lecture

Recommended Preparation: BUS 70

Acceptable for credit: CSU

Specifically designed for the student who is interested in investigating the multifacets of marketing with an in-depth approach. An applied study of business activities which direct the flow of goods and services from producer to consumer/user in order to satisfy customers and accomplish the company's objectives.

BUS 72 0509.00

**Principles of Retailing**

3 units: 3 hours lecture

Acceptable for credit: CSU

Retail stores from management's perspective: Principles and practices used in merchandising; operational problems of the firm; trends in merchandising; case method techniques of actual on-the-job problems.

BUS 74 0509.00

**Introduction to Advertising**

3 units: 3 hours lecture

Acceptable for credit: CSU

Survey of advertising in business: Marketing research, techniques in copywriting and art, advertising media, advertising agencies and campaigns, and current developments.

BUS 75 0509.50

**Salesmanship**

3 units: 3 hours lecture

Acceptable for credit: CSU

Principles and practical application of techniques involved in selling services, commodities or ideas; personal factor in connection with selling; use of appeals, ethics, motivation, suggestion and persuasiveness.

BUS 101AL 0502.00

**Financial Accounting Lab**

1 unit: 3 hours lab (GR/CR/NC)

Prerequisite or Corequisite: BUS 1A.

Acceptable for credit: CSU

Basic concepts and principles of financial accounting, using spreadsheet and word processing computer applications.

BUS 101BL 0502.00

**Managerial Accounting Lab**

1 unit: 3 hours lab (GR/CR/NC)

Prerequisite or Corequisite: BUS 1B

Acceptable for credit: CSU

Basic concepts and principles of managerial accounting, using spreadsheet and word processing computer applications.

BUS 202 0501.00

**Business Mathematics**

3 units: 3 hours lecture

Use of basic mathematical principles in solving business problems including simple interest, compound interest, installment sales, trade and cash discounts, markup percents, pricing discounting notes and drafts, inventory, financial statement analysis depreciation, statistics and binary system, taxes, distribution of ownership and profits, and stocks and bonds.

BUS 207A 0514.00

**Business English**

3 units: 3 hours lecture (GR/CR/NC)

Emphasis is on required expressions of ideas for writing in the world of work. College level materials present principles of grammar including syntax, punctuation, spelling, proofreading, editing and an introduction to the communication process - all of which are needed to write and speak effectively for the world of work.

BUS 207B 0514.00

**Business Correspondence**

3 units: 3 hours lecture

Recommended Preparation: BUS 207A, & 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 upon rules for punctuation, spelling and grammar which meet the needs of modern business.

BUS 207C 0514.00

**Business Communications in the Modern**

2 units: 2 hours lecture

Designed to help students develop skills in effective business communications through oral analyzing and written expression is used to develop competency in sending and receiving information, to organize information in a cogent manner, to lead group discussions effectively; and to listen to others with the intention of fully understanding messages.

BUS 208 0501.00

**Communication Skills for Technicians**

3 units: 2 hours lecture, 3 hours lab

A course in writing, reading, speaking and listening 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.

BUS 209 0502.00

**Fundamental of Income Tax**

4 units: 4 hours lecture

Study of federal and California tax laws and procedures relating to individual, partnership and corporation income tax returns from the accounting point of view; brief survey of social security, gift and estate taxes.

BUS 209F 0502.00

**Income Tax Preparation: Field Studies (Vita)**

2 units: 2 hours lecture (GR/CR/NC)

Training and practical field experience are provided in the preparation of basic federal and state income tax returns. Students acquire essential skills needed to prepare current year's tax returns and are also trained as volunteer assistants who will provide free tax assistance to elderly and low-income taxpayers at community locations. Content varies from year to year. Offered as short-term course.

BUS 210 0504.00

**Financial Management and Investments**

3 units: 3 hours lecture (GR/CR/NC)

Survey course which examines sound money management skills and financial plans: Tax sheltered annuities, real estate, stocks, bonds, trust deeds, new tax laws, borrowing of money, financial adjustments to inflation, and other economic indicators.

BUS 211A 0501.00

**Business Success Strategies Laboratory**

0.5 units: 1.5 hours lab (GR/CR/NC)

Recommended Preparation: BUS 230F or 233B or 215B or (230C) or (233)

Introductory computer-based laboratory course for students to acquire and upgrade workplace skills in order to succeed in business careers; emphasis on interviewing skills, self-assessment, and resume writing.

BUS 211B 0501.00

**Business Success Strategies Laboratory**

0.5 units: 1.5 hours lab (GR/CR/NC)

Prerequisite: BUS 211A

Computer-based laboratory course for students to acquire and upgrade workplace skills in order to succeed in business careers; emphasis on developing business goals and strategies, teamwork and business communication skills.

BUS 211C 0501.00

**Business Success Strategies Laboratory**

1 unit: 3 hours lab (GR/CR/NC)

Prerequisite: BUS 211B

Computer-based laboratory course for students to acquire and upgrade workplace skills in order to succeed in business careers; emphasis on creating word processing sample business forms for portfolio and mastering thinking skills and strategies.

BUS 211D 0501.00

**Business Success Strategies Laboratory**

1 unit: 3 hours lab (GR/CR/NC)

Prerequisite: BUS 211C

Computer-based laboratory course for students to acquire and upgrade workplace skills in order to succeed in business careers; emphasis on spreadsheet, database, and presentation graphics forms for portfolio.

BUS 216 0514.10

**Legal Secretarial Studies (Divorce/Corporate/Criminal/Real Estate)**

3 units: 3 hours lecture (GR/CR/NC)

Recommended Preparation: Working knowledge of word processing.

Course covers Family Law, Corporate, Criminal and Real Estate Law. Material covered related to these subjects - legal terminology, preparation of documents and court forms, calendaring, court filings, local legal procedures and rules of court, office procedures and office demeanor.

BUS 217 0514.10

**Legal Secretarial Studies (Probate/Wills/Trusts/Intellectual Property)**

3 units: 3 hours lecture (GR/CR/NC)

Recommended Preparation: Working knowledge of word processing.

Course covers Civil Litigation, Probate, Wills & Trusts and Intellectual Property (Patent) Law. Material covered related to these subjects - legal terminology, preparation of documents and court forms, calendaring, court filings, local legal procedures and rules of court, office procedures and office demeanor.



BUS 218 0514.10

### **Legal Secretarial Studies (Civil Litigation)**

3 units: 3 hours lecture (GR/CR/NC)

Recommended Preparation: Working knowledge of word processing. Introduction to civil litigation, legal terminology, preparation of documents and court forms, calendaring, court filings, local and legal procedures and rules of court, office procedure and office demeanor.

BUS 225 0514.00

### **The Professional Office Environment**

3 units: 2 hours lecture, 3 hours lab (GR/CR/NC)

Prerequisite: BUS 241A, B or C (Vista) or 238A

Development of employable entry-level office skills using office equipment and software word processing; e-mail, electronic records management, business communications including: decision-making and time management, producing quality reports, teamwork, interpersonal communication and the job application process.

BUS 230D-F 0514.00

### **Beginning Keyboarding (Self-Paced)**

1-3 units (1 unit each level): 2 hours lecture, 3 hours lab

Introduction to the computer keyboard: Basic skill development (230D). Basic formats for various business forms (230E). Emphasis on skills improvement and speed development to 35 words per minute (230F).

BUS 231D-F 0514.00

### **Intermediate Keyboarding (Self-Paced)**

1-3 units (1 unit each level): 2 hours lecture, 3 hours lab

Continued computer keyboarding skills: Emphasis on accuracy control (231D). Developing tables with various features (231E). Variations of business forms and financial statements; speed development to 42 words per minute (231F).

BUS 238A 0514.00

### **Word Processing I**

3 units: 2 hours lecture, 3 hours lab (GR/CR/NC)

A comprehensive course in word processing related to business applications, including disk operating system, loading, saving, editing, and printing documents, using the spell checker, thesaurus, graphics, and merging features as well as writing macros and importing text from other applications. Also offered as CIS 238A.

BUS 238B 0514.00

### **Word Processing II**

3 units: 2 hours lecture, 3 hours lab (GR/CR/NC)

Prerequisite: BUS 238A or 247B or 245B or 245E or 244B or 242C

Comprehensive word processing related to business applications. Advanced topics include advanced disk operating commands, advanced merging techniques, writing macros, styles and desktop publishing. Also offered as CIS 238B

BUS 239 0502.00

### **Quickbooks Pro**

1.5 units: 1 hour lecture, 1.5 hours lab

Introduction to Quickbooks accounting software for a business. To complete the accounting cycle, such as: company setup, payroll, and transactions.

BUS 248AA-FZ 0501.00

### **Selected topics in Business**

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

See section on Selected Topics.

BUS 848AA-FZ 6822.00

### **Selected topics in Business**

0 units: 0-9 hours lecture, 0-27 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.



# Chemistry (CHEM)

CHEM 1A 1905.00

## General Chemistry

5 units: 3 hours lecture, 3 hours lecture demonstration, 3 hours lab

Acceptable for credit: CSU, UC

Prerequisite: MATH 203 or 211D or (204C)

Recommended Preparation: CHEM 30A or 50

Atomic theory, chemical bonding, states of matter, dispersed systems; may include thermodynamics and organic chemistry. Enrollment required in lecture and laboratory.

Note: Math 211A-D is a variable-level modular file.

[CAN CHEM 2][CAN CHEM SEQA: CHEM 1A+1B]

CHEM 1B 1905.00

## General Chemistry

5 units: 3 hours lecture, 3 hours lecture demonstration, 3 hours lab

Acceptable for credit: CSU, UC

Prerequisite: CHEM 1A

Electrochemistry, kinetics, equilibrium, thermochemistry, acid base theory, systematic survey of chemistry of metals and non-metals; may include organic and nuclear chemistry. Laboratory may include qualitative analysis of selected cations and anions.

[CAN CHEM 4] [CAN CHEM SEQA: CHEM 1A+1B]

CHEM 8A 1905.00

## Survey of Organic Chemistry

4 units: 3 hours lecture, 3 hours lab

Acceptable for credit: CSU, UC

Prerequisite: CHEM 1A.

Introduction to structures, properties, and reactions of carbon compounds: Hydrocarbons, monofunctional and polyfunctional compounds, emphasis on structures and mechanisms; spectroscopy and other analytical techniques.

CHEM 8B 1905.00

## Survey of Organic Chemistry

4 units: 3 hours lecture, 3 hours lab

Acceptable for credit: CSU, UC.

Prerequisite: CHEM 8A.

Continuation of CHEM 8A: Reactions of functional groups and interactions of polyfunctional compounds; infrared spectroscopy; nuclear magnetic resonance; mass spectrometry.

CHEM 30A 1905.00

## Introduction to Organic Chemistry

4 units: 3 hours lecture, 3 hours lab

Acceptable for credit: CSU, UC

Prerequisite: MATH 201 or 210D or (204B)

Principles of inorganic chemistry: Concepts of atomic structure as a basis for understanding valence, formulas, equations, and chemical reactions; states of matter; important elements and their compounds; solutions; ionization; nuclear energy; organic introduction. Note: Math 210A-D is a variable-level modular file. [CAN CHEM SEQB: CHEM 30A+30B]

CHEM 30B 1905.00

## Introduction to Organic and Biochemistry

4 units: 3 hours lecture, 3 hours lab

Acceptable for credit: CSU, UC

Prerequisite: CHEM 30A.

Introduction to elementary organic chemistry: Hydrocarbons, functional organic groups, polymers, carbohydrates, amino acids, proteins, and reference to biochemical processes.

[CAN CHEM SEQB: CHEM 30A+30B]

CHEM 48AA-FZ 1905.00

## Selected Topics in Chemistry

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU.

See section on Selected Topics.

CHEM 49 1905.00

## Independent Study in Chemistry

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

CHEM 248AA-FZ 1905.00

## Selected Topics in Chemistry

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

CHEM 848AA-FZ 6822.00

## Selected Topics in Chemistry

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

## Chinese (CHIN)

CHIN 10A 1107.00

### Elementary Cantonese A

5 units: 5 hours lecture

Acceptable for Credit: CSU and UC (pending)

Note: Equivalent to two years of high school Cantonese.

Introductory studies and practice of the basic language skills and related Chinese cultural contexts: Basic vocabulary and structures in cultural contexts.

CHIN 10B 1107.00

### Elementary Cantonese B

5 units: 5 hours lecture

Acceptable for Credit: CSU , UC

Prerequisite: CHIN 10A.

Continuation of Elementary Cantonese A: Further studies and practice of the basic language skills and more related Chinese cultural contexts: grammar as well as vocabulary building.

CHIN 11A 1107.00

### Intermediate Cantonese A

5 units: 5 hours lecture

Prerequisite: CHIN 10B

Acceptable for Credit: CSU, UC

In-depth lessons for a higher level study and practice in all basic language skills, grammar, and vocabulary building, exploration of the Cantonese structure, and growth in cultural understanding.

CHIN 11B 1107.00

### Intermediate Cantonese B

5 units: 5 hours lecture

Acceptable for Credit: CSU, UC

Prerequisite: CHIN 11A

Continuation of Intermediate Cantonese A: In-depth studies and practice at a higher level in Cantonese all basic language skills, grammar, vocabulary building, language structure and use, and further knowledge of cultural understanding and appreciation.

CHIN 12A 1107.00

### Advanced Cantonese Reading and Writing: Modern and Classical Literature

5 units: 5 hours lecture

Acceptable for Credit: CSU, UC

Prerequisite: CHIN 11B.

An 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; in-depth lessons for studies and practice.

CHIN 12B 1107.00

### Advanced Cantonese Reading and Writing: Modern and Classical Literature

5 units: 5 hours lecture

Acceptable for Credit: CSU, UC

Prerequisite: CHIN 12A

Continuation of studies and practice 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; in depth lessons for studies and practice.

CHIN 30A 1107.00

### Conversational Cantonese A

5 units: 5 hours lecture

Acceptable for Credit: CSU

Introduction to the basic knowledge of spoken Cantonese: Listening, speaking and grammar; systematic practice on everyday topics of conversation; enhancement of cultural awareness.

CHIN 30B 1107.00

### Conversational Cantonese B

5 units: 5 hours lecture

Acceptable for Credit: CSU

Prerequisite: CHIN 30A

Continuation of Conversational Cantonese A: Further development of oral comprehension skills as well as additional growth in cultural awareness.

# Communication (COMM)

Communication (COMM) is a new department designation. The classes below were formerly listed under the Speech (SPCH) department heading.

COMM 1A 1506.00

## Introduction to Speech

3 units: 3 hours lecture

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.

COMM 1B 1506.00

## Introduction to Speech

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Note: COMM 1A is not a prerequisite to 1B.

Theories of human communication through association and function in group and organizational settings: Ethics, values, attitudes and problem solving.

COMM 2A 1506.00

## The Fundamentals of Oral Interpretation of Literature

3 units: 3 hours lecture

Acceptable for credit: CSU, UC.

Principles of effective delivery, reading aloud, analysis and appreciation of literature: Reading prose, poetry and drama.

COMM 2B 1506.00

## The Fundamentals of Oral Interpretation of Literature

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Note: COMM 2A is not prerequisite to 2B.

Principles of effective delivery, reading aloud, analysis and appreciation of literature: Reading the short story, myths and fables.

COMM 4 1506.00

## The Dynamics of Group Discussion

3 units: 3 hours lecture (GR/CR)

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.

COMM 5 1506.00

## Persuasion and Critical Thinking

3 units: 3 hours lecture (GR/CR)

Acceptable for credit: CSU, UC.

Prerequisite: ENGL 1A.

Principles of reasoning and persuasion: Analysis and evaluation of political, marketplace and social communication; structure of argument; analysis of assumptions, evidence, language, formal and informal fallacies; effect of print and electronic media on argumentation; techniques of effective and sound spoken and written argument.

COMM 20 1506.00

## Interpersonal Communication Skills

3 units: 3 hours lecture (GR/CR)

Acceptable for credit: CSU, UC

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

COMM 45 1506.00

## Public Speaking

3 units: 3 hours lecture (GR/CR)

Acceptable for credit: CSU, UC.

Principles of public speaking, oral presentations based on political and social issues: Critical-thinking, organization and research. [CAN SPCH 4]

COMM 48AA-FZ 1506.00

## Selected Topics in Speech

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU.

See section on Selected Topics.

COMM 49 1506.00

## Independent Study in Speech

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

COMM 248AA-FZ 1506.00

## Selected Topics in Speech

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

# Computer Information Systems (CIS)

The Computer Information Systems (CIS) program prepares students for entry level business positions requiring the use of computer applications, and will qualify students in the use of word processing, spreadsheet and database management applications. More advanced students may enroll in telecommunications and computer networking courses. In some instances, students with work experience in the above mentioned areas may challenge courses based on that experience. Students seeking advanced placement must meet with an instructor to verify knowledge and skills.

Students completing the following required courses will be eligible for the Certificate of Completion. Confer with a counselor or division dean concerning the specific pattern of requirements for this program and refer to the Degrees, Programs and Transfer Requirements section of the Catalog for information on the Associate in Arts degree.

## Courses required for the major:

A minimum of 17 semester units.

### One of the two following courses:

	<b>Units</b>
CIS 1 Introduction to Computer Information Systems	4
or	
CIS 5 Introduction to Computer Science	5

### Plus the following four courses:

CIS 40 Database Management	4
CIS 42 Spreadsheet Application	4
CIS 210 Microcomputer Operating Systems	2
BUS 238A Word Processing I (CIS 238A)	3
<b>Total required units</b>	<b>17-18</b>

### Plus: 7-8 units from the following electives:

BUS 238B Word Processing II (CIS 238B)	3
CIS 23 C# Programming	4
CIS 25 Object-Oriented Programming Using C++	4
CIS 26 C Programming	4
CIS 36A Java Programming Language I	4
CIS 36B Java Programming Language II	4
CIS 39A UNIX/LINUX Operating System	4
CIS 43A Network Architecture I	4
CIS 43B Network Architecture II	4
CIS 43C Network Architecture III	4
CIS 47 Visual Basic Programming	4
CIS 69 Network Administration: Windows 2003	4
CIS 73 Networking Concepts	4
CIS 201 Introduction to Computer Hardware	4
CIS 209 Introduction to Windows	1
CIS 233 Introduction to the Internet	2

CIS 234A World Wide Web Publishing I	2
CIS 242A Digital Animation with Flash	2
<b>Total Required Units</b>	<b>24-26</b>

## Certificates of Achievement (CA)

Students completing the following required courses will be eligible for the Certificate of Achievement. Confer with a counselor or division dean concerning the specific pattern of requirements for this program.

### Computer Applications - Weekend Computer College

<b>Required Courses:</b>	<b>Units</b>
CIS 223A Introduction to Word	1
CIS 223B Introduction to Excel	1
CIS 209 Introduction to Windows	1

### Plus: A minimum of 3 units

#### from the following electives:

CIS 223C Introduction to PowerPoint	1
CIS 223D Introduction to Access	1
CIS 224 Introduction to the Internet I	1
or	
CIS 233 Introduction to the Internet	2
CIS 225A Creating Web Pages I	1
or	
CIS 234A WWW Publishing I	2
<b>Total Required Units</b>	<b>6</b>

## CISCO Networking Academy

(Pending State Approval)

<b>Required Courses:</b>	<b>Units</b>
CIS 1 Intro to Computer Info Systems	4
OR <u>both</u>	
CIS 205 Computer Literacy	1
CIS 209 Introduction to Windows	1

### Plus:

CIS 43A Network Architecture I	4
CIS 43B Network Architecture II	4
CIS 43C Network Architecture III	4
<b>Total Required Units</b>	<b>14-16</b>

## Networking Administration

<b>Required Courses:</b>	<b>Units</b>
CIS 1 Intro to CIS	4
CIS 201 Intro Computer Hardware	4
CIS 73 Networking Concepts	4
CIS 74B Network Administration: Windows 2000	4
OR	
CIS 69 Network Administration: Windows 2003	4
<b>Total Required Units</b>	<b>16</b>



**Programming****Required Courses:**

	<b>Units</b>
CIS 6 Introduction to Programming	5
CIS 26 C Programming	4
	OR
CIS 25 Object Oriented programming Using C++	4
CIS 36A Java Programming Language I	4
CIS 47 Visual Basic Programming	4
<b>Total Required Units</b>	<b>17</b>

CIS 1 0701.00

**Introduction to Computer Information Systems**

4 units: 3 hours lecture, 3 hours lab

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.

CIS 5 0701.00

**Introduction to Computer Science**

5 units: 4 hours lecture, 3 hours lab

Acceptable for credit: CSU, UC.

Architecture of digital computers, design of algorithms for solving various problems, and basic skills in computer programming.

CIS 6 0704.00

**Introduction to Computer Programming**

5 units: 4 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Recommended Preparation: CIS 5

Introduction to computer programming: Algorithm design, flow charting, and debugging; elements of good programming style. Course may be instructed in any programming language.

CIS 23 0704.00

**C# Programming**

4 units: 3 hours lecture, 3 hours lab

Acceptable for Credit: CSU

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.

CIS 25 0704.00

**Object Oriented Programming Using C++**

4 units: 3 hours lecture, 3 hours lab

Acceptable for credit: CSU, UC

Recommended Preparation: CIS 6 or 10 or 12 or 24 or 26.

Object-oriented methods of software development using C++, including the design and implementation of objects, class construction and destruction, encapsulation, inheritance, and polymorphism.

CIS 26 0704.00

**C Programming**

4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Recommended Preparation: CIS 3 and 6 or 12 or 20 or 24.

Fundamental program and data structures that comprise C programs: functions, control flow, data types, storage classes, arrays, pointers, structures, and input/output.

CIS 35 0703.00

**Microcomputer Operating Systems**

4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU

Recommended Preparation: CIS 1 or CIS 5

Selection, use and programming with disk operating systems, concentrating on the PC personal computer and compatibles.

CIS 36A 0704.00

**Java Programming Language I**

4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Prerequisite: CIS 25 or 26 or 215

Recommended Preparation: CIS 233 or 237

Introduction to object-oriented program design using Java: Overview of the programming language including the development of applets for web pages and stand-alone applications.

CIS 36B 0704.00

**Java Programming Language II**

4 units: 3 hours lecture, 3 hours lab

Acceptable to: CSU, UC

Prerequisite: CIS 36A (CIS 36)

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.



CIS 39A 0703.00

### **Unix/Linux Operating Systems**

4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU

Prerequisite: CIS 5

The Unix/Linux operating system: Emphasis on file system, e-mail, shell commands and programming, editing, programming tools, administrative structures, and utilities.

CIS 40 0703.00

### **Database Management**

4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU

Recommended Preparation: CIS 1 or 5 or 200

Design, implementation, and maintenance of databases: analysis of user requirements, building tables, queries, forms, reports, and other topics.

CIS 42 0703.00

### **Spreadsheet Applications**

4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU

Recommended Preparation: CIS 1 or 5 or 200

Principles of electronic spreadsheets using features available with currently popular spreadsheet software: worksheet creation and formatting; entering of data, formulas, and functions; editing and printing; basic charting; basic database functions of sorting and querying, financial functions; logical functions; forecasting trends; lookup tables; "pivot tables;" graphic design for financial statements; statistical operations (regression analysis); macro programming. Not open for credit to students who have completed or are currently enrolled in CIS 42A and/or 42B.

CIS 42A 0703.00

### **Spreadsheet Applications I**

2 units: 1.5 hours lecture, 1.5 hours lab (GR/CR/NC)

Acceptable for credit: CSU

Recommended Preparation: CIS 1 or 200

Principles of electronic spreadsheets using features available with currently popular spreadsheet software: worksheet creation and formatting; entering of data, formulas, and functions; editing and printing; basic charting; basic database functions of sorting and querying. Not open for credit to students who have completed or are currently enrolled in CIS 42.

CIS 42B 0703.00

### **Spreadsheet Applications II**

2 units: 1.5 hours lecture, 1.5 hours lab (GR/CR/NC)

Acceptable for credit: CSU

Prerequisite: CIS 42A

Principles of electronic spreadsheets using features available with currently popular spreadsheet software: financial functions; logical functions; forecasting trends; lookup tables; "pivot tables;" graphic design for financial statements; statistical operations (regression analysis); macro programming. Not open for credit to students who have completed or are currently enrolled in CIS 42.

CIS 43A 0703.00

### **Network Architecture I**

4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU

Prerequisite: CIS 1 or 205 and 209

Introduction to current and emerging network architecture technology. Includes safety, network terminology, protocols, network standards, LANs, WANs, OSI model, cabling options, routers, and topologies.

CIS 43B 0703.00

### **Network Architecture II**

4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU

Prerequisite: CIS 43A

This second session of Network Architecture includes routing theory, components, setup and startup, individual router configuration, testing configurations of networks of routers, router protocols, building and trouble shooting simple LANs and TCP/IP and IP addressing. It also includes developing the skills using the associated hardware and software tools and techniques.

CIS 43C 0703.00  
**Network Architecture III**  
 4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)  
 Acceptable for credit: CSU  
 Prerequisite: CIS 43B.  
 Third and fourth sessions include case studies in sophisticated router and switch configurations using various protocols, LAN and WAN design, access lists, network troubleshooting, team building, project management and preparation for CCNA Exam.

CIS 47 0704.00  
**Visual Basic Programming**  
 4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Recommended Preparation: CIS 5  
 Introduction to Visual Basic programming and problem solving. Using loops and arrays; implementing labels, buttons, textboxes, menus, dialog boxes and multiple forms; error handling and debugging.

CIS 48AA-FZ 0701.03  
**Selected Topics in Computer Information Systems**  
 0.5-9 units: 0.5-5 hours lecture, 0-27 hours lab (GR/CR/NC)  
 Acceptable for credit: CSU.  
 See section on Selected Topics.

CIS 49 0703.00  
**Independent Study in Computer Information Systems**  
 0.5-5 units: 0.5-5 hours lecture  
 See section on Independent Study.

CIS 69 0704.00  
**Network Administration: Windows 2003**  
 4 units: 3 hours lecture, 3 hours lab  
 Acceptable for Credit: CSU  
 Network Administration – Windows 2003: Skills necessary to perform day-to-day administration tasks for a workstation and server in a Microsoft 2003 based network.

CIS 73 0703.00  
**Networking Concepts**  
 4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)  
 Acceptable for credit: CSU  
 Prerequisite: CIS 1 or 5  
 Network architecture, hardware, software, concepts, protocols and standards.

CIS 74B 0703.00  
**Network Administration: Windows 2000**  
 4 units: 3 hours lecture, 3 hours lab (GR/CR/NC)  
 Acceptable for credit: CSU  
 Prerequisite: CIS 31, 72 or 73  
 Network Administration – Windows 2000: Skills necessary to perform day-to-day administration tasks for a workstation and server in a Microsoft 2000 based network.

CIS 76A 0703.00  
**CISCO Certified Networking Professional - Routing**  
 3 units: 2 hours lecture, 3 hours lab  
 Acceptable for credit: CSU  
 Prerequisite: CIS 43C or CCNA (CISCO Certified Network Associate) Certification.  
 Networking Professional Routing: Advanced study of the requirements and selection of scalable internet work routes and routing protocols. Hands-on experience with hardware and software used to configure the network and its environment.

CIS 76B 0703.00  
**CISCO Certified Networking Professional – Remote Access Networks**  
 3 units: 2 hours lecture, 3 hours lab  
 Acceptable for credit: CSU  
 Prerequisite: CIS 43C or CCNA (Cisco Certified Network Associate) Certification.  
 Building Cisco Remote Access Networks. Includes the following protocols: ISDN, DDR, ODR, dialup networking, Frame Relay and AAA; interconnecting central sites to branch offices and home offices, controlling access to the central site; and maximizing bandwidth utilization over the remote links. Hands-on experience with hardware and software used to configure the network and its environment.

CIS 76C 0703.00  
**CISCO Certified Networking Professional – Multilayer Switching**  
 3 units: 2 hours lecture, 3 hours lab  
 Acceptable for credit: CSU  
 Prerequisite: CIS 43C or CCNA (Cisco Certified Network Associate) Certification.  
 Building Cisco Multilayer Switching Networks. Includes advanced VLAN configuration, InterVLAN routing, Catalyst switch architecture, and CiscoWorks. Hands-on experience with hardware and software used to configure the network and its environment.

CIS 76D 0703.00  
**CISCO Certified Networking Professional – Internetwork Troubleshooting**  
 3 units: 2 hours lecture, 3 hours lab  
 Acceptable for credit: CSU  
 Prerequisite: CIS 76A, 76B and 76C  
 Cisco Internetwork Troubleshooting. Troubleshooting methodology, network documentation, and network and VLAN debugging. Hands-on experience with hardware and software used to configure the network and its environment.

CIS 201 0703.00  
**Introduction to Computer Hardware**  
 4 units: 3 hours lecture, 4 hours lab (GR/CR/NC)  
 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; examine traditional, current and emerging computer technologies. Not open for credit to students who have completed or are currently enrolled in CIS 201A and/or 201B (Laney).

CIS 205 0703.00  
**Computer Literacy**  
 1 unit: 13.5 term-hours lecture, 13.5 term-hours lab (GR/CR/NC)  
 Introduction to computers and information technology for people with no background in or knowledge of computers. Student may need to purchase supplies. Offered as short-term class.

CIS 209 0703.00  
**Introduction to Windows**  
 1 unit: 13 term-hours lecture, 13 term-hours lab (GR/CR/NC)  
 Recommended Preparation: CIS 205  
 An introduction to graphical user interfaces using Microsoft Windows.

CIS 210 0703.00  
**Using Microcomputer Operating Systems**  
 2 units: 1.5 hours lecture, 1.5 hours lab (GR/CR/NC)  
 Recommended Preparation: CIS 200 or CIS 205.  
 Guide to personal computer operating systems. Demonstrate use of MS DOS commands and utility programs and write batch files. Comparison of MS DOS command-oriented operating system with mouse/icon graphical interface.

CIS 223A 0703.00  
**Introduction to Word**  
 1 unit: 13.5 term-hours lecture, 13.5 term-hours lab (GR/CR/NC)  
 A short introductory course in word processing, using Microsoft Word. Covers basic utilities such as open, close, save, and print. Word processing topics include creating documents, editing, text and printing formatting techniques, spell checking, assimilating graphs and tables in documents.

CIS 223B 0701.00  
**Introduction to Excel**  
 1 unit: 13.5 term-hours lecture, 13.5 term-hours lab (GR/CR/NC)  
 A short introductory course in computerized spreadsheets using Microsoft Excel. Covers basic utilities such as open, close, save and print. Spreadsheet topics include formulas and functions, creating charts, and formatting commands for setting up worksheets.

CIS 223C 0701.00  
**Introduction to Access**  
 1 unit: 13.5 term-hours lecture, 13.5 term-hours lab (GR/CR/NC)  
 A short introductory course in database management using Microsoft Access. Covers basic utilities such as open, close, save and print. Database topics include creating, maintaining, organizing, sorting, and presenting data using querying, forms and reports functions.

CIS 223D 0701.00  
**Introduction to PowerPoint**  
 1 unit: 13.5 term-hours lecture, 13.5 term-hours lab (GR/CR/NC)  
 A short introductory course in presentation graphics software. Covers basic concepts such as creating on-screen slides using graphics, tables, charts, and formatted text.

CIS 224 0703.00  
**Introduction to the Internet**  
 1 unit: 13.5 term-hours lecture, 13.5 term-hours lab (GR/CR/NC)  
 A short introductory course in using the Internet for access to information resources. Topics include Web browsers, electronic mail, and interest groups.

CIS 225A 0701.00  
**Web Pages I**  
 1 unit: 13.5 term-hours lecture, 13.5 term-hours lab (GR/CR/NC)  
 Introductory course on creating and publishing Web pages on the Internet.



CIS 225C 0704.00

### Java I

2 units: 1.5 hours lecture,  
1.5 hours lab (GR/CR/NC)

An introduction to creating Internet applications which includes developing web pages and simple programs, using the Java language.

CIS 233 0703.00

### Introduction to the Internet

2 units: 1.5 hours lecture,  
1.5 hours lab (GR/CR/NC)

Recommended Preparation: Computer Literacy.

Using the Internet for access to information resources: Access methods, resources, and how to use them.

CIS 234A 0703.00

### World Wide Web Publishing I

2 units: 1.5 hours lecture, 1.5 hours lab (GR/CR/NC)

Recommended Preparation: CIS 233 and GRART 12 (Laney).

Creating and publishing Web pages over the Internet using the Hypertext Markup Language (HTML).

CIS 238A 0701.00

### Word Processing I

3 units: 2 hours lecture, 3 hours lab (GR/CR/NC)

Introduction to word processing concepts and basic computer operations; topics include: file management, creating, editing and printing documents; spell checker, thesaurus, and grammar tools; graphics; text formatting and manipulation; tables; basic desktop publishing. Also offered as BUS 238A.

CIS 238B 0701.00

### Word Processing II

3 units: 2 hours lecture, 3 hours lab (GR/CR/NC)

Prerequisite: BUS 238A or CIS 238A.

Intermediate level word processing skills; topics include: templates and styles, preparing and managing long documents, mail merge, integrating word processing applications with other applications and the World Wide Web, customizing word processing applications, creating and using forms. Also offered as BUS 238B.

CIS 242A 0703.00

### Digital Animation with Flash

2 units: 1.5 hours lecture, 1.5 hours lab

Digital Animation with Flash: creating digital animation and interactive vector graphics for the production of animation and interactive content for the Internet and other applications using Macromedia Flash.



CIS 248AA-FZ 0703.00

### Selected Topics in Computer Information Systems

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

See section on Selected Topics.

CIS 848AA-FZ 6822.00

### Selected Topics in Computer Information Systems

0 units: 0-9 hours lecture, 0-27 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

## Cooperative Work Experience Education (COPED)

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

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

During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.



COPED 450

4930.12

### General Work Experience

1-3 units: 0-15 hours to be arranged.

Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.

Acceptable for credit: CSU

Supervised employment to assist in acquiring desirable work habits and attitudes, increase educational motivation, and develop improved human relation skills. Employment need not relate to educational or occupational goals.

COPED 456-462A

### Occupational Work Experience

Hours to be arranged.

Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.

Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field.

COPED 456A

0502.00

### Occupational Work Experience in Accounting

1-4 units: 0-15 hours to be arranged (GR/CR/NC)

Acceptable for credit: CSU

COPED 456D

0506.00

### Occupational Work Experience in Business Administration/Management

1-4 units: 0-15 hours to be arranged (GR/CR/NC)

Acceptable for credit: CSU

COPED 456E

0501.00

### Occupational Work Experience in General Business

1-4 units: 0-15 hours to be arranged (GR/CR/NC)

Acceptable for credit: CSU

COPED 456J

0509.00

### Occupational Work Experience in Marketing Management

1-4 units: 0-15 hours to be arranged (GR/CR/NC)

Acceptable for credit: CSU

COPED 456L 0514.00  
**Occupational Work Experience in Secretarial Science/Office Management**  
 1-4 units: 0-15 hours to be arranged (GR/CR/NC)  
 Acceptable for credit: CSU

COPED 456M 0506.00  
**Occupational Work Experience in Small Businesses**  
 1-4 units: 0-15 hours to be arranged (GR/CR/NC)  
 Acceptable for credit: CSU

COPED 462A 0703.00  
**Occupational Work Experience in Computer and Information Sciences**  
 1-4 units: 0-15 hours to be arranged (GR/CR/NC)  
 Acceptable for credit: CSU

#### **Alternate Plan**

Designed for the student who wishes to alternate between semesters of full-time work and full-time academic study. Student may enroll in no more than one academic class while enrolled in this course, and may not take this course in two consecutive semesters.

COPED 457-463A  
**Cooperative Education**  
 Hours to be arranged  
 Prerequisite: Satisfactory completion of at least 12 units in an approved major.  
 Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field. Student uses full-time community field experience as a learning laboratory for accomplishment of educational objectives that the student plans in advance. Student may receive no more than 16 units of credit COPED 450, 456A, 456D, 456E, 456J, 456L, 456M, 457A, 457D, 457E, 457J, 457L, 457M, 462A and 463A.

COPED 457A 0502.00  
**Cooperative Education in Accounting**  
 1-8 units: 0-15 hours to be arranged (GR/CR/NC)  
 Acceptable for credit: CSU

COPED 457D 0506.00  
**Cooperative Education in Business Administration/Management**  
 1-8 units: 0-15 hours to be arranged (GR/CR/NC)  
 Acceptable for credit: CSU.

COPED 457E 0501.00  
**Cooperative Education in General Business**  
 1-8 units: 0-15 hours to be arranged (GR/CR/NC)  
 Acceptable for credit: CSU

COPED 457J 0509.00  
**Cooperative Education in Marketing Management**  
 1-8 units: 0-15 hours to be arranged (GR/CR/NC)  
 Acceptable for credit: CSU

COPED 457L 0514.00  
**Cooperative Education in Secretarial Science/Office Management**  
 1-8 units: 0-15 hours to be arranged (GR/CR/NC)  
 Acceptable for credit: CSU

COPED 457M 0506.00  
**Cooperative Education in Small Business**  
 1-8 units: 0-15 hours to be arranged (GR/CR/NC)  
 Acceptable for credit: CSU

COPED 463A 0703.00  
**Cooperative Education in Computer and Information Sciences**  
 1-8 units: 0-15 hours to be arranged (GR/CR/NC)  
 Acceptable for credit: CSU

COPED 498 4930.12  
**Career Education**  
 Acceptable for credit: CSU  
 See Learning Resources (LRNRE) 98.



## Counseling (COUN)

COUN 24 4930.10

### College Success

3 units, 3 hours lecture

Acceptable for credit: CSU, UC

Recommended preparation: ENGL 201B

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.

COUN 57 4930.10

### Career and Life Planning

3 units, 3 hours lecture

Acceptable for credit: CSU, UC

Recommended preparation: ENGL 201B

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.

COUN 200A 4930.10

### Orientation to College

.5 units, .5 hours lecture

Information for new students: College programs, policies and procedures, campus resources and assessment.

COUN 200B 4930.10

### Orientation to College

.5 units, .5 hours lecture

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.

COUN 207A 4930.10

### Career Exploration

1 unit, 1 hour lecture

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.

COUN 207B 4930.10

### Career Exploration

1 unit, 1 hour lecture

Occupational assessment tools: Practice in networking, informational interviews, research on employment opportunities and trends, and resources used in job search.

COUN 207C 4930.10

### Career Exploration

1 unit, 1 hour lecture

Job search skills: Resumes, cover letters, telephone skills, and interviewing techniques.

COUN 221 4930.10

### Preparing for College/University Transfer

.5 units, .5 hours lecture

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.

COUN 224 4930.10

### College Preparedness

2-3 units, 2-3 hours lecture

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.





## Dance (DANCE)

DANCE 10A-D 1008.00

### **Ballet**

1 unit: 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Study and development of skills and techniques of ballet.

DANCE 24A-D 1008.00

### **Ballroom Dance**

1 unit: 3 hours lab

Acceptable for Credit: CSU, UC

Instruction in Latin-American dances which range from familiar social dances popular in past decades: Rumba, Cha-Cha, Tango, Samba, Meringue, and Pachanga to the pulsating and physically exciting contemporary Hispanic dances, such as Lambada, Salsa, and the Macarena

DANCE 30A-D 1008.00

### **Jazz Dance**

1 unit: 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Development of proficiency in technique: Skills related to rhythm, dance production, stagecraft and choreography.

DANCE 31A-D 1008.00

### **Basic Dance Techniques (Modern, Ballet, and Jazz)**

0.5 unit: 1.5 hours lab

Acceptable to: CSU & UC (Pending)

Introduction to the most widely used techniques of modern, ballet and jazz dance.

DANCE 40A-D 1008.00

### **Modern Dance**

1 unit: 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC.

Development of the skills and techniques of modern dance.

DANCE 44A-D 1008.00

### **Salsa**

1.0 unit: 3 hours lab

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.



DANCE 45A-D 1008.00

### **Swing, Salsa, and Tango**

0.5 unit: 1.5 hour lab

Acceptable for credit: CSU, UC

Development of skills and techniques of Swing, Salsa and Tango dance.

DANCE 48AA-FZ 1008.00

### **Selected Topics in Dance**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

Acceptable for credit: CSU.

See section on Selected Topics.

DANCE 49 1008.00

### **Independent Study in Dance**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

DANCE 248AA-FZ 1008.00

### **Selected Topics in Dance**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

See section on Selected Topics.

DANCE 803 6822.00

### **Country/Western Line Dance**

0 units: 2 hours lab

Development of skills and techniques in country/western line dancing: Foot patterns and body movements required for single/group performance.

DANCE 848AA-FZ 6822.00

### **Selected Topics in Dance**

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

## Dental Assisting (DENTL)

This full-time curriculum is designed to meet the requirements of the American Dental Association Council on Dental Education for Dental Assistants. The program includes lecture and laboratory practice in the classroom. Clinical experience is required in the dental clinics of the University of California and the University of Pacific Dental Schools in San Francisco, as well as in private dental offices. Students completing all required courses with a minimum grade point average of 2.0 ("C") will earn a Certificate of Completion and be qualified to take the Certification Examination of the DANB, the State of California RDA examinations, and will be prepared to assume the responsibilities of assisting the dentist in all phases of general practice. The program requires 28.50 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 have a high school diploma or equivalent. All eligibility requirements including official transcripts must be completed at the time of application submission. Deadline for applications is April 15 of each year for admissions into the 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.

For information on the Associate in Science Degree, refer to the Degrees, Programs and Transfer Requirements section of this Catalog.

### Recommendations for Successful Completion of the Dental Assisting Program

To successfully complete the Dental Assisting Certificate Program, it is highly recommended that the following be achieved prior to enrollment in Fall term courses:

Completion of DENTL 251: Overview of the Dental Assisting Profession and DENTL 348AB: Dental Terminology.

Completion of BUS 230D-F: Keyboarding and CIS 205: Computer Literacy.

### Requirements for Certificate of Completion in the Dental Assisting Program

To receive a Certificate of Completion in Dental Assisting, it is required that the student completes the following:

Completion of HLTED 9: Standard First Aid and Safety (2 units) and HLTED 11: CPR (0.5 units), or possession of current cards as evidence of completion prior to enrollment in DENTL 223.

Physical and dental examinations and negative TB and hepatitis test results submitted prior to enrollment in DENTL 223.



Completion of all Dental Assisting courses with a grade of 2.0 ("C") or better.

Total Units (HLTED 9, HLTED 11) 0-2.5

### Required Courses for Certificate of Completion:

<b>Fall Semester</b>		<b>Units</b>
DENTL 220	Infection Control & Oral Health	1.5
DENTL 221	Professional Standards	0.5
DENTL 222	Oral Anatomy, Morphology & Body Systems	3.5
DENTL 223	Chairside Procedures	2.0
DENTL 224A	Dental Radiology I	2.5
DENTL 225	Dental Materials & Laboratory Procedures	3.0
<b>Total for Fall Semester</b>		<b>13.0</b>

<b>Spring Semester</b>		<b>Units</b>
DENTL 224B	Dental Radiology II	2.5
DENTL 226	Advanced Chairside Procedures	2.5
DENTL 227	Biodental Sciences	2.0
DENTL 228	Clinical Rotations & Review	7.0
DENTL 229	Practice Management	1.5
<b>Total for Spring Semester</b>		<b>15.5</b>

### Plus: Nine (9) units taken at any time from the following:

ENGL 201B	Preparation for Composition & Reading <sup>1</sup>	3.0
PSYCH 1A	Intro to General Psychology	3.0
COMM 1A	Introduction to Speech OR	3.0
COMM 45	Public Speaking	3.0
<b>Total for Fall Semester</b>		<b>9.0</b>

**Total Required Units 37.5-40**

<sup>1</sup> Or higher level English class

DENTL 220

1204.10

**Infection Control and Oral Health**

1.5 units: 1.5 hours lecture, 2 hours lab

Corequisites: DENTL 222, 223, 224A and 225

Recommended Preparation: DENTL 251 and 252, ENGL 201B or higher, PSYCH 1A and COMM 1A or 45

Emphasis on infection control and disinfection techniques for patient and personal protection; disease transmission, microbiology, and application of OSHA and Infection Control guidelines and oral hygiene, periodontal disease, and preventative products.

DENTL 221

1204.10

**Professional Standards**

0.5 unit: 10 term-hours lecture

Prerequisite: DENTL 220

Corequisites: DENTL 222, 223, 224A and 225

Recommended Preparation: DENTL 251 and 252, ENGL 201B or higher, PSYCH 1A and COMM 1A or 45

Introduction and hands-on orientation to the dental assisting profession and 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.

DENTL 222

1204.10

**Oral Anatomy, Morphology and Body Systems**

3.5 units: 3 hours lecture, 1.5 hours lab

Corequisites: DENTL 220, 221, 223, 224A and 225

Recommended Preparation: DENTL 251 and 252, ENGL 201B or higher, PSYCH 1A and COMM 1A or 45

Introduction to general anatomy, body systems, and head and neck anatomy. Emphasis will be on the teeth and their supporting structures.

DENTL 223

1204.10

**Chairside Procedures**

2 units: 1.5 hours lecture, 2.5 hours lab

Prerequisite: HLTED 9 (first aid) and HLTED 11 (CPR) or current cards; and health clearances: physical and dental examinations, and negative TB and hepatitis test results

Corequisites: DENTL 220, 221, 222, 224A and 225

Recommended Preparation: DENTL 251 and 252, ENGL 201B or higher, PSYCH 1A and COMM 1A or 45

Principles of chairside assisting; operative procedures including chairside responsibilities, instrument identification, 4-handed techniques, sequences of dental procedures and dental anesthesia; maintenance of dental equipment and operatory systems.

DENTL 224A

1204.10

**Dental Radiology I**

2.5 units: 1.5 hour lecture, 3 hours lab

Corequisites: DENTL 220, 221, 222, 223 and 225

Recommended Preparation: DENTL 251 and 252, ENGL 201B or higher, PSYCH 1A and COMM 1A or 45

Instruction in radiation safety and protection; recognize elementary anatomic landmarks for the purpose of exposing dental radiographs on x-ray mannequins; demonstrate a basic knowledge of radiological terminology and vocabulary; demonstrate proficiency in radiation safety as required by accreditation standards; have a useful knowledge of radiologic infection control; and demonstrate an understanding of the principles of radiation and radiological techniques through examination.

DENTL 224B

1204.10

**Dental Radiology II**

2.5 units: 1.5 hour lecture, 3 hours lab

Prerequisite: DENTL 224A

Recommended Preparation: DENTL 251 and 252, ENGL 201B or higher, PSYCH 1A and COMM 1A or 45

Advanced instruction in radiation safety and protection; intermediate and advanced principles of radiology including film placement, angulation and exposures; extensive instruction in anatomical identification and interpretation of radiologic images; hands-on experience in exposing film on human subjects and advanced darkroom/processing procedures; clinical rotation involving x-ray labs upon successful completion of Radiation Safety Examination.

DENTL 225

1204.10

**Dental Materials and Lab Procedures**

3 units: 2 hours lecture, 3 hours lab

Corequisites: DENTL 220, 221, 222, 223 and 224A

Recommended Preparation: DENTL 251 and 252, ENGL 201B or higher, PSYCH 1A and COMM 1A or 45

The study and safe manipulation of dental materials used in operative and restorative dental procedures. Characteristics of usage of instruments and lab equipment, safety and health hazards, and patient safety.

DENTL 226

1204.10

**Advanced Chairside Procedures**

2.5 units: 2 hours lecture, 2.5 hours lab

Prerequisite: DENTL 223

Corequisites: DENTL 228

Recommended Preparation: DENTL 251 and 252, ENGL 201B or higher, PSYCH 1A and COMM 1A or 45

Advanced studies in dental specialties including Endodontics, Pediatrics, Oral Surgery, Orthodontics, Perio, Coronal Polish and Public Health.



DENTL 227

1204.10

**Biodental Sciences**

2 units: 2 hours lecture

Prerequisite: DENTL 222

Corequisite: DENTL 228

Recommended Preparation: DENTL 251 and 252, ENGL 201B or higher, PSYCH 1A, and COMM 1A or 45

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.

DENTL 228

1204.10

**Clinical Rotations and Review**

7 units: 2 hours lecture, 16 hours lab

Corequisites: DENTL 224B and DENTL 226 or California State X-ray Certification

Recommended Preparation: DENTL 251 and 252, ENGL 201B or higher, PSYCH 1A and COMM 1A or 45

Provide review and evaluation of clinical rotations at private offices and dental schools. Review dental office evaluation, interviewing techniques, resume writing and employment agreements; written mock and practical exams to prepare for the state board exams.

DENTL 229

1204.10

**Practice Management**

1.5 units: 1.5 hours lecture, 2 hours lab

Corequisite: DENTL 228

Recommended Preparation: BUS 230D-F, CIS 205, DENTL 251 and 252, ENGL 201B or higher, PSYCH 1A and COMM 1A or 45

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.

DENTL 248AA-FZ

1204.10

**Selected Topics in Dental Assisting**

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

See section on Selected Topics.

DENTL 251

1404.10

**Dental Terminology**

1 unit: 1 hours lecture

Study of terminology related to body structure, pathological conditions and diseases, operative terms and techniques including laboratory diagnostic procedures.

DENTL 252

1404.10

**Overview of the Dental Assisting Program**

1 unit: 1 hour lecture

Introductory study and basic overview of the dental assisting profession including professionalism, restorative materials, infection control procedures, and dental techniques including laboratory procedures.



# Diesel Mechanics (DMECH)

The Diesel Mechanics program in heavy duty truck and diesel mechanics prepares students to enter the job market as beginning mechanics or apprentices in this field, and allows students to continue their education toward the Baccalaureate degree in advanced schools of technology or as teachers in this field of specialization, or to broaden their skills in areas of management. Instruction includes the use of hand and power tools, elementary through advanced principles of diesel engines theory and operation; maintenance and repair of automotive and marine type diesel engines and auxiliary equipment; and use of testing equipment.

Upon registering for a class in Diesel Mechanics, the student will receive a list of required basic tools. In addition, the student will be expected to provide tools that relate to the particular course in which he/she has enrolled. The purpose of this requirement is to assure that students graduating from the program possess tools in sufficient quantity to enter the trade adequately prepared.

A Certificate of Completion will be awarded upon completion of 46 semester units in required major courses.

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, Programs & Transfer Requirements section of this Catalog.

## Suggested sequence of courses required for Certificate of Completion:

<b>First Semester</b>		<b>Units</b>
DMECH 11	Truck Mechanics Chassis Systems I	6
DMECH 20A	Truck Mechanics I	4
<b>Total for First Semester</b>		<b>10</b>
<b>Second Semester</b>		<b>Units</b>
DMECH 12	Truck Mechanics Chassis Systems II	6
DMECH 20B	Truck Mechanics II	4
AUTOB 12	Service Welding/Transport Tech	2
<b>Total for Second Semester</b>		<b>12</b>
<b>Third Semester</b>		<b>Units</b>
DMECH 14	Diesel Engines I	4
DMECH 21A	Diesel Engines—Lec/Lab	6
ATECH 23	Automotive Air Conditioning	4
<b>Total for Third Semester</b>		<b>14</b>
<b>Fourth Semester</b>		<b>Units</b>
DMECH 15	Diesel Engines II	4
DMECH 21B	Diesel Engines—Lec/Lab	6
<b>Total for Fourth Semester</b>		<b>10</b>
<b>Total Required Units</b>		<b>46</b>

Students may wish to take additional courses from the following in consultation with a counselor:

<b>Course:</b>		<b>Units</b>
DMECH 20C	Truck Mechanics III	4
DMECH 20D	Truck Mechanics IV	4
DMECH 21C	Diesel Engines—Lec/Lab	6
DMECH 21D	Diesel Engines—Lec/Lab	6

DMECH 11 0947.00

### Truck Mechanics Chassis System I

6 units: 6 hours lecture

Acceptable for credit: CSU

Operation, service, maintenance and problem solving of heavy-duty truck chassis systems covering clutches, transmission, rear axles, front-end alignment, using Internet and factory based computerized research materials. Course uses factory supported resource materials to attain on the job performance objectives.

DMECH 12 0947.00

### Truck Mechanics Chassis System II

6 units: 6 hours lecture

Acceptable for credit: CSU

Operation, service, maintenance of heavy-duty truck brake systems with an emphasis on critical thinking and problem solving of the air brakes systems. Second half of the course emphasizes heavy-duty electrical systems, including computer diagnostics and computer on-board networking programs.

DMECH 14 0947.00

### Diesel Engines I

4 units: 4 hours lecture

Acceptable for credit: CSU

Study of the theory and operation of truck diesel engines and related sub-systems. Also will include the newest available technology on the commercial market.

DMECH 15 0947.00

### Diesel Engines II

4 units: 4 hours lecture

Acceptable for credit: CSU

Study of advanced theory and operation of truck diesel engines and the related sub-systems. Also will include the newest available technology on the commercial market.

DMECH 20A 0947.00

**Truck Mechanics I**

4 units: 12 hours lab

Acceptable for credit: CSU

Corequisite: DMECH 11

Hands-on education in diagnosing, servicing, and maintaining heavy-duty chassis systems (clutches, transmission, rear axles, front-end alignment, Internet and factory based computerized support programs). Factory resource materials are used in the course to attain course objectives of job skill performance.

DMECH 20B 0947.00

**Truck Mechanics II**

4 units: 12 hours lab

Acceptable for credit: CSU

Corequisite: DMECH 12

Hands-on performance education to build skills in diagnosing, servicing, and maintaining heavy-duty truck brake and electrical systems. Course emphasizes problem solving and troubleshooting on critical thinking and problem solving heavy-duty brake and electrical systems. Course objectives include modifying systems to attain legal upgrades.

DMECH 20C 0947.00

**Truck Mechanics III**

4 units: 12 hours lab

Acceptable for credit: CSU

Prerequisite: DMECH 20A and 20B

Study, development and practical application of the advanced scientific principles of truck mechanics in servicing and repairing of the power train. This includes: transmission, clutches, hydraulic systems, rear axle systems and other components of the chassis that will increase the understanding and enhancement of troubleshooting skills. Based on the lecture course DMECH 11.

DMECH 20D 0947.00

**Truck Mechanics IV**

4 units: 12 hours lab

Acceptable for credit: CSU

Prerequisite: DMECH 20C

Study, development and practical application of the advanced scientific principles of truck mechanics in servicing and repairing of truck air brake and electrical systems. This includes: air valves, pots, electrical system, starter lighting, computer engine controls and programming. Based on the lecture course DMECH 12.

DMECH 21A 0947.00

**Diesel Engine Lecture/Laboratory**

6 units: 2 hours lecture, 12 hours lab

Acceptable for credit: CSU

Corequisite: DMECH 14

Based on the theory, operation and practical application of truck diesel engines and related sub-systems. This includes: 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.

DMECH 21B 0947.00

**Diesel Engine Lecture/ Laboratory**

6 units: 2 hours lecture, 12 hours lab

Acceptable for credit: CSU

Corequisite: DMECH 15

Based on the theory, operation and practical application of truck diesel engines and related sub-systems. This includes: cylinder head, pistons and liners, main bearings, turbo/blower, cummins accessory drive, cam timing, and engine troubleshooting.

DMECH 21C 0947.00

**Diesel Engine Lecture/ Laboratory**

6 units: 2 hours lecture, 12 hours lab

Acceptable for credit: CSU

Prerequisite: DMECH 21A and 21B

Advanced theory, operation and practical application of truck diesel engines and related sub-systems. This includes: engine oil and filters, fuel system, air induction system, cooling system, fan belts, engine tune-up, water pump, fuel injectors, fuel pumps and other related components.

DMECH 21D 0947.00

**Diesel Engine Lecture/ Laboratory**

6 units: 2 hours lecture, 12 hours lab

Acceptable for credit: CSU

Prerequisite: DMECH 21C

Advanced theory, operation and practical application of truck diesel engines and related sub-systems. This includes the advanced replacement and removal of cylinder heads, pistons and liners, main bearings, turbo/blower, and Cummins accessory drive. Also includes cam timing, advanced engine troubleshooting, and other related components.

DMECH 48AA-FZ 0947.00

**Selected Topics in Diesel Mechanics**

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

Acceptable for credit: CSU

See section on Selected Topics.



DMECH 49

0947.00

**Independent Study in  
Diesel Mechanics**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

DMECH 248AA-FZ

0947.00

**Selected Topics in Diesel Mechanics**

0.5-9 units: 0-9 hours lecture, 0-27 hours lab

See section on Selected Topics.

DMECH 848AA-FZ

6822.00

**Selected Topics in Diesel Mechanics**

0 units: 0-9 hours lecture, 0-27 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

## Economics (ECON)

ECON 1 2204.00

### Principles of Economics (Macro-Economics)

3 units: 3 hours lecture

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. [CAN ECON 2]

ECON 2 2204.00

### Principles of Economics (Micro-Economics)

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Note: Economics 1 is not a prerequisite to Economics 2

Forms of business organization; theory of the firm within competitive and noncompetitive markets; distribution of income; poverty; labor issues; agriculture. [CAN ECON 4]

ECON 5 2204.00

### Introduction to Economics

3 units, 3 hrs lec, 0 hrs lab

Acceptable for credit: CSU

An introductory course in macroeconomics and microeconomics that seeks to acquaint students with the methods and principles of economics such as understanding economic behavior, economic decision-making, and government policy.

ECON 48AA-FZ 2204.00

### Selected Topics in Economics

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU.

See section on Selected Topics.

ECON 49 2204.00

### Independent Study in Economics

0.5-5 units: 0.5-5 units lecture

See section on Independent Study.

ECON 248AA-FZ 2204.00

### Selected Topics in Economics

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

ECON 848AA-FZ 6822.00

### Selected Topics in Economics

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.





## Education (EDUC)

EDUC 1

0801.00

### Introduction to the Field of Education

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Historical and sociological analysis of the education system and careers in teaching; Study of principles of effective instructional models, with emphasis on student-centered and culturally-relevant methods; research of resources for curriculum and instruction; and observation of teaching practices in local schools (approximately 30 hours).

## Engineering (ENGIN)

ENGIN 17

0901.00

### Introduction to Electrical Engineering

3 units: 3 hours lecture

Prerequisite: PHYS 4B.

Prerequisite or Corequisite: Math 3F

Acceptable for credit: CSU, UC

Basic circuit elements, modeling, critical laws and network theorems. Techniques for analysis lumped, linear circuits including operational amplifiers. Analysis of AC circuits and power; semiconductor diodes and rectifier design.

[CAN ENGR 12]

ENGIN 35

0901.00

### Engineering Mechanics Statics

3 units: 3 hours lecture

Prerequisite: MATH 3C, and PHYS 4A.

Acceptable for credit: CSU, UC

Vectorial treatment of principles of the static of particles and rigid bodies: Applications to problem of two-dimensional and three-dimensional systems; centroids and moments of inertia, structures, friction, and principles of virtual work.

[CAN ENGR 8]



## English (ENGL)

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

### Courses required for the major:

ENGL 1A	Composition and Reading	Units	4
ENGL 1B	Composition and Reading		4

### Plus: A minimum of 12 units from the following electives:

ENGL 10A	Creative Writing	3
ENGL 10B	Creative Writing	3
ENGL 17A	Shakespeare	3
ENGL 17B	Shakespeare	3
ENGL 27A	Bible as Literature: Old Test	3
ENGL 27B	Bible as Literature: New Test	3
ENGL 30A	Intro to American Literature	3
ENGL 30B	Intro to American Literature	3
ENGL 31	African-American Literature	3
ENGL 32A	Contemporary Women Writers	3
ENGL 32B	Contemporary Women Writers	3
ENGL 33A	Intro Contemporary Literature	3
ENGL 33B	Intro Contemporary Literature	3
ENGL 36	Women in Literature	3
ENGL 67	African-American Writers (Poets)	3
<b>Total Required Units</b>		<b>20</b>



ENGL 1A 1501.00

### Composition and Reading

4 units: 4 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Prerequisite: ENGL 201B or ESL 21B or appropriate placement through multiple measures assessment process.

Instruction in reading and writing of expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively. [CAN ENGL 2]  
[CAN ENGL SEQ A: ENGL 1A+1B]

ENGL 1B 1501.00

### Composition and Reading

4 units: 4 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Prerequisite: ENGL 1A.

Continued expository writing based on careful reading of selected plays, poems, and novels. [CAN ENGL 4]  
[CAN ENGL SEQ A: ENGL 1A+1B]

ENGL 5 1501.00

### Critical Thinking in Reading and Writing

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Prerequisite: ENGL 1A.

Develops the ability to analyze, criticize and advocate ideas. Relationship of language to logic, induction and deduction, facts, inferences and judgments, formal and informal fallacies of language and thought. Instructs in writing about issues of critical thinking to develop both thinking and writing skills.

ENGL 10A 1507.00

### Creative Writing

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Prerequisite: ENGL 1A.

Writing fiction, poetry, drama, and careful analysis of the techniques used by established writers. [CAN ENGL 6]

ENGL 10B 1507.00

### Creative Writing

3 units: 3 hours lecture (GR/CR/NC)

Prerequisite: ENGL 1A.

ENGL 10A is not prerequisite to 10B

Acceptable for credit: CSU, UC

Writing fiction, poetry, drama, and careful analysis of the techniques used by established writers.

ENGL 16 1503.00  
**African-American Writers (Poetry)**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Prerequisite: ENGL 1A  
 Study of major African-American poets (past and present) with emphasis on the interpretation of ideas in poetry from the African-American perspective.

ENGL 17A 1503.00  
**Shakespeare**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Prerequisite: ENGL 1A  
 Study of selected works of Shakespeare.

ENGL 17B 1503.00  
**Shakespeare**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Prerequisite: ENGL 1A  
 Note: ENGL 17A is not prerequisite to 17B  
 Study of selected works of Shakespeare.

ENGL 27A 1503.00  
**The Bible as Literature: Old Testament**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Prerequisite: ENGL 1A  
 Close reading and discussion of the Old Testament with emphasis on literary forms, philosophical ideas, literary themes and symbolism; nonsectarian.

ENGL 27B 1503.00  
**The Bible as Literature: New Testament**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Prerequisite: ENGL 1A  
 Note: ENGL 27A is not prerequisite to 27B  
 Close reading and discussion of the New Testament and Apocrypha with emphasis on literary forms, philosophical ideas, literary themes and symbolism; nonsectarian.

ENGL 30A 1503.00  
**Introduction to American Literature**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Prerequisite: ENGL 1A  
 Survey of American literature from pre-colonial beginnings to Walt Whitman. [CAN ENGL 14]

ENGL 30B 1503.00  
**Introduction to American Literature**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Prerequisite: ENGL 1A  
 ENGL 30A is not prerequisite to 30B  
 American romanticism to literature of the twentieth century. [CAN ENGL 16]

ENGL 31 1503.00  
**Survey of African-American Literature**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Prerequisite: ENGL 1A  
 Major works in African-American literature: Covering the earliest literature through the Harlem Renaissance to the present.

ENGL 32A 1503.00  
**Contemporary Women Writers**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Prerequisite: ENGL 1A  
 Survey of contemporary fiction, poetry and autobiography of women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native-American, Hispanic, Jewish, and Northern European women writers.

ENGL 32B 1503.00  
**Contemporary Women Writers**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Prerequisite: ENGL 1A  
 Note: ENGL 32A is not prerequisite to 32B  
 Survey of contemporary fiction, poetry and autobiography of women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native-American, Hispanic, Jewish, and Northern European women writers.

ENGL 33A 1503.00  
**Introduction to Contemporary Literature**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Prerequisite: ENGL 1A  
 Selected literature of the twentieth century: Thematic and stylistic aspects of individual work. European writers to 1970.

ENGL 33B 1503.00  
**Introduction to Contemporary Literature**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Prerequisite: ENGL 1A  
 Note: ENGL 33A is not prerequisite to 33B  
 Selected literature of the twentieth century: Thematic and stylistic aspects of individual work. 1970 to present with emphasis on American and British writers.

ENGL 36 1503.00  
**Women in Literature**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Prerequisite: ENGL 1A  
 Study of women in literature written by both men and women: Social effects of images of women; the creative process in literary works written by women.

ENGL 47 1503.00  
**Children's Literature**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU  
 Prerequisite: ENGL 1A  
 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.

ENGL 48AA-FZ 1501.00  
**Selected Topics in English**  
 0.5-5 units: 0-5 hours lecture, 0-15 hours lab  
 Acceptable for credit: CSU  
 See section on Selected Topics.

ENGL 49 1501.00  
**Independent Study in English**  
 0.5-5 units: 0.5-5 hours lecture  
 See section on Independent Study.

ENGL 53 1501.00  
**Technical Writing**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU  
 Prerequisite: ENGL 1A.  
 Analysis of the organization, style, and format of both technical and non-technical writing; training in preparation of informal and formal reports related to the student's field of interest. Research reports, progress reports, proposals, status reports, and user manuals.

ENGL 61 1507.00  
**Advanced Creative Writing/Literary Magazine Production**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Acceptable for credit: CSU  
 Prerequisite: ENGL 1A.  
 Review of techniques in writing poetry and fiction. A discussion of small press production techniques and writing for publication.

ENGL 201A 1501.00  
**Preparation for Composition and Reading**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Prerequisite: ENGL 250D or 292B or 292EB or satisfactory multiple measures assessment of writing skills, and ENGL 251D or 293B or satisfactory multiple measures assessment of reading skills.  
 Intermediate approach to preparation for paragraph and theme development: Expository writing techniques on simple and complete thesis statements as a means of better organization of ideas.

ENGL 201B 1501.00  
**Preparation for Composition and Reading**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Prerequisite: ENGL 201A.  
 Intermediate approach to preparation for paragraph and theme development: Expository writing techniques on simple and complete thesis statements as a means of better organization of ideas.

ENGL 202 1501.00  
**Reading for Information**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Recommended Preparation: Appropriate placement through multiple measures assessment process.  
 Reading skills to prepare for college level reading: Comprehension, vocabulary, and rate improvement techniques.

ENGL 205 1501.00  
**Vocabulary and Context**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Enrichment of student's vocabulary through words used in context.



- ENGL 206A 1501.00  
**English Grammar**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Review of basic principles of grammar: Sentence patterns including compound-complex sentence patterns, functions of parts of speech and punctuation, and development of paragraph structure.
- ENGL 206B 1501.00  
**English Grammar**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Prerequisite: ENGL 206A.  
 Review of basic principles of grammar: Sentence patterns including compound-complex sentence patterns, functions of parts of speech and punctuation, and development of paragraph structure.
- ENGL 210A 1507.00  
**Creative Writing**  
 3 units: 3 hours lecture  
 Writing fiction, poetry, drama, and careful analysis of the techniques used by established writers.
- ENGL 210B 1507.00  
**Creative Writing**  
 3 units: 3 hours lecture  
 ENGL 210A is not prerequisite to 210B.  
 Writing fiction, poetry, drama, and careful analysis of the techniques used by established writers.
- ENGL 211 1501.00  
**Introduction to Critical Thinking**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Develops the ability to analyze, criticize and advocate ideas. Relationship of language to logic, induction and deduction, facts, inferences, judgments, formal and informal fallacies of language and thought. Instructs in writing about issues of critical thinking to develop both thinking and writing skills.
- ENGL 216 1503.00  
**African-American Writers (Poetry)**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Study of major African-American poets (past and present) with emphasis on the interpretation of ideas in poetry from the African-American perspective.
- ENGL 217A 1503.00  
**Shakespeare**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Study of selected works of Shakespeare.

- ENGL 217B 1503.00  
**Shakespeare**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Note: ENGL 217A is not prerequisite to 217B.  
 Study of selected works of Shakespeare.
- ENGL 227A 1503.00  
**The Bible as Literature: Old Testament**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Close reading and discussion of the Old Testament with emphasis on literary forms, philosophical ideas, literary themes and symbolism; nonsectarian.
- ENGL 227B 1503.00  
**The Bible as Literature: New Testament**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Close reading and discussion of the New Testament and Apocrypha with emphasis on literary forms, philosophical ideas, literary themes and symbolism; nonsectarian.
- ENGL 230A 1503.00  
**Introduction to American Literature**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Survey of American Literature from pre-colonial beginnings to Walt Whitman.
- ENGL 230B 1503.00  
**Introduction to American Literature**  
 3 units: 3 hours lecture (GR/CR/NC)  
 ENGL 230A is not prerequisite to 230B.  
 Survey of American Literature from American romanticism to literature of the Twentieth Century.
- ENGL 231 1503.00  
**Survey of African-American Literature**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Major works in African-American literature: Covering the earliest literature through the Harlem Renaissance to the present.
- ENGL 232A 1503.00  
**Contemporary Women Writers**  
 3 units: 3 hours lecture  
 Survey of contemporary fiction, poetry and autobiography of women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native-American, Hispanic, Jewish, and Northern European women writers.

ENGL 232B 1503.00

**Contemporary Women Writers**

3 units: 3 hours lecture

Note: ENGL 232A is not prerequisite to 232B.

Survey of contemporary fiction, poetry and autobiography of women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native-American, Hispanic, Jewish, and Northern European women writers.

ENGL 233A 1503.00

**Introduction to Contemporary Literature**

3 units: 3 hours lecture

Selected literature of the twentieth century: Thematic and stylistic aspects of individual work. European writers to 1970.

ENGL 233B 1503.00

**Introduction to Contemporary Literature**

3 units: 3 hours lecture

ENGL 233A is not prerequisite to 233B.

Selected literature of the twentieth century: Thematic and stylistic aspects of individual work. 1970 to present with emphasis on American and British writers.

ENGL 236 1503.00

**Women in Literature**

3 units: 3 hours lecture

Study of women in literature written by both men and women: Social effects of images of women; the creative process in literary works written by women.

ENGL 247 1503.00

**Children's Literature**

3 units: 3 hours lecture

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.

ENGL 248AA-FZ 1501.00

**Selected Topics in English**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

See section on Selected Topics.

ENGL 250A-C 4930.21

**Basic Writing**

1-5 units: 1-5 hours lecture (GR/CR/NC)

Non-transferable, non-degree applicable.

Review of organizing materials, writing correctly including spelling, grammar, and punctuation.

ENGL 250D 4930.21

**Basic Writing**

1-5 units: 1-5 hours lecture (GR/CR/NC)

Non-transferable, non-degree applicable.

Recommended Preparation: ENGL 250A-C.

Review of organizing materials, writing correctly including spelling, grammar, and punctuation.

ENGL 251A-C 4930.70

**Basic Reading**

1-3 units: 1-3 hours lecture (GR/CR/NC)

Non-transferable, non-degree applicable.

Recommended Preparation: College assessment of Basic Skills.

Practice in techniques to improve basic reading skills: Analysis and correction of individual reading problems.

ENGL 251D 4930.70

**Basic Reading**

1-3 units: 1-3 hours lecture (GR/CR/NC)

Non-transferable, non-degree applicable.

Recommended Preparation: ENGL 251A-C.

Practice in techniques to improve basic reading skills: Analysis and correction of individual reading problems.

ENGL 254 4930.20

**Spelling and Word Structures**

3 units: 3 hours lecture (GR/CR/NC)

Non-transferable, non-degree applicable.

Improvement of spelling ability through the systematic study and application of rules which are basic to English spelling.

ENGL 256 4930.20

**Basic Grammar**

1-3 units: 1-3 hours lecture (GR/CR/NC)

Non-transferable, non-degree applicable.

Developmental grammar: Sentence patterns, functions of parts of speech and punctuation, and the development of paragraph structure.

ENGL 257

4930.30

**Writing Strategies**

1-4 units: 1-4 hours lecture (GR/CR/NC)

Non-transferable, non-degree applicable.

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Designed for students to master techniques and strategies for writing. This is an open entry/open exit course.

ENGL 261A

4930.30

**Introductory Thinking Skills/Learning Strategies**

1-3 units: 1-3 hours lecture (GR/CR/NC)

Non-transferable, non-degree applicable.

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

A language arts thinking skills, concept development class in which students will master learning strategies according to an educational plan developed for each student. Emphasis on critical thinking and reading comprehension, especially as it relates to college texts. This is an open entry/open exit course.

ENGL 261B

4930.30

**Introductory Thinking Skills/Learning Strategies**

1-3 units: 1-3 hours lecture (GR/CR/NC)

Non-transferable, non-degree applicable.

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

A language arts thinking skills, concept development class in which students will master learning strategies. Emphasis on word analysis, vocabulary and spelling strategies. This is an open entry/open exit course.

ENGL 263A-D

4930.20

**Academic Skills Lab**

0.5-5 units: 1.5-15 hours lab

Non-transferable, non-degree applicable.

Modular, open entry/open exit course.

Academic Development Center is designed to assist any student in the College Community who wants to learn or review basic English, Geography, Library or study skills. The program is composed of self-paced modules in spelling and pronunciation, handwriting, study skills, dictionary skills, grammar, paragraph writing, library usage, and geography.



ENGL 270A-D

4930.21

**The Writing Center**

0.5-3 units: 1.5-9 hours lab (GR/CR/NC)

One-on-one assistance with any writing-related problem, project, or assignment in any discipline. Open entry/open exit course.

ENGL 848AA-FZ

6822.00

**Selected Topics in English**

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

# English as a Second Language (ESL)

ESL 21A 4930.81

## Writing 5 (Composition/Reading)

5 units: 5 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Prerequisite: ESL 201B or appropriate placement through multiple measures assessment process

Recommended Preparation: ESL 202C or (can be taken concurrently)

Advanced level of writing: focus on reading; developing ideas; writing expository essays.

ESL 21B 4930.81

## Writing 6 (Composition/Reading)

5 units: 5 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Prerequisite: ESL 21A or appropriate placement through multiple measures assessment process

Recommended Preparation: ESL 202C or (can be taken concurrently)

High advanced level of reading and writing: Focus on developing critical thinking skills; writing expository essays; introduction to writing a research paper.

ESL 23 4930.81

## Reading 5

4 units: 4 hours lecture

Acceptable for credit: CSU

Prerequisite: ESL 203B or appropriate placement through multiple measures assessment process

Advanced level of reading for students planning to take English 1A. Analytical and critical reading of college level materials.

ESL 48AA-FZ 4930.81

## Selected Topics in English as a Second Language

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

ESL 49 4930.81

## Independent Study in English as a Second Language

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

ESL 200A 4930.81

## Speaking 3

5 units: 5 hours lecture (GR/CR/NC)

Prerequisite: ESL 250B or appropriate placement through multiple measures assessment process.

Low intermediate level of speaking: Emphasis on grammar skills to improve both fluency and accuracy in American English.

ESL 200B 4930.81

## Speaking 4

5 units: 5 hours lecture

Prerequisite: ESL 200A or appropriate placement through multiple measures assessment process.

High intermediate level of speaking: Emphasis on grammar skills to improve fluency and accuracy in American English.

ESL 201A 4930.81

## Writing 3

5 units: 5 hours lecture (GR/CR/NC)

Prerequisite: ESL 251B or appropriate placement through multiple measures assessment process

Recommended Preparation: ESL 202A (can be taken concurrently)

Low intermediate level of writing: Introduction to basic academic writing skills; expanding paragraphs into simple essays.

ESL 201B 4930.81

## Writing 4

5 units: 5 hours lecture (GR/CR/NC)

Prerequisite: ESL 201A or appropriate placement through multiple measures assessment process

Recommended Preparation: ESL 202B (can be taken concurrently)

High intermediate level of writing: Further development of academic writing skills with a focus on well-developed paragraphs and short essays.

ESL 202A 4930.81

## Grammar 3

3 units: 3 hours lecture (GR/CR/NC)

Prerequisite: ESL 252B or appropriate placement through multiple measures assessment process

Low intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns.

ESL 202B 4930.81

## Grammar 4

3 units: 3 hours lecture (GR/CR/NC)

Prerequisite: ESL 202A or appropriate placement through multiple measures assessment process

High intermediate level of English grammar: Continuation and expansion of ESL 202A.



ESL 202C 4930.81  
**Grammar 5**  
 3 units: 3 hours lecture  
 Prerequisite: ESL 202B or appropriate placement through multiple measures assessment process  
 Advanced level of English Grammar: Focus on expanding, refining, and applying complex grammar skills to formal writing.

ESL 203A 4930.81  
**Reading 3**  
 4 units: 4 hours lecture (GR/CR/NC)  
 Prerequisite: ESL 253B or appropriate placement through multiple measures assessment process  
 Low intermediate level of reading: Emphasis on development academic vocabulary; expanding critical skills essential for college level reading.

ESL 203B 4930.81  
**Reading 4**  
 4 units: 4 hours lecture (GR/CR/NC)  
 Prerequisite: ESL 203A or appropriate placement through multiple measures assessment process  
 High intermediate level of reading: Further development in academic vocabulary and critical reading skills essential for reading literature and college textbooks.

ESL 205A 4930.81  
**Vocabulary and Idioms in Context 3**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Prerequisite: Appropriate placement through multiple measures assessment process  
 Intermediate level of vocabulary through the study of words and idioms as used in context.

ESL 205B 4930.81  
**Vocabulary and Word Analysis in Context 4**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Prerequisite: ESL 205A or appropriate placement through multiple measures assessment process  
 High intermediate/low advanced level of vocabulary and content: Focus on vocabulary useful in academic courses; analysis of word derivations.

ESL 209 4930.81  
**Listening 3**  
 3 units: 3 hours lecture (GR/CR/NC)  
 Prerequisite: Appropriate placement through multiple measures assessment process  
 Intermediate level of listening: Intensive study and practice in listening comprehension of both formal and informal English.

ESL 248AA-FZ 4930.81  
**Selected Topics in English as a Second Language**  
 0.5-5 units: 0-5 hours lecture, 0-15 hours lab  
 See section on Selected Topics.

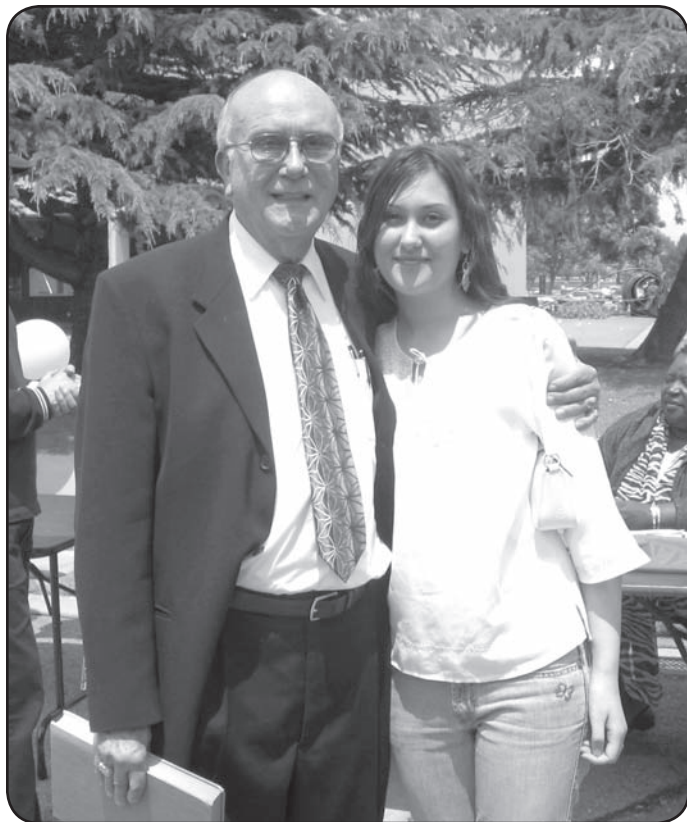
ESL 250A 4930.82  
**Speaking 1**  
 5 units: 5 hours lecture (GR/CR/NC)  
 Note: Non-transferable, non-degree applicable  
 Recommended Preparation: Appropriate placement through multiple measures assessment process  
 High beginning level of speaking: Emphasis on basic grammar skills; practice in speaking and understanding American English.

ESL 250B 4930.82  
**Speaking 2**  
 5 units: 5 hours lecture (GR/CR/NC)  
 Note: Non-transferable, non-degree applicable  
 Prerequisite: ESL 250A or appropriate placement through multiple measures assessment process  
 Continuation of the listening and speaking skills introduced in ESL 250A.

ESL 251A 4930.82  
**Writing 1**  
 5 units: 5 hours lecture (GR/CR/NC)  
 Note: Non-transferable, non-degree applicable  
 Recommended Preparation: ESL 252A (can be taken concurrently) or appropriate placement through multiple measures assessment process  
 High beginning level of writing: Emphasis on basic sentences; punctuation rules; short narrative and descriptive paragraphs.

ESL 251B 4930.82  
**Writing 2**  
 5 units: 5 hours lecture (GR/CR/NC)  
 Note: Non-transferable, non-degree applicable  
 Prerequisite: ESL 251A or appropriate placement through multiple measures assessment process  
 Recommended Preparation: ESL 252B (can be taken concurrently)  
 Continuation of writing skills introduced in ESL 251A.

ESL 252A 4930.82  
**Grammar 1**  
 5 units: 5 hours lecture (GR/CR/NC)  
 Note: Non-transferable, non-degree applicable  
 Recommended Preparation: Appropriate placement through multiple measures assessment process  
 High beginning level of English grammar: Review and practice of basic grammar structures; sentence patterns; parts of speech.



ESL 252B 4930.82

### **Grammar 2**

5 units: 5 hours lecture (GR/CR/NC)

Note: Non-transferable, non-degree applicable

Prerequisite: ESL 252A or appropriate placement through multiple measures assessment process

Continuation and expansion of basic grammar skills and sentence patterns introduced in ESL 252A.

ESL 253A 4930.82

### **Reading 1**

3 units: 3 hours lecture (GR/CR/NC)

Note: Non-transferable, non-degree applicable

Recommended Preparation: Appropriate placement through multiple measures assessment process

High beginning level of reading: Focus on basic vocabulary development; techniques for reading comprehension.

ESL 253B 4930.82

### **Reading 2**

3 units: 3 hours lecture (GR/CR/NC)

Note: Non-transferable, non-degree applicable

Prerequisite: ESL 253A or appropriate placement through multiple measures assessment process.

Continuation of the reading skills introduction in ESL 253A.

ESL 256 4930.82

### **Spelling and Phonics of American English 2**

5 units: 5 hours lecture (GR/CR/NC)

Note: Non-transferable, non-degree applicable

Recommended Preparation: Appropriate placement through multiple measures assessment process.

Study of the sounds and spelling of American English.

ESL 257A 4930.82

### **Pronunciation 2 and 3**

3 units: 3 hours lecture (GR/CR/NC)

Recommended Preparation: Appropriate placement through multiple measures assessment process

Improvement in pronunciation, intonation, and fluency in English for speakers of ESL with practice in the use of standard conversational expressions and styles.

ESL 257B 4930.82

### **Pronunciation 4**

3 units: 3 hours lecture (GR/CR/NC)

Recommended Preparation: 257A or Appropriate placement through multiple measures assessment process

Continuation of ESL 257A. Improvement in pronunciation, intonation, and fluency in English for speakers of ESL with practice in the use of standard conversational expressions and styles.

ESL 258 4930.82

### **Conversation 2**

3 units: 3 hours lecture (GR/CR/NC)

Note: Non-transferable, non-degree applicable

Recommended Preparation: Appropriate placement through multiple measures assessment process

Beginning level of spoken American English: Focus on self-expression and vocabulary needed for daily activities.

ESL 268 4930.82

### **Developing Effective Communication Skills**

1 unit: 1 hour lecture (GR/CR/NC)

Recommended Preparation: Placement through Assessment Process  
Introduction to the rhythm and intonation of the English Language through conversation: Vowels, word-final and word-initial sounds; vowels and consonants. Students will practice speaking and learn how to monitor their own speech.

# Foreign Language (FLANG)

FLANG 48AA-FZ 1101.00

## **Selected Topics in Foreign Languages**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

Acceptable for credit: CSU

See section on Selected Topics.

FLANG 49 1101.00

## **Independent Study in Foreign Languages**

0.5-5 units: 0.5-5 hours lecture

FLANG 248AA-FZ 1101.00

## **Selected Topics in Foreign Languages**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

FLANG 848AA-FZ 6822.00

## **Selected Topics in Foreign Languages**

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.



## French (FREN)

FREN 1A 1102.00

### Elementary French

5 units: 5 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Note: Equivalent to two years of high school French

Study and practice in speaking, understanding, reading and writing French; aural-oral practice in language laboratory.

[CAN FREN SEQ A: FREN 1A+1B]

FREN 1B 1102.00

### Elementary French

5 units: 5 hours lecture (GR/CR/NC)

Prerequisite: FREN 1A.

Acceptable for credit: CSU, UC

Study and practice in speaking, understanding, reading and writing French; aural-oral practice in language laboratory.

[CAN FREN SEQ A: FREN 1A+1B]

FREN 2A 1102.00

### Intermediate French

5 units: 5 hours lecture

Prerequisite: FREN 1B

Acceptable for credit: CSU, UC

Grammar review, conversation and composition based on readings in French.

[CAN FREN SEQ B: FREN 2A+2B][CAN FREN 8]

FREN 2B 1102.00

### Intermediate French

5 units: 5 hours lecture

Prerequisite: FREN 2A.

Acceptable for credit: CSU, UC

Grammar review, conversation and composition based on readings in French.

[CAN FREN SEQ B: FREN 2A+2B][CAN FREN 10]

FREN 30A 1102.00

### Beginning Conversational French

3 units: 3 hours lecture

Acceptable for credit: CSU

Introduction to speaking simple, modern French and on modern French culture: Develops vocabulary and mastery of structure through focus on application rather than on traditional terminology.

FREN 48AA-FZ 1102.00

### Selected Topics in French

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

FREN 49 1102.00

### Independent Study in French

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

FREN 248AA-FZ 1102.00

### Selected Topics in French

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.





# Geography (GEOG)

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

## Courses required for the major:

	<b>Units</b>
GEOG 1 Physical Geography	3
GEOG 1L Physical Geography Laboratory	1
GEOG 2 Cultural Geography	3

## Plus: Four courses (11-12 units) from the following electives:

ANTHR 1 Intro to Physical Anthro	3
ANTHR 2 Intro Archaeology/Prehistory	3
ANTHR 3 Intro Social & Cultural Anthr	3
ANTHR 5 American Indian Hist/Culture	3
BIOL 12A General Ecology	3
BIOL 12B Major World Ecosystems	3
BIOL 14 Field Ecology of California	3
GEOG 5 Economic Geography	3
GEOL 10 Introduction to Geology	3
SOC 1 Introduction to Sociology	3
<b>Total Required Units</b>	<b>18-19</b>



GEOG 1 2206.00

## Introduction to Geography

3 units: 3 hours lecture

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.

[CAN GEOG 2; CAN GEOG 6=GEOG 1+GEOG 1L]

GEOG 1L 2206.00

## Physical Geography Laboratory

1 unit: 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Prerequisite or Corequisite: GEOG 1

Practical application of basic concepts and principles of physical geography: Earth-sun relationships, weather, climate, geologic processes, landforms, and field observation.

[CAN GEOG 6=GEOG 1+GEOG 1L]

GEOG 2 2206.00

## Cultural Geography

3 units: 3 hours lecture

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. [CAN GEOG 4]

GEOG 3 2206.00

## World Regional Geography

3 units, 3 hrs lec, 0 hrs lab

Acceptable for credit: CSU

Introduction to the world's major geographic regions: interconnections between regions, cultural, and economic development.

GEOG 48AA-FZ 2206.00

## Selected Topics in Geography

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

Acceptable for credit: CSU

See section on Selected Topics.

GEOG 49 2206.00

## Independent Study in Geography

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

GEOG 248AA-FZ 2206.00

## Selected Topics in Geography

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

See section on Selected Topics.

## Geology (GEOL)

GEOL 10

1914.00

### Introduction to Geology

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Survey of structure and materials that compose the outer portions of earth and geologic processes responsible for sculpturing the earth: Nature and role of rocks and minerals; dynamics of volcanism, earthquakes, plate tectonics, continental drift, metamorphism, running water, ground water, glaciation, weathering and erosion. Two one-day field trips required.

[CAN GEOL 6]



## German (GERM)

GERM 1A

1103.00

### Elementary German

5 units: 5 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Note: Equivalent to two years of high school German

Study and practice in speaking, reading, and writing German: Readings dealing with German life and culture.

[CAN GERM 2][CAN GERM SEQ: A GERM 1A+1B]

GERM 1B

1103.00

### Elementary German

5 units: 5 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Prerequisite: GERM 1A

Completion of elementary grammar, conversation and reading of simple prose.

[CAN GERM 4][CAN GERM SEQ: A GERM 1A+1B]

GERM 30A

1103.00

### Beginning Conversational German

3 units: 3 hours lecture

Acceptable for credit: CSU

Introduction to the German language through a conversational mode: Practical skills in German syntax and idiomatic expressions. Also presents knowledge about German cultures in Austria, Germany, and Switzerland.

GERM 30B

1103.00

### Beginning Conversational German

3 units: 3 hours lecture

Acceptable for credit: CSU

Recommended Preparation: GERM 30A.

Introduction to the German language through a conversational mode: Practical skills in German syntax and idiomatic expressions. Also presents knowledge about German cultures in Austria, Germany, and Switzerland.

GERM 48AA-FZ

1103.00

### Selected Topics in German

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

Acceptable for credit: CSU

See section on Selected Topics.

GERM 49

1103.00

### Independent Study in German

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

## Health Education (HLTED)

HLTED 2 0837.00

### Health Problems and Issues

HLTED 2 units: 2 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Systematic examination of critical issues in health.

HLTED 9 0837.00

### First Aid and Safety

2 units: 2 hours lecture

Acceptable for credit: CSU, UC

Development of skills and knowledge for immediate and temporary care in case of an accident or sudden illness; preventive measures. Fulfills requirements for American Red Cross/RTE (Responding to Emergency) Certificate as well as American Red Cross Adult CPR certification.

HLTED 10 0837.00

### Advanced First Aid and Emergency Care

3 units: 2 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU

Development of skills and knowledge for providing initial emergency care necessary to maintain life support. Fulfills requirements for American Red Cross Emergency Response Certificate and American Red Cross CPR/FPR (For Professional Rescuer) certification. Not open for credit to students who have completed or are currently enrolled in HLTED 11.

HLTED 11 0837.00

### Cardiopulmonary Resuscitation (CPR)

0.5 unit: 0.5 hour lecture

Acceptable for credit: CSU

Development of skills and knowledge for administering emergency first aid for respiratory failure and cardiac arrest. Qualifies student for American Red Cross Adult, Child and Infant CPR certification. Not open for credit to students who have completed or are currently enrolled in HLTED 10.

HLTED 49 0837.00

### Independent Study in Health Education

0.5-5 units: 0.5-5 hours lecture (GR/CR/NC)

See section on Independent Study.

HLTOC 201 1299.00

### Medical Terminology I

2 units: 2 hours lecture (GR/CR/NC)

Recommended for students majoring in Health Science and Allied Health Vocations.

Study of basic structure of medical words, including prefixes, suffixes, word roots, combining forms, plurals and abbreviations, pronunciation, spelling and definition of medical terms.

HLTOC 202 1299.00

### Medical Terminology II

2 units: 2 hours lecture (GR/CR/NC)

Recommended Preparation: HLTOC 201

Study of terminology related to body structure, pathological conditions and diseases, operative terms and techniques, including laboratory/radiological diagnostic procedures.

HLTOC 203 1299.00

### Medical Transcription I

2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)

Recommended Preparation: HLTOC 201 and 202

Study and practice of dictation, transcription, medical readings; medical terminology review including review of anatomy and physiology terminology; transcription guidelines and tips; proofreading skills; study and use of transcribing tapes, tape machines and computers.

HLTOC 204 1299.00

### Medical Transcription II

2 units: 1 hour lecture, 3 hours lab

Prerequisite: HLTOC 20

Study and practice of dictation, transcription, medical readings: anatomy and medical terminology review, transcription guidelines, proofreading skills, transcription tips, terminology challenge, sample reports, transcription practice, error analysis; study and use of transcribing tapes, machines and computers.



# History (HIST)

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

## Courses required for the major:

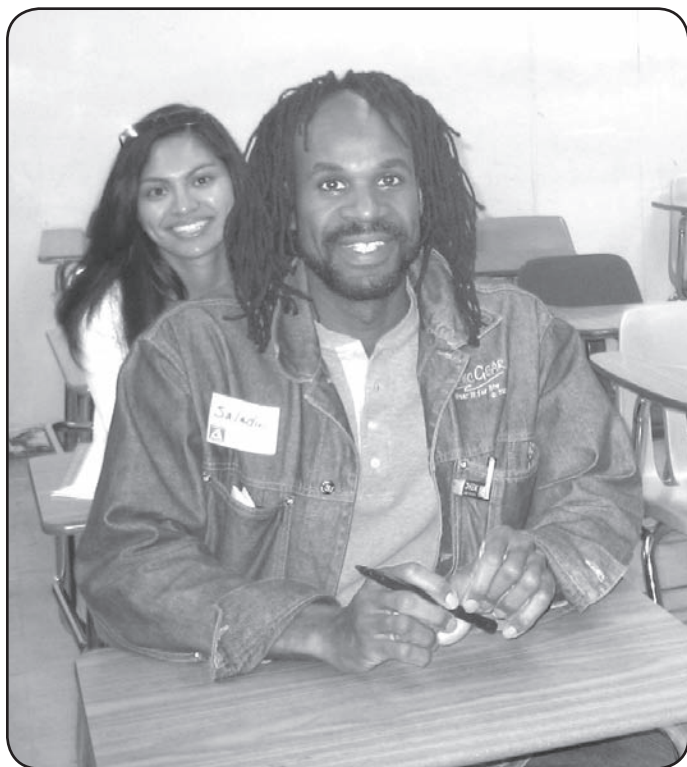
		Units
HIST 7A	History of United States to 1877	3
HIST 7B	History of United States Since 1865	3

## Plus: One course from the following electives:

HIST 2A	Hist of European Civilization	3
HIST 2B	Hist of European Civilization	3

## Plus: Three courses (9 units) from the following electives, and any listed above:

AFRAM 30	African-Amer Hist: Africa to 1865	3
AFRAM 31	African-American Hist: 1865-1945	3
AFRAM 32	African-American Hist: 1945-Pres	3
HIST 5	History of Mexico	3
HIST 8A	Hist of Latin Amer Civilization	3
HIST 8B	Hist of Latin Amer Civilization	3
HIST 10A	History of Africa	3
HIST 10B	History of Africa	3
HIST 11	Vietnam: An Amer Tragedy	3
HIST 12	Hist/Culture of Eastern Asia	3
HIST 19	History of California	3
HIST 32	The United States Since 1945	3
<b>Total Required Units</b>		<b>18</b>



HIST 1 2205.00

## American Indian History and Culture

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Survey of North American Indians: Traditional ways of life and history both before and after contact with Europeans; current trends in American Indian socio-economic and cultural development. Also offered as ANTHR 5. Not open for credit to students who have completed or are currently enrolled in ANTHR 5.

HIST 2A 2205.00

## History of European Civilization

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Western Civilization: Prehistoric, Ancient, Medieval, and Renaissance to 1660.

[CAN HIST SEQ: A HIST 2A+2B]

HIST 2B 2205.00

## History of European Civilization

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Note: HIST 2A is not prerequisite to 2B

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.

[CAN HIST SEQ: A HIST 2A+2B]

HIST 5 2205.00

## History of Mexico

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Interpretative survey of Mexican history from the Spanish Conquest to present: Nature of the Mexican Revolution; problems of contemporary Mexico concentrating on political and economic development.

HIST 7A 2205.00

## History of the United States to 1877

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Survey and interpretation of political, social and economic factors contributing to the growth of the nation from colonial days to Reconstruction (1877). [CAN HIST 8][CAN HIST SEQ: B HIST 7A+7B]



HIST 7B 2205.00

**History of the United States Since 1865**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

The United States from the end of the Civil War to present. HIST 7A is not prerequisite to 7B. HIST 7B is not open for credit to students who have completed or are currently enrolled in HIST 15. [CAN HIST 10][CAN HIST SEQ: B HIST 7A+7B]

HIST 8A 2205.00

**History of Latin-American Civilization**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Latin America from pre-Columbian times to the outbreak of the wars for independence: The formative period and the impact of Spanish civilizations upon native societies.

HIST 8B 2205.00

**History of Latin-American Civilization**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Latin America from pre-Columbian times to the outbreak of the wars for independence. 19th and 20th century: Changing patterns of political, social, and cultural life in Latin America. HIST 8A is recommended but not a prerequisite to 8B.

HIST 10A 2205.00

**History of Africa**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Emergence and development of African civilizations from early times to the end of the 19th century.

HIST 10B 2205.00

**History of Africa**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

African civilizations in the 20th century; the rise of African nationalism and independence and the creation of new African states. HIST 10A is not a prerequisite to 10B.

HIST 11 2205.00

**History and Culture of South-East Asia: Vietnam—An American Tragedy**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

History of Vietnam, how it relates to Asia and Asian history; the French Occupation (Indo China), the Civil War, the involvement of the United States; short-term and long-term results.

HIST 12 2205.00

**History and Culture of Eastern Asia**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

History and culture of eastern Asia: Main emphasis is on the history and culture of China, the oldest culture in eastern Asia and the major influence on other Asian nations. Eastern Asia in the modern world will also be covered.

HIST 15 2205.00

**Twentieth Century America**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

This century's history of the people of the United States and their society: The principle historical, literary, artistic, political, economic, and social development since 1898. Not open for credit to students who have completed or are enrolled in HIST 7B.

HIST 17 2205.00

**History of the Mexican-American**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

People of Mexican descent from colonial times to the present: Contemporary status and problems of Mexican-Americans in the United States. Not open for credit for students who have completed or are currently enrolled in M/LAT 19 at Merritt College.

HIST 19 2205.00

**History of California**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

California's multi-ethnic history from the pre-Spanish period to the present. Emphasis on the social and ethnic diversity of past and present California.

HIST 32 2205.00

**The United States Since 1945**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Recent history of the United States: Social and political developments and the changing role of the United States in modern world relations.

HIST 48AA-FZ 2205.00

**Selected Topics in History**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

HIST 49 2205.00

### **Independent Study in History**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

HIST 50 2205.00

### **African-American History: Africa to 1865**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Survey of the experience of African-American people from their origins to the end of the Civil War. Emphasis on political, social, and cultural development, and change. Also offered as AFRAM 30. Not open for credit to students who have completed or are currently enrolled in AFRAM 30.

HIST 51 2205.00

### **African-American History: 1865 to 1945**

3 units: 3 hours lecture (GR/CR/NC)

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. Also offered as AFRAM 31. Not open for credit to students who have completed or are currently enrolled in AFRAM 31.

HIST 52 2205.00

### **African-American History: 1945 to Present**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Survey of the experience of African-American people in the United States from 1945 to the present: Emphasis is on Civil Rights movement and other contemporary issues. Also offered as AFRAM 32. Not open for credit to students who have completed or are currently enrolled in AFRAM 32.

HIST 53A 2205.00

### **History and Culture of the Caribbean/Central America**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

History, culture, politics, social, and economic make-up of the Caribbean and Central American nations from pre-Columbian days to present: Understanding of contemporary institutions and events in relation to Anglo-America. Pre-Columbian period to 1810. Also offered as M/LAT 18A. Not open for credit to students who have completed or are currently enrolled in M/LAT 18A.

HIST 53B 2205.00

### **History and Culture of the Caribbean/Central America**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

History, culture, politics, social, and economic make-up of the Caribbean and Central American nations from Pre-Columbian days to present: from 1810 to the present. Also offered as M/Lat 18B. Not open for credit to students who have completed or are currently enrolled in M/Lat 18B.

HIST 55A 2205.00

### **History of the Philippines And the Filipino People**

3 units: 3 hours lecture.

Acceptable for credit: CSU, UC

History, politics, economy and culture of the Philippines from the pre-Hispanic period to the present.

HIST 56 2205.00

### **Sociology of Women**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Exploration of various conceptual frameworks regarding the status of women including structure-function, role dynamics, dominant-subordinate minority group interaction and concepts of oppression-liberation. Emphasis on current trends of the movement. Also offered as SOC 3. Not open for credit to students who have completed or are currently enrolled in SOC 3.

HIST 248AA-FZ 2205.00

### **Selected Topics in History**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

HIST 848AA-FZ 6822.00

### **Selected Topics in History**

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

# Human Development Services (HDS)

The Human Development Services Certificate of Completion prepares students for employment in schools, Board and Care facilities, Preschool and After-School programs, In-Home Services to Elders, Department of Social Welfare, Department of Social Services, Regional Center of the East Bay, Children's Protective Agencies, Special Education School Services, Welfare (AFDC) Services, Foster Care, Respite Care, Development Centers and nanny agencies.

An Associate in Arts Degree in Human Development Services prepares students for advanced degrees in Special Education, Social Welfare, Psychology, Social Services, Education, Rehabilitation Counseling, Child Development and Human Development.

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

<b>Courses required for the certificate:</b>		<b>Units</b>
HDS 50	Introduction to Human Services	3
HDS 60	Behavioral Approaches to Special Populations	4
HDS 61	Strategies for Working with Human Exceptionalities	3
HDS 64	Teaching Language to Persons with Disabilities	4
HDS 76	Occupational Work Experience in Human Development <sup>1</sup>	4
HDS 98	Career Education in Human Development <sup>2</sup>	2
PSYCH 7A	Psychology of Childhood	3
PSYCH 7B	Adolescent Psychology	3
HLTED 9	First Aid and Safety	2
HLTED 11	CPR <sup>3</sup>	0.5
<b>Total Required Units</b>		<b>26-28.5</b>

<sup>1</sup>A minimum of 4 units over two semesters

<sup>2</sup>Taken concurrently with HDS 76 for two semesters

<sup>3</sup>Or valid Red Cross First Aid and CPR Certification

HDS 48AA-FZ 2104.50

## **Selected Topics in Human Development Services**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

HDS 49 2104.50

## **Independent Study in Human Development Services**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

HDS 50 2104.50

## **Introduction to Human Services**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU

Introduction to life-span human care issues to include theory and practice for services from infant to elder care populations identified in need of specific, trained interventions.

HDS 60 2104.50

## **Behavioral Approaches to Special Populations**

4 units: 4 hours lecture

Acceptable for credit: CSU

Introduction to behavioral approaches to working with the developmentally disabled. Topics include how to apply the basic principles of behavior analysis (e.g. reinforcement, stimulus control, shaping, prompting) to teach adaptive skills as well as to reduce maladaptive behavior.

HDS 61 2104.50

## **Strategies for Working with Human Exceptionalities**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU

Introduction to the theories and strategies for effective, accountable interventions for individuals with disabilities and exceptionalities to include infant, preschool, school aged, adult and elder populations.



HDS 64 2104.50

### **Teaching Language to Persons with Disabilities**

4 units: 4 hours lecture

Acceptable for credit: CSU

Introduction to the behavioral assessment of language skills, and the development of an appropriate language interpretation program. Students will also learn approximately 200 signs from the American Sign Language.

HDS 76 2104.50

### **Occ. Work Experience in Human Development**

1-4 units: 0-15 hours lecture

Corequisite: HDS 98.

Acceptable for credit: CSU

Internship in approved Human Service setting. Student may earn 1 unit for every 75 hours of verified paid work or 1 unit for every 60 hours of verified volunteer work. Human Development 98 must be taken concurrently.

HDS 98 2104.50

### **Career Education in Human Development**

1 unit: 1 hour lecture (GR/CR/NC)

Acceptable for credit: CSU

Advanced study of specific skills and techniques for providing human care and assistance in a variety of settings (including schools and care facilities). The purpose is to help students combine their academic and practical application experiences into a unified program.

HDS 248AA-FZ 2104.50

### **Selected Topics in Human Development Services**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.



# Humanities (HUMAN)

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

**Courses required for the major:**

HUMAN 1	Introduction to Humanities	3
---------	----------------------------	---

**Plus: Two (2) 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 <sup>1</sup>	Latin-American Folklore	3
HUMAN 51B <sup>1</sup>	Latin-American Folklore	3
HUMAN 51C <sup>1</sup>	Latin-American Folklore	3
M/LAT 2A <sup>1</sup>	Latin-American Folklore	3
M/LAT 2B <sup>1</sup>	Latin-American Folklore	3
M/LAT 2C <sup>1</sup>	Latin-American Folklore	3

<sup>1</sup> Students will receive credit for one course only.

**Plus: One course (3 units) from the following electives:**

ART 1	Introduction to Art History	3
MUSIC 10	Music Appreciation	3
MUSIC 12A	Intro to Music Lit: to 1827	3
MUSIC 12B	Intro to Music Lit: 1828-Pres	3

**Plus: One course (3 units) from the following electives:**

MATH 15	Math for Liberal Arts Students	3
PHIL 1	Introduction to Philosophy	3
PHIL 2	Social & 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

**Plus: One course (3 units) from the following electives:**

ENGL 17A	Shakespeare	3
ENGL 17B	Shakespeare	3
ENGL 27A	Bible as Literature: Old Test	3
ENGL 27B	Bible as Literature: New Test	3
ENGL 30A	Intro to American Literature	3
ENGL 30B	Intro to American Literature	3
ENGL 31	African-American Literature	3
ENGL 32A	Contemporary Women Writers	3

ENGL 32B	Contemporary Women Writers	3
ENGL 33A	Intro to Contemporary Lit	3
ENGL 33B	Intro to Contemporary Lit	3
ENGL 36	Women in Literature	3
ENGL 67	African-Amer Writers (Poetry)	3
<b>Total Required Units</b>		<b>18</b>

HUMAN 1 4903.00

## Introduction to Humanities

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Humanities seen through various forms of expressions: The arts and society, such as dance, painting, music, sculpture, and mythology; theory and practice in artistic creation to stimulate personal awareness.

HUMAN 2 4903.00

## Human Values

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Study of human values: The individual in relation to the environment as it affects conduct among diverse cultures, past and present.

HUMAN 3 4903.00

## Future Studies

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Continuation of HUMAN 2: Examination of technological trends, institutions, life styles, utopias and the anticipations of social scientists.

HUMAN 13A-B 4903.00

## Myth, Symbol and Folklore

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Study of the psychological basis underlying symbols, myths, and folktales which has assured their perpetuation and can lead to a deeper understanding of life. Also offered as PSYCH 13A-B. Not open for credit to students who have completed or are currently enrolled in PSYCH 13A-B.

HUMAN 40 4903.00

## Religions of the World

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Comparative study of the world's great religions including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam. Original sources are stressed.



HUMAN 48AA-FZ 4903.00

### **Selected Topics in Humanities**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

HUMAN 49 4903.00

### **Independent Study in Humanities**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

HUMAN 51A-C 4903.00

### **Latin-American Folklore**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Study of Latin-American folklore, including Spanish-speaking folk groups in the U.S.: Emphasis on indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on the ballads, folk humor, festivals both religious and secular. No knowledge of Spanish required. Emphasis on Mexican and Mexican-American folklore (A); Central American and Caribbean folklore (B); South American folklore (C). Also offered as M/LAT 2A-C. Not open for credit to students who have completed or are currently enrolled in M/LAT 2A-C.

HUMAN 248AA-FZ 4903.00

### **Selected Topics in Humanities**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

## Journalism (JOURN)

JOURN 848AA-FZ

6822.00

### Selected Topics in Journalism

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

## Learning Resources (LRNRE)

LRNRE 48AA-FZ

4930.10

### Selected Topics in Learning Resources

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU.

See section on Selected Topics.

LRNRE 211A-B

4930.30

### Computer Access

1.5-3 units: 2 hours lecture, 3 hours lab (GR/CR/NC)

(1.5 units awarded for completion of Level A; 3 units awarded for completion of Level B.)

Note: Recommended for student with disabilities. No prior computer experience necessary.

Word processing for individuals with visual, physical, or learning disabilities: Writing essays, business letters, resumes, and reports using adaptive programs as appropriate. This course is open entry/open exit. Formerly offered as LRNRE 271A-B.

LRNRE 213A-B

4930.30

### Improving Cognitive Skills

1-3 units each level: 2 hours lecture, 3 hours lab (GR/CR/NC)

Note: Recommended for student with acquired brain injuries and/or learning disabilities.

Computer assisted instruction designed for individuals with learning disabilities or acquired brain injuries. Utilizing material appropriate for all learners. How to improve learning skills by analyzing how learning takes place and investigating individual learning styles. This course is open entry/open exit. Formerly offered as LRNRE 270A-B.

Level 213A: Focuses on cognitive skills such as attention, memory, sequencing, and pattern identification; investigation of brain based learning theory.

Level 213B: Focuses on logical reasoning and strategies for critical thinking, problem solving and information management. Internet utilized in applying these skills with emphasis on application of new skills in school and job-based environments.

LRNRE 263A-B

4930.30

### Vocational Assessment

0.5-2 units: 0.5-2 hours lecture (CR/NC)

Note: Non-transferable, non-degree applicable. Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Part of the Vocational/Living Skills program for adults with disabilities. Unit 1 includes vocational interest assessment, reading and math assessment, job readiness evaluation, and development of vocational goals and objectives. Unit 2 includes interview techniques, resume writing, worker rights and responsibilities, and job search techniques. This course is open entry/open exit.

LRNRE 264

4930.31

### Independent Living Skills

2 units: 2 hours lecture (GR/CR/NC)

Note: Non-transferable, non-degree applicable. Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Part of the Vocational/Living Skills program for adults with disabilities. Provides practical knowledge about housing, food and nutrition, health care, sex education, interpersonal interaction techniques, and community resources.

LRNRE 265

4930.30

### Technical Skills Workshop

1-6 units: 1 hour lecture, 0-15 hours lab (GR/CR/NC)

Note: Non-transferable, non-degree applicable. Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Recommended Preparation: LRNRE 263A (may be taken concurrently)

Work experience placement in a variety of settings on or off campus. Emphasis on worker task performance, social skills, work related skills (hygiene, punctuality, phone etiquette, etc.). Placements are tailored to individual needs and interests. This course is open entry/open exit.

LRNRE 266

4930.30

### Preparing for Employment

2 units: 2 hours lecture (GR/CR/NC)

Note: Non-transferable, non-degree applicable. Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Recommended Preparation: LRNRE 263A (may be taken concurrently).

Part of the Vocational/Living Skills curriculum for adults with disabilities. Emphasis is on: Career exploration, interview techniques, preparing a resume, job search strategies, grooming, good work habits, employer expectations and worker responsibilities.

LRNRE 267

4930.30

**Communication Strategies**

1-8 units: 1-4 hours lecture, 0-12 hours lab (GR/CR/NC)

Note: Non-transferable, non-degree applicable. Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Part of the Vocational Living Skills curriculum for adults with disabilities. Covers the following topics: development of appropriate social and behavioral skills; personal social effectiveness (assertiveness) in the vocational and social settings; on-the-job behavior. Goal setting and organizational skills. This course is open entry/open exit.

LRNRE 268

4930.31

**Money Management**

2 units: 2 hours lecture (GR/CR/NC)

Note: Non-transferable, non-degree applicable. Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Recommended Preparation: LRNRE 263A (may be taken concurrently).

Students will acquire hands-on experience in functional money management skills necessary for independent living.

LRNRE 269

4930.30

**Job Experience****(Disabled Students Program)**

1-6 units: 1 hour lecture, 0-15 hours lab (GR/CR/NC)

Note: Non-transferable, non-degree applicable. Recommended for students with disabilities. Enroll through Programs and Services for Students With Disabilities.

This course is part of the Vocational Living Skills curriculum for adults with disabilities. Emphasis of this class is on job seeking skills and job placement. This course is open entry/open exit.

LRNRE 272A-B

4930.30

**Computer Access Projects**

0.5-2 units: 2-6 hours lab (GR/CR/NC)

Note: Non-transferable, non-degree applicable. Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Designed for students who require access to specialized adaptive computer technologies in order to complete assignments for other classes in which they are enrolled, including Computer Access. Students who have completed Computer Access, and who need to use adaptive computer equipment, can enroll in Projects to improve writing and editing skills by preparing papers for mainstream classes. This course is open entry/open exit.

LRNRE 280A-C

4903.00

**Study Skills**

0.5-3 units: 0-3 hours lecture, 0-9 hours lab (CR/NC)

Note: Non-transferable, non-degree applicable.

Systematic approach to an understanding of the principles of learning for all academic disciplines: Effective study techniques to give students confidence in coping with the college environment; psychological awareness and self-esteem. This course is open entry/open exit.

LRNRE 295A-C

4930.32

**Diagnostic Learning**

1-3 units: 1-3 hours lecture (CR/NC)

Note: Non-transferable, non-degree applicable. 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 a learning disabled adult. Module 1 (Mandatory): 1 unit for completion of mandated tests (Woodcock-Johnson Psychoeducational Battery Parts I and II and/or Wechsler Adult Intelligence Scale, Revised together with Wide Range Achievement Test); samples of reading, writing/ spelling, and mathematics; and additional tests as required. Module 2: 1 unit for diagnostically oriented work in targeted academic skills areas. Module 3: 1 unit for diagnostically oriented work in use of adaptive strategies and use of appropriate support services and classroom accommodations. Student must be referred by a counselor from Programs & Services for Students with Disabilities. This course is open entry/open exit.

LRNRE 501

4930.09

**Supervised Tutoring**

0 units: 1-15 hours lab (CR/NC)

Note: Non-transferable, non-degree applicable

Course is designed to assist students to increase their success in college courses. Students may enroll for support of more than one college course per semester. This course is open entry/open exit.



## Liberal Arts & Sciences, General (LASG)

LASG 48AA-FZ 4901.00

### **Selected Topics in Liberal Arts and Sciences, General**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

LASG 49 4901.00

### **Independent Study in Liberal Arts and Sciences, General**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

LASG 248AA-FZ 4901.00

### **Selected Topics in Liberal Arts and Sciences, General**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

## Library Information Systems (LIS)

LIS 85 1699.00

### **Introduction to Information Resources**

2 units: 2 hours lecture (GR/CR/NC)

Recommended Preparation: ENGL 1A.

Acceptable for credit: CSU, UC

Introduction to the basic concepts and tools used in information research: Emphasis on how to develop a research topic, find, locate, evaluate and use information; search strategies for print and online resources including reference books, catalogs, indexes, specialized databases and the Internet.

LIS 500 1699.00

### **Computer Laboratory for Library Information Studies**

0 units, 1-15 hours lab

Open-entry, open-exit library information research computer laboratory.



# Mathematics (MATH)

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, Programs & Transfer Requirements section of this Catalog.

## Courses required for the major:

	<b>Units</b>
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

## Plus: One course from the following electives:

MATH 11 Discrete Mathematics	4
MATH 12 Symbolic Logic	4
MATH 13 Introduction to Statistics	4
<b>Total Required Units</b>	<b>24-25</b>



## MATH 2

1701.00

### Pre-Calculus with Analytic Geometry

5 units: 5 hours lecture

Acceptable for credit: CSU, UC

Prerequisite: MATH 50 or 52C

Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential and logarithmic functions, 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. [CAN MATH 16]

## MATH 3A

1701.00

### Calculus I

5 units: 5 hours lecture

Acceptable for credit: CSU, UC

Prerequisite: MATH 2 or 1, and 50 or 52C

Theorems on limits and continuous functions, derivatives, differentials, applications; fundamental theorem of calculus, and applications, properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions. [CAN MATH 18][CAN MATH SEQ B: MATH 3A+3B][CAN MATH SEQ: C MATH 3A+3B+3C]

## MATH 3B

1701.00

### Calculus II

5 units: 5 hours lecture

Acceptable for credit: CSU, UC

Prerequisite: MATH 3A.

Applications of the definite integral, methods of integration, polar coordinates, parametric equations, infinite series, power series. [CAN MATH 20][CAN MATH SEQ B: MATH 3A+3B][CAN MATH SEQ: C MATH 3A+3B+3C]

## MATH 3C

1701.00

### Calculus III

5 units: 5 hours lecture

Acceptable for credit: CSU, UC

Prerequisite: MATH 3B.

Partial differentiation, Jacobians, transformations, multiple integrals, theorems of Green and Stokes, differential forms, vectors and vector functions, geometric coordinates, and vector calculus. [CAN MATH 22][CAN MATH SEQ C: MATH 3A+3B+3C]

MATH 3E 1701.00

**Linear Algebra**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Prerequisite: MATH 3A or (4B)

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.

[CAN MATH 26]

MATH 3F 1701.00

**Differential Equations**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Prerequisite: MATH 3C

Ordinary differential equations, first-order, second-order and higher order equations, separable and exact equations, series solutions, Laplace transformations, systems of differential equations. [CAN MATH 24]

MATH 11 1701.00

**Discrete Mathematics**

4 units: 4 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Prerequisite: MATH 3B

Mathematical induction, finite series, sets, relations and functions, introduction to trees, combinatorics, algebraic structures and probability. [CAN CSCI 26]

MATH 12 1701.00

**Symbolic Logic**

4 units: 4 hours lecture

Acceptable for credit: CSU, UC

Prerequisite: MATH 203 or 211D

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.

MATH 13 1701.00

**Introduction to Statistics**

4 units: 4 hours lecture

Acceptable for credit: CSU, UC

Prerequisite: MATH 203 or 211D

Introduction to theory and practice of statistics. Collecting data: Sampling; observational and experimental studies. Organizing data: Univariate and bivariate tables and graphs; histograms. Describing data: Measures of location, spread, and correlation. Theory: Probability; random variables; binomial and normal distributions. Drawing conclusions from data: Confidence intervals; hypothesis testing; z-tests, t-tests, and chi-square tests; one-way analysis of variance. Regression. Non-parametric methods. [CAN STAT 2]

MATH 15 1701.10

**Mathematics for Liberal Arts Students**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Prerequisite: MATH 203 or 211D

Fundamental ideas underlying modern mathematics: Elements from logic, sets and number systems; concepts of elementary algebra, geometry, topology, and combinations. [CAN MATH 4]

MATH 16A 1701.10

**Calculus for Business and Life/Social Sciences**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Prerequisite: MATH 1 or 2

Introduction to analytic geometry, differential and integral calculus of algebraic functions, particular attention paid to simple applications.

MATH 16B 1701.10

**Calculus for Business and Life/Social Sciences**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Prerequisite: MATH 16A or 3A

Continuation of differential and integral calculus; including transcendental functions, methods of integration, partial differentiation and multiple integration; particular attention to applications.

MATH 48AA-FZ 1701.00

**Selected Topics in Mathematics**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

MATH 49 1701.00

**Independent Study in Mathematics**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

MATH 50 1701.00

**Trigonometry**

3 units: 3 hours lecture

Acceptable for credit: CSU

Prerequisite: MATH 202, and 203 or 211D

Introduction to functional trigonometry including basic definitions, identities, graphs, inverse functions, trigonometric equations and applications, solution of triangles and applications, polar coordinates, complex numbers, and De Moivre's Theorem. [CAN MATH 8]



MATH 201 1701.00

### Elementary Algebra

4 units: 5 hours lecture

Prerequisite: MATH 225 or 250 or 251D or 253; or appropriate placement through multiple measures assessment process.

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.

MATH 202 1701.00

### Geometry

3 units: 3 hours lecture

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.

MATH 203 1701.00

### Intermediate Algebra

4 units: 5 hours lecture

Prerequisite: MATH 201 or 210D or appropriate placement through multiple measures assessment process.

Recommended Preparation: MATH 202.

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; sequences and series.

MATH 225 1701.70

### Mathematics for Technicians

3 units: 3 hours lecture

Prerequisite: MATH 250 or 251D, or 253; or appropriate placement based on a multiple-measure assessment process.

The course examines signed numbers, formulas, fractions, English and metric measurements, decimals, accurate readings of scales, and errors, simple algebra and geometry, reading graphs and use of the calculator.

MATH 248AA-FZ 1701.00

### Selected Topics in Mathematics

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

MATH 250 4930.41

### Arithmetic

3 units: 3 hours lecture (GR/CR/NC)

Note: Non-transferable, non-degree applicable.

Refresher course in the fundamental processes of whole

numbers, fractions, decimals and percents; metric system introduced and incorporated throughout the arithmetic material. Not open for credit to students who have completed or are concurrently enrolled in MATH 251A-D.

MATH 251A-D 4930.41

### Arithmetic [Self-Paced]

1-4 units (1 unit each level): 4 hours lecture (GR/CR/NC)

Note: Non-transferable, non-degree applicable.

Prerequisite: MATH 251A is prerequisite to 251B; MATH 251B is prerequisite to 251C; MATH 251C is prerequisite to 251D; or appropriate placement based on a multiple-measure assessment process.

Arithmetic of whole numbers and fractions (A). Arithmetic of decimals and percents (B). Ratio, proportion, arithmetic of measures including the English and metric systems (C). Application to consumer-oriented problems, introduction to the solution of equations and formulas (D). Not open for credit to students who have completed or are concurrently enrolled in MATH 250.

MATH 253 4930.41

### Pre-Algebra

3 units: 3 hours lecture (GR/CR/NC)

Note: Non-transferable, non-degree applicable.

Recommended Preparation: MATH 250 or 251D or appropriate placement through multiple measures assessment process.

Properties of real numbers, factoring and multiples, ratio and proportion, signed numbers, linear equations and formulas, powers and roots, percents and averages; English and metric measurements.

MATH 257 4930.30

### Learning Strategies in Algebra and Geometry

1-3 units: 1-3 hours lecture (GR/CR/NC)

Note: Non-transferable, non-degree applicable.

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Course introduces students to mastering introductory concepts in algebra and geometry. Students with learning disabilities will master learning strategies according to their learning strengths and weaknesses. This course is open entry/open exit.

MATH 258 4930.30

### Introduction to mathematical Concepts and Strategies

1-3 units: 1-3 hours lecture (GR/CR/NC)

Note: Non-transferable, non-degree applicable.

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Mastering quantitative concepts and developing problem solving skills in arithmetic. Students will master learning strategies in mathematics according to their learning strengths and weaknesses. This course is open entry/open exit.



# Mexican/Latin-American Studies (M/LAT)

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

## Courses required for the major:

		Units
HIST 5	History of Mexico	3
HIST 8A	Hist of Latin-American Civilization	3
HIST 8B	Hist of Latin-American Civilization	3

## Plus: Two courses (6 units) from the following electives:

HIST 17	History of the Mexican-American	3
HUMAN 51A <sup>1</sup>	Latin-American Folklore	3
HUMAN 51B <sup>1</sup>	Latin-American Folklore	3
HUMAN 51C <sup>1</sup>	Latin-American Folklore	3
M/LAT 2A <sup>1</sup>	Latin-American Folklore	3
M/LAT 2B <sup>1</sup>	Latin-American Folklore	3
M/LAT 2C <sup>1</sup>	Latin-American Folklore	3

## Plus: 3-5 units from the following electives, or any listed above:

ART 8A	Ethnic Arts of Middle America	3
ART 8B	Ethnic Arts of Middle America	3
HIST 53A <sup>1</sup>	Caribbean/Central America	3
HIST 53B <sup>1</sup>	Caribbean/Central America	3
M/LAT 3	Latin-Amer/Chicano Authors	3
M/LAT 18A <sup>1</sup>	Caribbean/Central America	3
M/LAT 18B <sup>1</sup>	Caribbean/Central America	3
POSCI 8	Tenant/Marriage/Consumer	3
SPAN 1A <sup>3</sup>	Elementary Spanish	5
SPAN 1B <sup>3</sup>	Elementary Spanish	5
SPAN 2A	Intermediate Spanish	5
SPAN 2B	Intermediate Spanish	5
SPAN 30A	Conversational Spanish	3
SPAN 30B	Conversational Spanish	3
48 and/or 49 with approval of division dean		0.5-5

**Total Required Units 18-20**

<sup>1</sup> Student may receive credit for one course only.

<sup>3</sup> Proficiency through the level of SPAN 1B is strongly recommended.

M/LAT 2A 2203.04

## Latin-American Folklore

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC.

Study of Latin-American folklore, including Spanish-speaking folk groups in the United States: Emphasis on indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on the ballads, folk humor, festivals, both religious and secular. Emphasis on Mexican and Mexican-American folklore. No knowledge of Spanish required. Also offered as HUMAN 51A. Not open for credit to students who have completed or are currently enrolled in HUMAN 51A.

M/LAT 2B 2203.04

## Latin-American Folklore

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC.

Study of Latin-American folklore, including Spanish-speaking folk groups in the United States: Emphasis on indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on the ballads, folk humor, festivals, both religious and secular. Emphasis on Central American and Caribbean folklore. No knowledge of Spanish required. Also offered as HUMAN 51B. Not open for credit to students who have completed or are currently enrolled in HUMAN 51B.

M/LAT 2C 2203.04

## Latin-American Folklore

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC.

Study of Latin-American folklore, including Spanish-speaking folk groups in the United States: Emphasis on indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on the ballads, folk humor, festivals, both religious and secular. Emphasis on South American folklore. No knowledge of Spanish required. Also offered as HUMAN 51C. Not open for credit to students who have completed or are currently enrolled in HUMAN 51C.



M/LAT 3 2203.04

### **Survey of Latin-American/ Chicano Authors**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC.

Survey of Latin American Authors. Chronological study of selected pre-Hispanic, Spanish colonial period and contemporary Latin literature in translation. Focuses on contemporary Chicano, Puerto Rican and Mexican authors with an emphasis on Latin American literary trends. Also offered as SPAN 51. Not open for credit to students who have completed or are currently enrolled in SPAN 51.

M/LAT 18A 2203.04

### **History and Culture of the Caribbean/Central America**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC.

History, culture, politics, social, and economic make-up of the Caribbean and Central American nations from Pre-Columbian days to the present. Emphasis on an understanding of contemporary institutions and events intended to be comparative in relation to Anglo-America. Pre-Columbian period to 1810. Also offered as HIST 53A. Not open for credit to students who have completed or are currently enrolled in HIST 53A.

M/LAT 18B 2203.04

### **History and Culture of the Caribbean/Central America**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC.

History, culture, politics, social, and economic make-up of the Caribbean and Central American nations from Pre-Columbian days to the present: Emphasis on an understanding of contemporary institutions and events; intended to be comparative in relation to Anglo-America. From 1810 to the present. Also offered as HIST 53B. Not open for credit to students who have completed or are currently enrolled in HIST 53B.

M/LAT 48AA-FZ 2203.04

### **Selected Topics in Mexican/Latin-American Studies**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

Acceptable for credit: CSU.

See section on Selected Topics.

M/LAT 49 2203.04

### **Independent Study- Mexican/Latin-American Studies**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

M/LAT 248AA-FZ 2203.04

### **Selected Topics in Mexican/Latin-American Studies**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

See section on Selected Topics.

## Music (MUSIC)

MUSIC 1A 1004.00

### **Musicianship**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Study of music theory: Clefs, key signatures, scales, intervals (diatonic and chromatic), chord structures (triads and dominant sevenths), and rhythm.

MUSIC 10 1004.00

### **Music Appreciation**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Survey designed to enhance the enjoyment of music with emphasis on listening; historical overview of the development of musical form through the centuries.

MUSIC 12A 1004.00

### **Introduction to Music Literature: Birth of Christ to 1827**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Chronological survey of various phases of stylistic growth in Western music: Early Christian beginnings to Beethoven.

MUSIC 12B 1004.00

### **Introduction to Music Literature: Romantic Period to Present**

3 units: 3 hours lecture (GR/CR/NC)

MUSIC 12A is not prerequisite to 12B.

Acceptable for credit: CSU, UC

Musical contributions of the 19th and 20th centuries.

MUSIC 15A 1004.00

### **Jazz, Blues and Popular Music in the American Culture**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Historical and critical analysis of unique American music: Environments from which its many forms have emerged and its role in social history; development of blues, folk, jazz, rock and other popular music forms in the 20th century.

MUSIC 15B 1004.00

### **Jazz, Blues and Popular Music in the American Culture**

3 units: 3 hours lecture (GR/CR/NC)

MUSIC 15A is not prerequisite to 15B

Acceptable for credit: CSU, UC

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 performance and interviews.

MUSIC 23A-D 1004.10

### **Stage Band**

2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Recommended Preparation: Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation.

Performing "Big Band" jazz arrangements. Public performance participation required.

MUSIC 25A-D 1004.10

### **College Choir**

2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)

Prerequisite: Ability to sing acceptably determined by instructor through audition.

Acceptable for credit: CSU, UC

Study and interpretation of a wide variety of accompanied and unaccompanied choral literature. Participation in public performances required.

MUSIC 36A-D 1004.00

### **Contemporary Jazz Band Studies**

2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Prerequisite: Ability to play a jazz oriented instrument proficiently

Study of materials and techniques unique to the contemporary jazz ensemble. The addition of jazz fusion, Latin, Bossa Nova, Samba and various other African/American styles to the more traditional Big Band Swing.

MUSIC 38A-D 1004.00

### **Elementary Piano**

1 unit, 1 hrs lec, 2 hrs lab

Acceptable for credit: CSU

Basic piano techniques and theory: Scales, arpeggios, and chord structures



MUSIC 42A-D 1004.00

### **Beginning Percussion**

1 unit: 1 hour lecture, 2 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Basic introduction to snare drumming; designed as a counterpart to the Beginning Winds course.

MUSIC 44A-D 1004.00

### **Beginning Winds**

1 unit: 1 hour lecture, 2 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Beginning course in wind instrument playing with the aim of establishing good basic techniques. Students provide their own instruments.

MUSIC 46A-D 1004.00

### **Voice**

1 unit: 1 hour lecture, 2 hours lab (GR/CR/NC)

Acceptable for credit: CSU, UC

Study of correct breathing, tone production, vocal technique, diction, stage deportment and song repertoire. Solo performance from memory required.

MUSIC 48AA-FZ 1004.00

### **Selected Topics in Music**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

Acceptable for credit: CSU

See section on Selected Topics.

MUSIC 49 1004.00

### **Independent Study in Music**

0.5-5 units: 0.5-5 hours lecture (GR/CR/NC)

See section on Independent Study.

MUSIC 248AA-FZ 1004.00

### **Selected Topics in Music**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab (GR/CR/NC)

See section on Selected Topics.



# Philosophy (PHIL)

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

## Courses required for the major:

		Units
PHIL 10	Logic	3
PHIL 20A	History of Philosophy	3
PHIL 20B	History of Philosophy	3

## Plus: Two courses (6 units) from the following electives:

PHIL 1	Introduction to Philosophy	3
PHIL 2	Social and Political Philosophy	3
PHIL 4	Philosophy of Religion	3
PHIL 5	Ethical Problems	3

## Plus: One course (3 units) from the following electives, including any listed above:

ENGL 27A	Bible as Literature: Old Test	3
ENGL 27B	Bible as Literature: New Test	3
POSCI 4	Political Theory	3
SOC 2	Social Problems	3
<b>Total Required Units</b>		<b>18</b>



PHIL 1 1509.00

## Introduction to Philosophy

3 units: 3 hours lecture

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. [CAN PHIL 2]

PHIL 2 1509.00

## Social and Political Philosophy

3 units: 3 hours lecture

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.

PHIL 4 1509.00

## Philosophy of Religion

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Perspective is both existential and historical. Existentially, the course introduces the student to the concepts that "religion" is personal, social and theological. Historically, the course examines common doctrines in the Semitic, Vedic and East Asian religions.

PHIL 5 1509.00

## Ethical Problems

3 units: 3 hours lecture

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. [CAN PHIL 4]

PHIL 10 1509.00

## Logic

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Consideration of logical problems of language, deduction and induction, fallacies, theory of argument, scientific method, study of correct reasoning, Aristotelian and modern logic.

[CAN PHIL 6]



PHIL 20A 1509.00

### **History of Philosophy**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Chronological development of leading philosophical perspectives that have been associated with Western Civilization: From the Ionians to the Scholastics.

PHIL 20B 1509.00

### **History of Philosophy**

3 units: 3 hours lecture

PHIL 20A is not prerequisite to 20B

Acceptable for credit: CSU, UC

Chronological development of leading philosophical perspectives that have been associated with Western Civilization: Renaissance to present.

PHIL 48AA-FZ 1509.00

### **Selected Topics in Philosophy**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

PHIL 49 1509.00

### **Independent Study in Philosophy**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

PHIL 248AA-FZ 1509.00

### **Selected Topics in Philosophy**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

## Physical Education (PE)

PE 2A-D	0835.00
<b>Aerobics</b>	
0.5 unit: 2 hours lab (GR/CR/NC)	
Acceptable for credit: CSU, UC	
Activity class: Development of cardiovascular and respiratory systems of the body through oxygen intake.	
PE 5A-D	0835.00
<b>Badminton</b>	
0.5 unit: 2 hours lab (GR/CR/NC)	
Acceptable for credit: CSU, UC	
Activity class: Fundamentals and skills in badminton.	
PE 7A-D	0835.00
<b>Basketball</b>	
0.5 unit: 2 hours lab (GR/CR/NC)	
Acceptable for credit: CSU, UC	
Activity class: Fundamentals and skills in basketball.	
PE 8A-D	0835.00
<b>Body Building</b>	
0.5 unit: 2 hours lab (GR/CR/NC)	
Acceptable for credit: CSU, UC	
Activity class: Use of weights to build strength, stamina, and power in various muscle groups.	
PE 9A-D	0835.00
<b>Body Conditioning</b>	
0.5 unit: 2 hours lab (GR/CR/NC)	
Acceptable for credit: CSU, UC	
Activity class: Emphasis on muscle tone, stretching, and development of aerobic capacity.	
PE 10A-D	0835.00
<b>Bowling</b>	
0.5 unit: 2 hours lab (GR/CR/NC)	
Acceptable for credit: CSU, UC	
Activity class: Fundamentals and skills in bowling.	
PE 12A-D	0835.00
<b>Flag Football</b>	
0.5 unit: 2 hours lab	
Acceptable for credit: CSU, UC	
Activity class: Football skills, fundamentals, and techniques.	

PE 14A-D	0835.00
<b>General Exercise</b>	
0.5 unit: 2 hours lab (GR/CR/NC)	
Acceptable for credit: CSU, UC. Activity class: Development of muscular strength and endurance of the cardiovascular and respiratory systems; flexibility, agility, coordination and balance; principles of body mechanics and kinesiology.	
PE 15A-D	0835.00
<b>Golf</b>	
0.5 unit: 2 hours lab	
Acceptable for credit: CSU, UC	
Activity class: Basic golf skills and knowledge. Progression from practice range to the golf course.	
PE 21A-D	0835.00
<b>Live Longer Fitness</b>	
0.5 unit: 2 hours lab (GR/CR/NC)	
Acceptable for credit: CSU, UC	
Activity class: Increase in body fitness and endurance through aerobics, weight training, jogging, tennis, volleyball, and basketball.	
PE 30A-D	0835.00
<b>Soccer</b>	
0.5 unit: 2 hours lab	
Acceptable for credit: CSU, UC	
Activity class: Fundamentals and skills in soccer.	
PE 35A-D	0835.00
<b>Tennis</b>	
0.5 unit: 2 hours lab	
Acceptable for credit: CSU, UC	
Activity class: Fundamentals and skills in tennis.	
PE 38A-D	0835.00
<b>Volleyball</b>	
0.5 unit: 2 hours lab (GR/CR/NC)	
Acceptable for credit: CSU, UC	
Activity class: Fundamentals and skills in volleyball.	
PE 39A-D	0835.00
<b>Weight Training</b>	
0.5 unit: 2 hours lab (GR/CR/NC)	
Acceptable for credit: CSU, UC	
Activity class: Use of weights to build various muscle groups and increase their power and strength.	

- PE 44A-D 0835.00  
**Aerobic Weight Lifting**  
 0.5 unit: 2 hours lab (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Activity class: Weight training using aerobic techniques.
- PE 48AA-FZ 0835.00  
**Selected Topics in Physical Education**  
 0.5-5 units: 0-5 hours lecture, 0-15 hours lab  
 Acceptable for credit: CSU  
 See section on Selected Topics.
- PE 49 0835.00  
**Independent Study in Physical Education**  
 0.5-5 units: 0.5-5 hours lecture  
 See section on Independent Study.
- PE 50 0835.00  
**Adaptive Physical Education**  
 1-2 units: 1 hour lecture, 0-3 hours lab  
 Acceptable for credit: CSU, UC  
 Practical consideration of physical education activities, programs, and individualization of instruction for the sensory, motor, and orthopedically disabled child and adult.
- PE 56A-C 0835.00  
**Basketball - Fundamentals**  
 2 units: 2 hours lecture (GR/CR/NC)  
 Corequisite: PE 7  
 Acceptable for credit: CSU, UC  
 Knowledge of strategy, rules, and principles of team play; emphasis on fundamental skill development.
- PE 57 0835.00  
**Basketball - Officiating**  
 1 unit: 1 hour lecture, 1 hour lab  
 Acceptable for credit: CSU, UC  
 Development of officiating skills leading to greater understanding and appreciation of the sport and to potential job placement.
- PE 58A-B 0835.00  
**Basketball – Theory and Practice**  
 2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Theory and practice of Basketball fundamentals.
- PE 68 0835.00  
**Sports Officiating**  
 1 unit: 1 hour lecture, 1 hour lab  
 Acceptable for credit: CSU, UC  
 Theory and practical application of officiating rules and techniques in a wide variety of sports such as basketball, football, baseball, soccer, tennis, volleyball.

- PE 71A-B 0835.00  
**Tennis – Theory and Practice**  
 2 units: 1 hour lecture, 3 hours lab (GR/CR/NC)  
 Acceptable for credit: CSU, UC  
 Vigorous training sessions and practice exercises to develop competitive tennis skills: Footwork, strokes and offensive/defense strategy.
- PE 91A-D 0835.50  
**Basketball – Men [Intercollegiate]**  
 1.5 units: 5 hours lab  
 Acceptable for credit: CSU, UC  
 Application of theory, team organization, technique, strategy, and leadership in competition with other colleges.
- PE 99A-B 0835.50  
**Tennis – Men/Women [Intercollegiate]**  
 3 units: 10 hours lab  
 Acceptable for credit: CSU, UC  
 Fundamentals of intercollegiate competition: Theory, team organization, techniques, and strategy.
- PE 101A-B 0835.50  
**Volleyball – Women [Intercollegiate]**  
 3 units: 10 hours lab  
 Acceptable for credit: CSU, UC  
 Fundamentals of intercollegiate competition: Theory, team organization, techniques, strategy, and team leadership.
- PE 248AA-FZ 0835.00  
**Selected Topics in Physical Education**  
 0.5-5 units: 0-5 hours lecture, 0-15 hours lab  
 See section on Selected Topics.
- PE 801 6822.00  
**Aerobics**  
 0 units: 18 term-hours lab (Fee-based)  
 Activity class: Development of cardiovascular and respiratory systems of the body through oxygen intake.
- PE 806 6822.00  
**Bowling**  
 0 units: 2 hours lab (Fee-based)  
 Activity class: Basic skills for proper bowling technique with additional emphasis on the rules of the game and scoring.
- PE 848AA-FZ 6822.00  
**Selected Topics in Physical Education**  
 0 units: 0-5 hours lecture, 0-15 hours lab  
 Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.



## Physical Science (PHYSC)    Physics (PHYS)

PHYSC 48AA-FZ 1901.00

### Selected Topics in Physical Science

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

PHYSC 49 1901.00

### Independent Study in Physical Science

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

PHYSC 248AA-FZ 1901.00

### Selected Topics in Physical Science

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

PHYS 4A 1902.00

### General Physics with Calculus

5 units: 4 hours lecture, 3 hours lab

Prerequisite or Corequisite: MATH 3A or (4B)

Recommended Preparation: PHYS 10

Acceptable for credit: CSU, UC

Intensive study of mechanics, properties of matter, wave motion and sound. [CAN PHYS 8][CAN PHYS SEQ B: PHYS 4A+4B+4C]

PHYS 4B 1902.00

### General Physics with Calculus

5 units: 4 hours lecture, 3 hours lab

Prerequisite: PHYS 4A

Prerequisite or Corequisite: MATH 3B or (4C)

Acceptable for credit: CSU, UC

Intensive study of electricity, heat, thermo-dynamics, and magnetism. [CAN PHYS 12][CAN PHYS SEQ B: PHYS 4A+4B+4C]

PHYS 4C 1902.00

### General Physics with Calculus

5 units: 4 hours lecture, 3 hours lab

Prerequisite: PHYS 4B

Prerequisite or Corequisite: MATH 3C or (4D)

Acceptable for credit: CSU, UC

Intensive study of optics, relativity, and quantum mechanics. [CAN PHYS 14][CAN PHYS SEQ B: PHYS 4A+4B+4C]



PHYS 10 1902.00

### Introduction to Physics

4 units: 4 hours lecture (GR/CR/NC)

Recommended Preparation: MATH 201 or 210D or (204B), and MATH 202.

Acceptable for credit: CSU, UC

Elementary introduction to the field of physics: Mechanics, heat, electricity and magnetism, sound, optics, and modern physics. Not open for credit to students who have completed PHYS 2A-2C or 4A-4B-4C.

PHYSC 48AA-FZ 1902.00

### Selected Topics in Physics

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

PHYS 49 1902.00

### Independent Study in Physics

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

PHYSC 248AA-FZ 1902.00

### Selected Topics in Physics

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

PHYSC 848AA-FZ 6822.00

### Selected Topics in Physics

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

# Political Science (POSCI)



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

### Courses required for the major:

	<b>Units</b>
POSCI 1 Government/Politics in the U.S.	3
POSCI 2 Comparative Government	3
POSCI 6 Criminal Due Process	3
POSCI 10 Internet and the Study of Government	3

### Plus: Two courses (6 units) from the following electives:

ANTHR 3 Intro to Social/Cultural Anthr	3
GEOG 2 Cultural Geography	3
HIST 7A History of U.S. to 1877	3
HIST 7B History of U.S. Since 1865	3
HIST 32 The United States Since 1945	3
POSCI 3 International Relations	3
POSCI 4 Political Theory	3
POSCI 18 The American Presidency	3
SOC 2 Social Problems	3
SOC 3 Sociology of Women	3
SOC 5 Minority Groups	3
<b>Total Required Units</b>	<b>18</b>

POSCI 1 2207.00

## Government and Politics in the United States

3 units: 3 hours lecture(GR/CR/NC)

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. [CAN GOVT 2]

POSCI 2 2207.00

## Comparative Government

3 units: 3 hours lecture

Acceptable for credit: CSU and UC

Comparative analysis of political leadership, citizenship participation, centers of power, and political problems of selected governments.

POSCI 3 2207.00

## International Relations

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Nature of relations among nation-states; analysis of basic forces affecting the formulation of foreign policy; dynamics of international politics; survey of rise and development of nation- state system; problems of nationalism and imperialism with emphasis on development since World War II; evolution and operation of the United Nations.

POSCI 4 2207.00

## Political Theory

3 units: 3 hours lecture

Acceptable for credit: CSU, UC

Examination of various theoretical approaches to politics and of basic political problems and proposed solutions: Analysis of selected political theories and ideologies; relevance of theory to contemporary problems; new approaches to political thought.

POSCI 6 2207.00

## The U.S. Constitution and Due Process

3 units: 3 hours lecture

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); concept of due process; applications of principles and practices to everyday life; search and seizure.

POSCI 8 2207.00

**Everyday Legal Problems:  
Tenant/Marriage/Consumer**

3 units: 3 hours lecture

Acceptable for credit: CSU

An examination of common civil law issues, problems and remedies; small claims and traffic court, landlord-tenant, welfare, consumer, juvenile and domestic (marriage, divorce, separation, living together) law.

POSCI 10 2207.00

**Internet and the Study  
of Government**

3 units: 2 hours lecture, 3 hours lab (GR/CR/NC)

Acceptable for credit: CSU

Exploration, study, and research of government laws, processes, and documents via online interaction with its officials and the mass media.

POSCI 16 2207.00

**State and Local Government**

3 units: 3 hours lecture

Acceptable for credit: CSU

Survey of government institutions and politics in California and the San Francisco Bay Area: Development of public policy and current issues such as federalism, elections, taxation, land uses and political parties.

POSCI 18 2207.00

**The American Presidency**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC.

Structure, function and historical development of the Office of the President from George Washington to present: President as chief diplomat, Commander-in-Chief, party leader, executive- legislative relations.

POSCI 48AA-FZ 2207.00

**Selected Topics in Political Science**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU.

See section on Selected Topics.

POSCI 49 2207.00

**Independent Study in Political Science**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

POSCI 248AA-FZ 2207.00

**Selected Topics in Political Science**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

POSCI 848AA-FZ 6822.00

**Selected Topics in Political Science**

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

# Psychology (PSYCH)

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

## Courses required for the major:

	Units	
PSYCH 1A	Intro to General Psychology	3
PSYCH 1B	Intro to General Psychology	3

## Plus: Four courses (12 units) from the following electives:

PSYCH 3	Intro to Personality Theory	3
PSYCH 7A	Psychology of Childhood	3
PSYCH 7B	Adolescent Psychology	3
PSYCH 8	Psych of Intimate Relationships	3
PSYCH 9A	Interpersonal Relations	3
PSYCH 9B	Interpersonal Relations	3
PSYCH 12	Human Sexuality	3
PSYCH 13A	Myth, Symbol & Folklore	3
PSYCH 13B	Myth, Symbol & Folklore	3
PSYCH 18	Psych of Minority Groups	3
PSYCH 24	Abnormal Psychology	3

**Required Semester Units 18**

PSYCH 1A 2001.00

## Introduction to General Psychology

3 units: 3 hours lecture

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. [CAN PSY 2]

PSYCH 1B 2001.00

## Introduction to General Psychology

3 units: 3 hours lecture

PSYCH 1A is not a prerequisite to 1B.

Acceptable for credit: CSU, UC.

Continuation of PSYCH 1A with the addition of psychological research methods and principles of behavior modification.

PSYCH 3 2001.00

## Introduction to Personality Theory

3 units: 3 hours lecture

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).

PSYCH 7A 2001.00

## Psychology of Childhood

3 units: 3 hours lecture

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.

PSYCH 7B 2001.00

## Adolescent Psychology

3 units: 3 hours lecture

Acceptable for credit: CSU, UC.

Study of adolescence with emphasis on psycho-social factors influencing peer relationships, attitudes towards parents and other adults, and induction into adult society.

PSYCH 8 2001.00

## Psychology of Intimate Relationships

3 units: 3 hours lecture

Acceptable for credit: CSU.

Skills, aptitudes and insights necessary for establishing and maintaining a satisfying intimate relationship in a marriage or other intimate lifestyle.



PSYCH 9A-B 2001.00

**Psychology of Interpersonal Relations**

3 units: 3 hours lecture (GR/CR/NC)

PSYCH 9A is not a prerequisite to 9B.

Acceptable for credit: CSU, UC.

A group approach to the study of interpersonal relations dealing with the principles of adjustment psychology from Rogerian, Gestalt, Jungian, Humanistic, and other schools of thought applicable to issues raised by students.

PSYCH 12 2001.00

**Human Sexuality**

3 units: 3 hours lecture

Acceptable for credit: CSU, UC.

Explores and analyzes the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural, urogenital system of both sexes, birth control devices, and pregnancy.

PSYCH 13A-B 2001.00

**Myth, Symbol, and Folklore**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC.

Study of the psychological basis underlying symbols, myths and folktales which has assured their perpetuation and can lead to a deeper understanding of life. Also offered as HUMAN 13AB. Not open for credit to students who have completed or are currently enrolled in HUMAN 13A-B.

PSYCH 18 2001.00

**Psychology of Minority Groups**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC.

Examination and application of the philosophical roots related to the psychological principles and behavioral modalities expressed by people of color. An exploration of certain key principles related to Latin-American, Asian-American, Native-American, and African-American mentalities will be reviewed. Self-conception, identity, personality, and consciousness are some of the psycho-behavioral modalities and/or dynamics which will be examined.

PSYCH 24 2001.00

**Abnormal Psychology**

3 units: 3 hours lecture

Prerequisite: PSYCH 1A

Acceptable for credit: CSU.

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.

PSYCH 48AA-FZ 2001.00

**Selected Topics in Psychology**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU.

See section on Selected Topics.

PSYCH 49 2001.00

**Independent Study in Psychology**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

PSYCH 248AA-FZ 2001.00

**Selected Topics in Psychology**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

PSYCH 848AA-FZ 6822.00

**Selected Topics in Psychology**

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

## Sociology (SOC)

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

The study of Society at College of Alameda shall help 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 would allow for entry level positions into business and government.

### Courses required for the major:

		<b>Units</b>
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3

### Plus: One (1) course (3 units) from the following electives:

SOC 3	Sociology of Women	3
SOC 5	Minority Groups	3

### Plus: Three (3) courses (9-10 units) from the following electives, or any listed above:

ANTHR 3	Intro to Social/Cultural Anthr	3
MATH 13	Introduction to Statistics	4
PSYCH 1A	Intro to General Psychology	3
PSYCH 1B	Intro to General Psychology	3
PSYCH 7A	Psychology of Childhood	3
PSYCH 7B	Adolescent Psychology	3
<b>Total Required Units</b>		<b>18-19</b>

SOC 1 2208.00

### Introduction to Sociology

3 units: 3 hours lecture

Acceptable for credit: CSU, UC.

Introduction to sociology: Analysis of human group life through principles, concepts and theories. [CAN SOC 2]

SOC 2 2208.00

### Social Problems

3 units: 3 hours lecture

Acceptable for credit: CSU, UC.

Study of society through the application of sociological principles and critical thinking skills to the identification and analysis of selected social problems: Poverty, racism/sexism, drug abuse, crime, population control. [CAN SOC 4]

SOC 3 2208.00

### Sociology of Women

3 units: 3 hours lecture (GR/CR/NC)

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; emphasis on current trends of the movement. Also offered as HIST 56. Not open for credit to students who have completed or are currently enrolled in HIST 56.

SOC 5 2208.00

### Minority Groups

3 units: 3 hours lecture

Acceptable for credit: CSU, UC.

Analysis of racial, religious, and ethnic minority groups; general principles of dominant-minority group relations.

SOC 13 2208.00

### The Sociology of the Family

3 units: 3 hours lecture

Acceptable for credit: CSU, UC.

Social forces and emotional factors which contribute to marriage and family ties: The changing economy and values on the relationships between men and women, parents and children.

SOC 48AA-FZ 2208.00

### Selected Topics in Sociology

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU.

See section on Selected Topics.

SOC 49 2208.00

### Independent Study in Sociology

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

SOC 248AA-FZ 2208.00

### Selected Topics in Sociology

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

SOC 848AA-FZ 6822.00

### Selected Topics in Sociology

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

## Spanish (SPAN)

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

### Courses required for the major:

		Units
SPAN 1A	Elementary Spanish	5
SPAN 1B	Elementary Spanish	5
SPAN 2A	Intermediate Spanish	5

### Plus: Two (2) courses (6 units) from the following electives:

HUMAN 51A <sup>1</sup>	Latin-American Folklore	3
HUMAN 51B <sup>1</sup>	Latin-American Folklore	3
HUMAN 51C <sup>1</sup>	Latin-American Folklore	3
M/LAT 2A <sup>1</sup>	Latin-American Folklore	3
M/LAT 2B <sup>1</sup>	Latin-American Folklore	3
M/LAT 2C <sup>1</sup>	Latin-American Folklore	3
M/LAT 3	Latin-American/Chicano Authors	3
M/LAT 18A	Caribbean/Central America	3
M/LAT 18B	Caribbean/Central America	3
SPAN 20A	Readings in Spanish	5
SPAN 20B	Readings in Spanish	5
48 or 49 with approval of division dean		0.5-5
<b>Total Required Units</b>		<b>21</b>

<sup>1</sup> Students may receive credit for one course only.



SPAN 1A 1105.00

### Elementary Spanish

5 units: 5 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Note: Equivalent to two years of high school Spanish

Study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Spanish-American life and culture.

[CAN SPAN 2][CAN SEQ A: SPAN 1A+1B]

SPAN 1B 1105.00

### Elementary Spanish

5 units: 5 hours lecture (GR/CR/NC)

Prerequisite: SPAN 1A.

Acceptable for credit: CSU, UC

Study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Spanish-American life and culture. [CAN SEQ A: SPAN 1A+2B]

SPAN 2A 1105.00

### Intermediate Spanish

5 units: 5 hours lecture (GR/CR/NC)

Prerequisite: SPAN 1B.

Acceptable for credit: CSU, UC

Grammar review, conversation, composition, reading and aural-oral practice.

[CAN SPAN 8][CAN SEQ B: SPAN 2A+2B]

SPAN 2B 1105.00

### Intermediate Spanish

5 units: 5 hours lecture (GR/CR/NC)

Prerequisite: SPAN 2A.

Acceptable for credit: CSU, UC

Selected readings from Spanish and Latin- American literature, grammar review and advanced composition and conversation.

[CAN SPAN 10][CAN SEQ B: SPAN 2A+2B]

SPAN 20A 1105.00

### Readings in Spanish

5 units: 5 hours lecture (GR/CR/NC)

Acceptable for credit: CSU.

Develop and improve reading skills in Spanish; practice in conversation and composition; review of grammar. Focus on learning and improving reading skills by reading from Cultural Readers in Spanish.



SPAN 20B 1105.00

### **Readings in Spanish**

5 units: 5 hours lecture (GR/CR/NC)

Prerequisite: SPAN 20A.

Acceptable for credit: CSU.

Continued improvement by the reading of Spanish and Latin American short stories and legends in Spanish.

SPAN 30A 1105.00

### **Beginning Conversational Spanish**

3 units: 3 hours lecture (GR/CR/NC)

Acceptable for credit: CSU.

Use of modern colloquial Spanish in conversation; elementary grammar.

SPAN 30B 1105.00

### **Beginning Conversational Spanish**

3 units: 3 hours lecture (GR/CR/NC)

Recommended Preparation: SPAN 30A.

Acceptable for credit: CSU.

Use of modern colloquial Spanish in conversation; elementary grammar.

SPAN 48AA-FZ 1105.00

### **Selected Topics in Spanish**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU.

See section on Selected Topics.

SPAN 49 1105.00

### **Independent Study in Spanish**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

SPAN 51 1105.00

### **Survey of Latin American and Chicano Authors**

3 units: 3 hours lecture (GR/CR/NC)

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. Also offered as M/LAT 3. Not open for credit to students who have completed or are currently enrolled in M/LAT 3.

SPAN 232 1105.00

### **Conversational Spanish for Health Services Personnel**

3 units: 3 hours lecture (GR/CR/NC)

Study and practice of basic conversation patterns in the Spanish language for use in medical and dental offices, hospitals and clinics.

SPAN 248AA-FZ 1105.00

### **Selected Topics in Spanish**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.



# Theatre Arts (THART)

THART 1 1007.00

## **Introduction to the Theater Arts**

2 units: 2 hours lecture

Acceptable for credit: CSU, UC.

Survey of the world of performing arts with an emphasis on the historical development of the dramatic arts.

THART 48AA-FZ 1007.00

## **Selected Topics in Theater Arts**

0.5-5 units: 0-5 hours lecture , 0-15 hours lab

Acceptable for credit: CSU.

See section on Selected Topics.

THART 248AA-FZ 1007.00

## **Selected Topics in Theater Arts**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

THART 848AA-FZ 6822.00

## **Selected Topics in Theater Arts**

0 units: 0-5 hours lecture, 0-15 hours lab

Designed for study of topics not covered by regular catalog offerings. Course content and hours to be determined by the appropriate department in relation to community interest and/or available staff. May be offered as a seminar, lecture, or laboratory class. Additional courses may be offered under the 948 series.

# Vietnamese (VIET)



## VIET 1A 1117.20 **Elementary Vietnamese**

5 units: 5 hours lecture (GR/CR/NC)

Acceptable for credit: CSU, UC

Note: Equivalent to two years of high school Vietnamese

Introduction to spoken and written Vietnamese: A beginning course which provides exposure to Vietnamese Language and culture. Emphasis on listening comprehension, oral practice, grammar, vocabulary building, and elementary readings.

## VIET 1B 1117.20 **Elementary Vietnamese**

5 units: 5 hours lecture (GR/CR/NC)

Prerequisite: VIET 1A.

Acceptable for credit: CSU, UC

Continuation of Elementary Vietnamese I. Strengthens reading comprehension and develops writing skills to advanced levels of communicative competence.

## VIET 2A 1117.20 **Intermediate Vietnamese**

5 units: 5 hours lecture

Prerequisite: VIET 1B

Acceptable to: CSU

In-depth lessons for a higher level study and practice in all basic language skills, grammar, and vocabulary building, exploration of the Vietnamese structure, and growth in cultural understanding.

## VIET 2B 1117.20

### **Intermediate Vietnamese**

5 units: 5 hours lecture

Prerequisite: VIET 2A.

Acceptable to: CSU

Continuation of Intermediate Vietnamese: In-depth studies and practice at a higher level in Vietnamese all basic language skills, grammar, vocabulary building, language structure and use, and further knowledge of cultural understanding and appreciation.

## VIET 48AA-FZ 1117.20

### **Selected Topics in Vietnamese**

0.5 units: 0-5 hours lecture, 0-15 hours lab

Acceptable for credit: CSU

See section on Selected Topics.

## VIET 49 1117.20

### **Independent Study in Vietnamese**

0.5-5 units: 0.5-5 hours lecture

See section on Independent Study.

## VIET 248AA-FZ 1117.20

### **Selected Topics in Vietnamese**

0.5-5 units: 0-5 hours lecture, 0-15 hours lab

See section on Selected Topics.

# Faculty/Staff

## Ali, Sami

Electronics Technician

## Albright, Scott

Diesel Mechanics  
AA, Chabot College

## Allen, Wise

VP of Instruction 2005-2006  
BA, San Francisco State. U.  
MSW, Howard University  
Social Science Certificate, UC Berkeley  
Ph.D., Wright Institute

## Alvarez-Bollentino, Laura

Articulation Officer  
AA, Ohlone College  
BA, MS, California State University, Hayward

## Anderson, Sherry

Financial Aid Specialist  
AA, College of Alameda

## Andrews, Cynthia R.

Child Care Specialist

## Andrews, William R.

Auto Body & Paint  
Voc. Ed. Credential, UC Berkeley

## Armstrong, Shirley

Admissions & Records  
AA, College of Alameda

## Arndt-Greenspan, Mary K.

Secretary, Business & Transportation  
AA, College of Alameda

## Ashford, Ed

Custodian

## Baker Deidre

Mathematics  
BA, CSU Sacramento  
MA, UC Berkeley

## Bajrami, Diana

Economics  
MA, MSW, CSU Sacramento

## Barksdale, Willard

Dept. Network Coordinator  
AA, College of Alameda

## Barnett, Janet V.

Staff Assistant, Admin. Svcs.

## Barnett, Patricia A.

Library Technician

## Beltran, Barbara

Sr. Clerical Assistant, Arts & Letters

## Benecke, Gary

Aviation Maintenance Technology  
AA, Diablo Valley College  
AS, BS, Cogswell College  
A&P Certificate

## Benavides, Dominique

Staff Asst/ Vice President's Office  
BA, Mills College

## Bias, Brenda J.

Transfer Coordinator/Counselor  
BA, Pasadena College  
MS, Univ. of Southern California

## Bledsoe, Janice

Sr. Clerical Assistant, Student Services  
AS, College of Alameda

## Brem, Robert J.

Political Science, Psychology/Counseling  
AA Scottsdale Community College  
BS, MA, MC Arizona State University  
NCC, National Board for Certified Counselors  
Certificate, ASU Nonprofit Management Institute

## Bryant, Marcean

Admissions & Records Specialist

## Byrne, John M., Jr.

Toolroom Keeper, Auto Body & Paint

## Camara, Joe

College Network Coordinator

## Campbell, Carlotta

Communication  
BA, UC Santa Barbara  
MA, (Education) San Francisco State University  
MA, (Communications) San Francisco State University

## Carter, Yvonne

Dental Assisting  
BA, St. Mary's College

## Celhay, Lilia

Student Personnel Services Specialist  
BA, CSU East Bay  
MS, CSU East Bay  
TESOL Certificate, CSU East Bay

## Cervantes, Cecilia

President  
BA, University of Texas, El Paso  
M.Ed., University of Texas, El Paso  
Ph.D., University of Colorado, Boulder

**Chan, Edythe J.**

English, ESL  
BA, MA, Mills College  
TESOL Certificate, UC Berkeley

**Chin, Susan W.**

Business, CIS  
BA, UC Berkeley  
MBA, National University

**Chung, Leonard C.**

Business, CIS  
BS, University of San Francisco  
MBA, San Francisco State University

**Compton, Kerry**

Vice President, Student Services  
BA, Stanford University  
MS, San Francisco State University  
Ed.D., University of San Francisco

**Corrales, Hector R.**

Counselor  
BA, Pepperdine University  
MS, University of Southern California

**Counsell, Cynthia**

Secretary, Student Services  
AA, College of Alameda

**Custino, Michele**

DSP&S Adapted Computer Learning Tech  
AA, College of Alameda

**Darcey, Nancy**

Learning Disability Specialist, DSPS  
BA, Eastern Michigan University  
MS, California State University Hayward

**Denoncourt, Patricia A.**

Program Specialist/Assessment & Tutorial  
BA, UC Berkeley

**Dinh, Kim**

Sr. Clerical Assistant, Applied Arts & Sciences  
AS, Laney College

**Draper, Cecil, T.**

Mathematics  
BS, Lane College  
MA, UC Berkeley

**Dudley, Patricia A.**

Health Services Coordinator  
BS, D'Youville College, Buffalo, NY  
MS, State University of New York at Buffalo  
DC, Life Chiropractic College West, San Lorenzo, CA

**Duncan, Maureen**

Business/CIS  
MA, CSU Hayward

**Edgar, Gloria**

Staff Asst/ Vice President's Office

**Elaidy, Maha**

Counselor  
BA, MS, CSU Hayward

**Espinosa, Rosa**

Child Care Assistant II  
Children's Center Teacher Permit, State of California  
Commission on Teacher Credentialing

**Fellman, Leonard**

Mathematics  
BA, Princeton University  
MA, UC Berkeley

**Ferrer, Carlos**

Physical Education Attendant

**Ferrero, Christa**

ESL  
BS, UC Davis  
MA, St. Mary's College

**Finlayson, Angelita M.**

Financial Aid Program Supervisor  
AA, Laney College  
Voc. Ed. Credential, UC Berkeley  
BA, Holy Names College

**Fuller, James, Jr.**

Custodian

**Gandara, Angelina**

Program Specialist/EOPS  
BA, UC Santa Barbara



**Garmon, John**

English  
BS, MA, West Texas A&M  
PhD, Ball State University

**Golebiewski, Greg**

Research and Planning Officer  
BA, MA, Warsaw University  
MA Northwestern University

**Green, Debbie A.**

Counselor, DSPS  
BA, CSU Northridge  
MA, National University

**Greenspan, Richard L.**

Automotive Technology  
BA, MA, Stanford University

**Grill, Bob N.**

Computer Information Systems  
BGS, Ohio University

**Gu, Yuan X**

Custodian

**Gulley Pacheco, Mary**

Library Technician  
AA, Chabot College

**Gunter, George D.**

Aviation Maintenance Technology  
AA, Pasadena City College

**Haberlin, Rita D.**

Geology, Geography  
BA, Dip. Ed., MA, B. Litt., Oxford University

**Haggerty, Samuel, Jr.**

Physical Education  
BS, MS, Utah State University

**Hall, Steve**

Academic Support Services Specialist  
BS, Calif. State Polytechnic U.

**Hall, Stewart E.**

Auto Body & Paint

**Harvey, John**

EOPS Counselor  
BS, Northwestern University  
MS, John F. Kennedy University

**Henry, Sandra G.**

Workforce Development Coordinator  
BA, Antioch University  
MA, John F. Kennedy University  
Employment Specialist Certificate, USF

**Hernandez, David J.**

Art  
BFA, University of Illinois  
MA, UC Berkeley

**Hopkins, Camille**

Student Personnel Services Specialist  
BA, UC Berkeley

**Hughes, Joy B.**

Women's Locker Room Attendant  
AA, College of Alameda

**Jackson, Jannett**

VP of Instruction 2006-2007  
MA, CSU Fresno  
PhD, University of Texas

**Janssen, Shannon N.**

Aviation Toolroom Keeper

**Jaramillo, Edward**

Automotive Technology  
AA, Chabot College  
BGS, Indiana University

**Jianoran, Nimfa C.**

Sr. Clerical Assistant, Instruction  
BS, Angeles University

**Johnson, Brenda**

Dean, Student Services  
BA, MS, San Francisco State University

**Jones, Maurice A.**

English, American Studies, Spanish  
BA, MA, UC Berkeley

**Jordan, Myron**

Physical Education  
BA, University of the Pacific  
MA, CSU Sacramento

**Kelly, Jennifer**

Front Office Clerk, Children's Center

**Kircher, Ann B.**

Biology  
BA, Washington University  
MA, Duke University

**Lastra, Irma**

Child Care Specialist  
BA, CSU Hayward  
Children's Center Teacher Permit, State of California  
Commission on Teacher Credentialing

**Llamas, Octavio**

Custodian

**Lee, Joyce Chu**

Admin. Asst/President's Office

AA, Merritt College

**Lee-Pang, Ava**

Supervisor, Admin. &amp; Bus. Support Services

AA, Laney College

**Lengel, Helena**

Biology Laboratory Technician

BS, UC Berkeley

**Leonard, Mimi**

English, English as a Second Language

BA, MA, San Francisco State Univ.

**Lewis-Franklin, Brenda J.**

Secretary, Applied Arts &amp; Sciences

BA, Patten College

MDiv., American Baptist Seminary of the West

**Lizardo, Marivic**

Secretary, Arts &amp; Letters

**Loretto, Eddie**

History

BA, UC Davis

MA, CSU Hayward

**Maffett, Denise**

Staff Assistant, DSPS

**Maney, Charlene M.**

Sr Clerical Assistant, BAT

AA, College of Alameda

**Marro, Greg**

Program Specialist, Transfer Center

AA, City College of San Francisco

BA, San Francisco State University

**Maxwell, Helene**

DSPS Coordinator

BS, Southern Connecticut State Univ.

MA, San Francisco State University

**Montague, Muriel D.**

Bursar

AA, College of Alameda

BA, St. Mary's College

**Mortensen, Usha**

Intake Specialist, One Stop Career Center

**Nagle, David G.**

Staff Assistant, Admin. Services

**Nathaniel, Shuntel**

Sr. Clerical Assist., Admin. Services

**Natrass, Owen**

Cook, Children's Center

Graduate - Western Culinary Institute, Portland, Oregon

**Nguyen, Thoi**

Child Care Assistant II

Midwife Certified-Tran Hung Dao Medical School, Saigon, Vietnam

AA, Merritt College

Child Development Teacher Permit, State of California

Commission on Teacher Credentialing

**Noorbakhsh, Rahim**

Mathematics

BS, MS, Calif. State Polytechnic U.

**Olan, Angel**

Lead Custodian

**Olive, Rochelle**

Business

AA, College of Alameda

BS, Golden Gate University

**O'Neal, Anna**

Tutorial/Assessment Service Asst.

BS, UC Santa Cruz

**Ortega, Evaristo**

Custodian

**Payne, Michael N.**

Mathematics

BS, MS, (Math) University of Illinois

MS, (Computer Science) University of Illinois

Ph.D, UC (Math) Berkeley

**Pearson, Glen L.**

Music

Bachelor of Music, San Francisco State U.

MA, New York University

**Perkins, Gary E.**

Computer Information Systems

BS, Ohio University

MBA, Keller Graduate School of Management

**Perkins, Monique Y.**

Program Specialist/ Employer Liaison

**Pernell, Kelly**

Mathematics

BA, UC Berkeley

MA, San Francisco State University

**Pham, Lan Huong**

Financial Aid &amp; Placement Assistant

AA, College of Alameda

**Piazza, Derek**

Apparel Design &amp; Merchandising

BA, Wayne State University

**Popal, M. Sedique**

English as a Second Language  
 BA, Kabul University  
 MA, San Francisco State University  
 Ed.D., University of San Francisco

**Puschendorf, Gunther F.**

Ethnic Studies, German, History,  
 Spanish  
 BA, MA, UC Berkeley

**Rachal, Sonja J.**

Child Care Assistant II  
 Child Development Teacher Permit, State of California  
 Commission on Teacher Credentialing

**Ramos, Rufino**

Automotive Technology  
 AS, College of Alameda  
 Master ASE Certificate

**Revell, George**

Store Worker

**Roberts, Alze M.**

Counselor/Athletic Advisor  
 BA, San Francisco State University  
 MSW, UC Berkeley

**Robertson, Michael D.**

Diesel Mechanics  
 BVE, MIA, San Francisco State Univ.

**Robinson, Shirley J.**

Counselor  
 BA, MA, San Francisco State Univ.  
 PhD, Univ. of Southern California

**Rosete, Arthur**

Staff Assistant, Business

**Rowland, Jean K.**

WorkAbility Coordinator  
 BA, Indiana University  
 MA, San Francisco State University  
 MA, Chapman University

**Roundtree, Orgetorix J.**

Apparel Design & Merchandising  
 AA, College of Alameda

**Rubin, Jay**

English  
 BA, CSU San Diego  
 MA, CSU Northridge

**Sabir, Wanda**

English, ESL  
 BA, TESOL Cert., Holy Names University  
 MA, University of San Francisco

**Safir, Andrea**

English, ESL  
 BA, UC Berkeley  
 License, Matrise (MA), University of Paris

**Salahifar, Mitra**

Science Lab Tech/ Chemistry  
 BS, Alzahra University

**Salcedo, Trulie**

Counselor  
 BA, UC Berkeley  
 MS, San Francisco State University

**Sanchez, Becky**

Counselor, DSPS  
 BS, MS, San Francisco State Univ.

**Sanders, Lula Mae**

Child Care Assistant II  
 Child Development Associate Teacher Permit, State of  
 California Commission on Teacher Credentialing

**Santos, Phyllis (PJ)**

Staff Assistant, Workforce Development  
 AA, College of Alameda

**Schermerhorn, Shirleen**

Public Information Officer  
 BA, Stanford University  
 MA, McGill University

**Scott, Bishop T.**

Psychology  
 AA, Sacramento City College  
 BA, San Francisco State University  
 MS, CSU Hayward

**Serna, Irene**

EOPS/CARE Coordinator  
 BA, MA, San Jose State University

**Shere, Nicholas**

Sr. Clerical Assistant

**Silva, Lawrence**

Personnel Specialist, DSPS  
 Workability Student Services  
 BA, Chico State University

**Simon, Peter**

Division Dean, Business & Transportation Division  
 BA, University of Illinois  
 MA, San Francisco State University

**Smith, Sherrone Y.**

History  
 BA, UC Berkeley  
 MS, San Francisco State University

**Snell, Bobby**

Principal Library Technician  
BA, Grambling College

**Sparks, David**

Librarian  
BA, New College of California  
MM, Univ. of Texas at Austin  
MLIS, San Jose State University

**Stone, Becky**

Speech Pathologist/  
Cognitive Specialist  
BS, Kalamazoo College  
MA, San Francisco State University

**Strong, Nathan**

BA, NY State University  
MA, Rochester University  
MA, PhD, UC Berkeley

**Swiencicki, Mark**

Sociology  
BA, University of Connecticut  
PhD, University of Connecticut

**Tarver, Wallace**

Head Custodian

**Tavassoli, Lili**

Sr Library Technician  
BSE, Central State University  
MLS, CSU Fullerton

**Tsai, Patricia**

Physics/Astronomy  
BA, Cornell University  
PhD, UC San Diego

**Tumasian, Manuk G.**

Auto Mechanics  
AS, Rio Hondo College

**Uy, Manuel**

CIS, Math, Physics  
BS, MIT  
MS, University of Minnesota

**Villegas, Anthony**

Computer Information Systems  
BA, University of San Francisco  
MBA, CSU Hayward  
MSBA, CSU Hayward  
Ed.D., University of San Francisco  
CERT, College of Financial Planning  
CERT, Quality Management, UCB  
CERT, Telecomm. Engineering, UCB

**Virkkilä, Vivian E.**

Duplicating Services Technician  
AA, Vista College  
BA, CSU Hayward

**Waite, Danielle**

Children's Center Site Manager  
MA, St. Mary's College  
BA, UC Berkeley  
AA, Merritt College  
Child Development Program Director Permit, State of California Commission on Teacher Credentialing

**Williams, Arvid**

Library Technician  
AA, San Francisco City College

**Williams, Wendy**

English  
BA, MFA, Mills College

**Willis, Connie**

Business & Administrative Services Manager  
BS, CSU Hayward  
MA, USIU, San Diego

**Willis, Curtis**

Child Care Specialist  
AA, College of Alameda  
Child Development Master Teacher Permit, State of California Commission on Teacher Credentialing

**Wirth, Michael J.**

Business  
AA, College of San Mateo  
BS, San Jose State University  
MBA, University of Santa Clara

**DSPS** = Programs & Services for Students with Disabilities

**EOPS** = Extended Opportunity Program & Services

**SDS** = Standard Designated Subjects credential to teach in the field specified

**T&I** = Occupational Trade and Technical Credential to teach in the field specified

**CC** = Certificate of Completion



# Index

<b>A</b>		<b>B</b>	
Ability to Benefit.....	45	Baccalaureate Degree, UC Requirements .....	64
Academic:		Biology.....	103
Good Standing .....	57	Board of Trustees .....	1
Grievance Hearing Procedure, Student .....	18	Business and Transportation, Division of .....	72
Probation .....	57	Business .....	105
Progress, Standards of Satisfactory.....	45		
Recognition .....	56	<b>C</b>	
Renewal .....	36	California Articulation Number (CAN).....	77
Academic Calendar .....	3	California State Universities:	
Accommodations for Students with Disabilities .....	27	General Education Requirements .....	65
Accreditation.....	7	Transfer Requirements.....	65
Administration.....	1	California, University of .....	64
College of Alameda .....	1	Campus Building Guide.....	189
Peralta Community College District .....	1	Campus Center Use .....	32
Admission:		Campus Parking and Safety Regulations.....	31
Application Procedures .....	32	CAN Qualified Courses .....	63
Eligibility for .....	32	Capital Outlay Fee, Nonresident .....	33
High School Students.....	32	CARE (Cooperative Agencies	
International Students .....	32	Resources for Education).....	48
Advanced Placement Policy .....	56	Career Center, Alameda One Stop.....	47
African-American Studies .....	79	Catalog and Schedule of Classes .....	35
Air Facility, Map .....	189	Catalog Rights .....	60
Alameda One-Stop Career Center .....	47	Certificate of Achievement, Requirements for .....	61
Anthropology .....	80	Certificate of Completion, Requirements for .....	61
Apparel Design & Merchandising .....	82	Chemistry .....	113
Applied Arts & Sciences, Division of.....	72	Children's Center .....	48
Apprenticeship Programs .....	86	Chinese .....	114
Art.....	89	Classes:	
Articulation Agreements .....	62	Auditing .....	53
Articulation Numbers, California (CAN).....	63	Open .....	53
Arts & Letters, Division of .....	72	Start and End Times.....	53
Asian/Asian-American Studies .....	92	College:	
Assessment Center .....	47	Academic Calendars .....	3
Associate Degree Honors .....	56	Registration/Enrollment in Classes .....	35
Associate Degree Requirements.....	60	Regulations .....	32
Associate Degree, General Education Requirements .....	60	College of Alameda:	
Associated Students (ASCOA).....	50	Accreditation .....	7
Astronomy .....	92	Campus.....	6
Athletics, Intercollegiate .....	49	Campus Map.....	189
Attendance Policy.....	53	Faculty/Staff .....	179
Auditing of Classes.....	53	Mission/Goals.....	6
Auto Body & Paint .....	93	Welcome to .....	2
Automotive Technology .....	95	College Hour .....	42
Aviation Maintenance Technology .....	100	College Store.....	25
Aviation Operations .....	102	Computer Information Systems .....	116
		Computer Use Policy.....	42
		Communication .....	115
		Concurrent Enrollment:	
		High School .....	32
		Four-Year Colleges and Universities.....	52
		Conduct, Student and Due Process .....	22
		Cooperative Agencies Resources for Education .....	48

Cooperative Work Experience Education.....	122	Extended Day and Saturday Classes.....	7
Corequisites, Definition of .....	58	Extended Opportunity:	
Counseling:		Programs & Services (EOPS) .....	48
Registration and Enrollment in Classes .....	35	CARE (Cooperative Agencies Resources for	
Services .....	48	Education) .....	48
Courses:		<b>F</b>	
Description of .....	124	Faculty and Staff, College of Alameda .....	179
Independent Study (49) .....	58	Fees:	
Information .....	77	Campus Center Use.....	32
Numbering System.....	77	Enrollment Assistance .....	34
Prerequisites, Corequisites and Recommended		Enrollment, California Community College .....	32
Preparation .....	58	Enrollment Refund Policy .....	34
Repetition of .....	55	Military Residence Exemption .....	33
Selected Topics in Subject (48/248) .....	58	Nonpayment and Other Obligations .....	34
Credit by Examination .....	57	Nonresident Capital Outlay .....	33
Credit/No Credit (CR/NC) Policy .....	53	Nonresident Fee Exemption.....	33
Curriculum Requirements.....	73	Nonresident Tuition .....	33
<b>D</b>		Payment .....	33
Dance .....	125	Financial Aid:	
Degree, Associate Requirements .....	60	Appeals Process .....	46
Degrees, Programs and Transfer Requirements.....	60	Disqualification .....	46
Dental Assisting .....	126	Extension .....	46
Department Abbreviations .....	78	Probation .....	46
Description of Courses .....	77	Reinstatement .....	46
Diesel Mechanics .....	129	Returning Students .....	46
Disabilities:		Units, Minimum to be Completed Each Semester .....	46
Academic Accommodations for Students with .....	27	Foreign Languages .....	142
Academic Accommodations Policy .....	27	French .....	144
General Education Degree Requirements .....	28	<b>G</b>	
Grievance Procedures .....	30	General Education Requirements:	
Implementing Procedures/Bd. Policy 5.24 .....	27	Associate Degree .....	60
Major/Certificate Requirements.....	28	California State University .....	66
Programs/Services for Students with .....	49	Inter-segmental Transfer (IGETC).....	67
Substitution/Waiver Request, Evaluation of .....	29	University of California .....	64
Dismissal, Probation-Academic.....	57	General Education/Breadth Requirements (UC) .....	67
District Policies and Procedures .....	8	General Information.....	5
Divisions, Instructional.....	72	Geography.....	145
Drug-Free Campus.....	31	Geology .....	146
Due Process:		German .....	146
Student Conduct and .....	22	Grade Point Average, Computing.....	57
Student Grievance and .....	22	Grades.....	53
Student Rights and.....	22	Grading Policy .....	53
<b>E</b>		Graduation.....	59
Economics .....	132	Graduation and Transfer Rates,	
Education .....	133	Student Right-to-Know .....	7
Eligibility for Admission .....	32	Grievance and Due Process Policy, Student.....	22
Engineering .....	133	Grievance Hearing Procedure, Student Academic.....	18
English.....	134	Grievance Procedures.....	18
English as a Second Language.....	140	<b>H</b>	
Enrollment and Registration:		Harassment, Sexual .....	17
Counseling .....	35	Health Education .....	147
Fees .....	33	Health Services, Student.....	52
High School Students.....	32	Hearing Procedure, Student Academic Grievance.....	18
(Also see Admission)			
Examination, Credit by .....	57		

High School Students, Concurrent Enrollment of .....	32	<b>N</b>	
High School Proficiency Examination.....	64	Non-Discrimination Policy .....	8
History .....	148	Non-payment of Fees and Other Obligations .....	34
History of the Peralta District .....	5	Nonresident:	
Honor Roll .....	56	Capital Outlay Fee .....	33
Human Development Services.....	151	Fee-Exemption.....	33
Humanities .....	153	Tuition.....	33
<b>I</b>		Numbering of Courses .....	77
Impacted Programs .....	62	<b>O</b>	
In Progress (Grades).....	54	Open Classes .....	53
Incomplete (Grades).....	54	<b>P</b>	
Independent Study (49) Courses .....	58	Parking and Safety Regulations .....	31
Instructional Divisions.....	72	Peralta Community College District	
Inter-Segmental General Education (IGETC):		Administration .....	1
Certification .....	67	Board of Trustees.....	1
Transfer Curriculum.....	67	Discrimination Complaint Procedures .....	8
Intercollegiate Athletics.....	49	History .....	5
International Students .....	32	Programs Offered at Other Peralta Colleges .....	69
<b>J</b>		Sexual Harassment .....	8
Journalism .....	155	Phi Theta Kappa.....	49
<b>K</b>		Philosophy .....	165
Key to Symbols .....	77	Physical Education .....	167
<b>L</b>		Physical Science .....	169
Laney College, Programs.....	69	Physics .....	169
Learning Resources .....	155	Political Science .....	170
Liberal Arts AA.....	73	Prerequisites, Definition of .....	58
Liberal Arts and Sciences, General .....	157	Privacy Rights of Students .....	30
Library Information Systems.....	157	Probation and Retention, Academic.....	57
Library/Learning Resources Center .....	49	Program Accreditations and Certifications .....	7
Lost and Found .....	51	Programs and Services for Students	
<b>M</b>		with Disabilities (DSPS) .....	49
Major, Meeting General Education/Certificate		Programs Offered at Other Peralta Colleges.....	69
Requirements .....	60	Progress, Standards of Satisfactory Academic .....	45
Maps, Campus .....	189	Psychology .....	172
Mathematics .....	158	<b>R</b>	
Matriculation:		Recommended Preparation, Definition of .....	58
Assessment for Students with Disabilities.....	36	Refund Policy:	
Exemption from.....	36	Enrollment Fee.....	34
Exemption of Assessment Component Only.....	36	Nonresident Tuition/Capital Outlay.....	34
Student Success Program .....	35	Refund Procedures .....	34
Translations.....	37-41	Registration and Enrollment in Classes .....	35
Merritt College, Programs .....	69	Regulations:	
Mexican/Latin-American Studies.....	161	Academic .....	53
Military:		College .....	32
Experience, Credit for .....	52	Parking and Safety.....	31
Residence Exemption .....	33	Renewal, Academic.....	56
Withdrawal .....	55	Repetition of Courses.....	55
Music .....	163	Report Delayed .....	55
		Residence Requirements .....	32
		Rights and Due Process, Student .....	22
		Rules for Student Conduct .....	22

**S**

Safety Aides .....	50
Safety Services .....	50
SCANS Skills and Competencies .....	77
Scholastic Standards .....	53
Selected Topics in Subject (48/248) Courses .....	58
Services, Student .....	47
Sexual Assault Policy and Procedures .....	17
Sexual Harassment and Discrimination Policy .....	8
Short-Term Classes .....	34
Social Science .....	76
Sociology .....	174
Spanish .....	175
Staff and Faculty, College of Alameda .....	179
Store, College .....	51
Student Ambassador Program .....	51
Student Computer Use Policy:	
Consequences of Policy Violations .....	42
Internet Policy .....	42
Policy Violations .....	42
Procedures for Policy Violations .....	43
Student Financial Aid .....	44
Student Loans .....	46
Student:	
Academic Grievance Hearing Procedure .....	20
Activities .....	50
Center .....	51
Conduct, Discipline, and Due Process Rights .....	22
Grievance and Due Process Policy .....	18
Health Services .....	51
Right-to-Know Graduation and Transfer Rates .....	7
Rights and Due Process .....	22
Study Load .....	53
Success Program .....	35
Services .....	47
Students:	
Associated (ASCOA) .....	50
High School .....	32
Honor Roll .....	56
International, Admission of .....	32
Privacy Rights of .....	30
Rights and Due Process .....	22
Study Load, Student .....	53
Services, Student .....	47

**T**

Table of Contents .....	ii
Telephone Numbers .....	4
Theater Arts .....	177
Title 5 Regulations .....	31
Tools and Other Material Costs .....	35
Transcripts and Records .....	59
Transfer:	
California State University .....	62
Center .....	51
Inter-Segmental General Education .....	67
Other Colleges and Universities .....	68
University of California, All Campuses .....	63
Trustees, Board of .....	1
Tuition:	
Nonresident .....	33
Military Residence Exemption .....	33
Refund Policy .....	34
Tutorial Services .....	52

**U**

Universities,	
California State General Education Requirements .....	66
University of California, All Campuses:	
General Education/Breadth Requirements .....	64
General Requirements .....	64
High School Proficiency Examination .....	64
Specific Requirements .....	64
Transfer Admissions Requirements .....	63
University of California, Berkeley Campus .....	64
Unit Value, Definition of .....	57

**V**

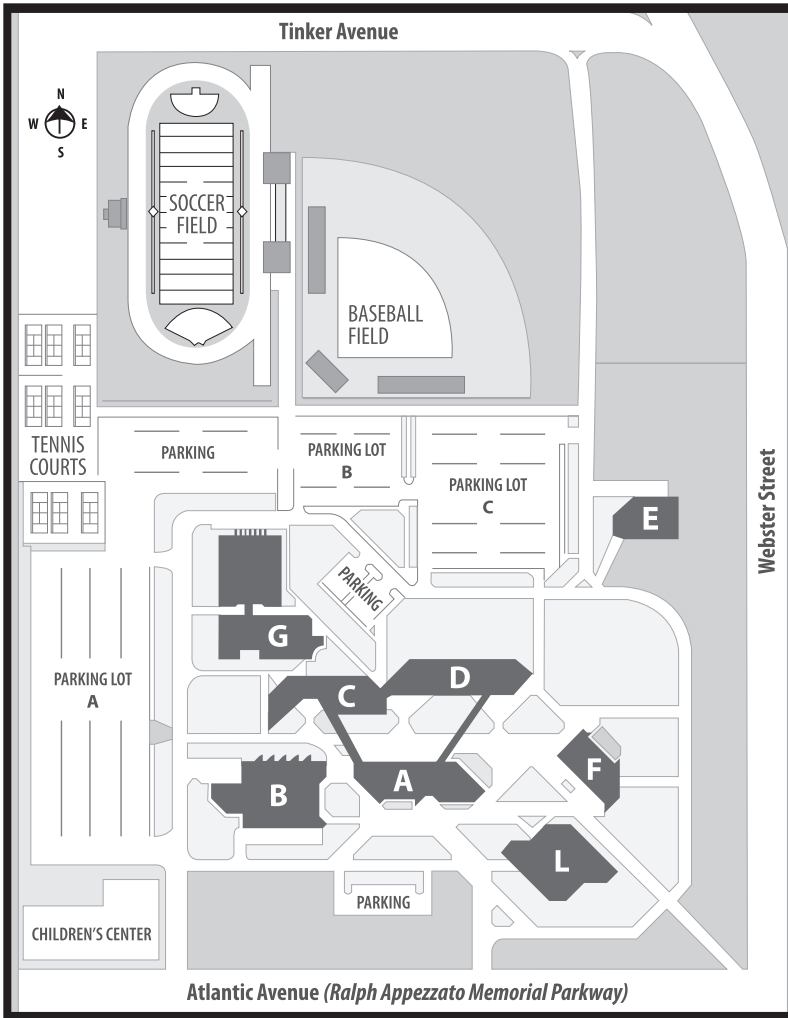
Variable Unit Classes .....	34
Veteran Students, Standards of Progress for	
Veteran Students Receiving Benefits .....	52
Veterans and Veterans' Dependents .....	52
Vietnamese .....	178
Vista College, Programs .....	69

**W**

Weapons Policy .....	31
Welcome, President's .....	2
Withdrawal .....	55
Work Experience, Cooperative .....	122
Workforce Development .....	52



# Campus Map



## Campus Building Guide

- A** 1st Level Administration, Cashier  
2nd Level Business, Dental Assisting
- B** 1st Level Auto Body, Automotive Technology
- C** 1st Level Biological Sciences  
2nd Level Liberal Arts, Social Science, Arts & Letters Div. Office
- D** 1st Level Chemistry, CIS, Physics, Programs & Services for Students with Disabilities  
2nd Level Language, Liberal Arts, EOPS, Applied Arts & Sciences Div. Office, Business & Transportation Div. Office  
3rd Level Apparel Design & Merchandising, Art
- E** 1st Level Diesel Mechanics
- F** 1st Level Bookstore, Police Services, Student Lounge, ASCOA, Student Activities, Health Services  
2nd Level Cafeteria, CalWORKs, Cybercafe
- G** 1st Level Gym, Men's Locker Room, Music  
2nd Level Women's Locker Room, Athletic Director, Coaches
- L** 1st Level Library  
2nd Level Audio Visual, Assessment, Tutoring, One-Stop Career Center, Learning Resources Center

# COA Air Facility

