

2017-2019 CATALOG

555 Ralph Appezato Memorial Parkway · Alameda, CA 94501

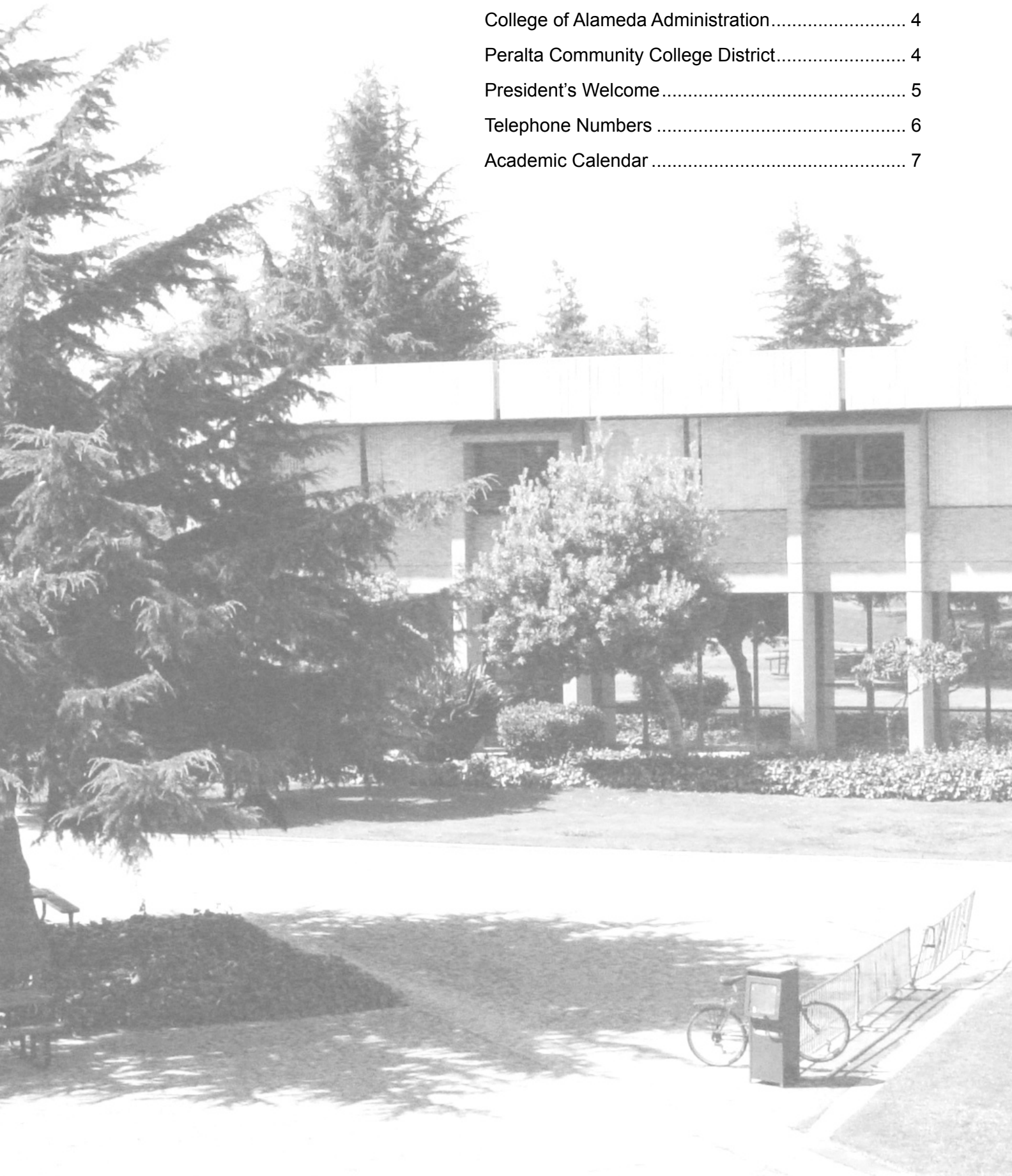
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College of Alameda Administration

Office of the President

Timothy Karas, Ed.D. *President*

Office of Instruction

Myron Jordan, M.A. *Interim Vice President of Instruction*
 Lilia Celhay, M.S. *Interim Dean of Liberal Studies and Language Arts*
 Eva Denise Jennings, M.B.A. *Dean of CTE and Workforce Development*
 Ana McClanahan, M.A. *Dean of Science, Technology, Engineering, Arts and Mathematics (STEAM)*

Office of Student Services

Tina Vasconcellos, Ph.D. *Vice President of Student Services*
 Amy H. Lee, Ed.D. *Dean of Enrollment Services*
 Toni Cook, M.A. *Dean of Special Projects*
 Fong Tran, M.A.. *Director of Student Activities and Campus Life*

Office of Business and Administrative Services

Mary Beth Benvenuti, M.Ed. *Director of Business and Administrative Services*

Peralta Community College District

District Administration

Jowel C. Laguerre, Ph.D. *Chancellor*

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 Meredith Brown, *Vice President*

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 Karen Weinstein
 Nicky González Yuen

William Riley, Ed.D.
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 Dave Ivan Cruz, Student Trustee
 Marquita Price, Student Trustee

NOTICE

The Peralta Community College District and College of Alameda have made every reasonable effort to determine that the information contained in this 2017-2019 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 Disabled Students Programs and Services (DSPS).

President's Welcome



Dear Students, Prospective Students, and Community Members:

At College of Alameda, teaching and learning are at the heart of what we do. We offer exceptional academic opportunities in a friendly, supportive environment. For over 40 years, College of Alameda's outstanding faculty and talented staff have encouraged thousands of students to believe in themselves and realize their dreams.

We are committed to diversity, and welcome students of all ages and backgrounds, including many who live nearby in Alameda, Oakland, or the greater San Francisco Bay Area, and a significant number of international students representing nearly 50 countries.

At College of Alameda, we strive to provide all of our students with high-quality education experiences that will inspire their thinking and empower them to succeed. Our main campus, located on the beautiful

city island of Alameda, provides a convenient location with plenty of parking, just minutes from downtown Oakland.

Additionally, we offer a range of important support services and activities, which you will find listed on the following pages. If you're taking that first step to college, please call our Welcome Center for assistance, (510) 748-2184.

There is a Chinese proverb that says "a journey of a thousand miles begins with one step" (Laozi, 604 BC-531 BC); I hope that your first step to college starts here, with us, at College of Alameda.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy Karas". The signature is stylized and written in a cursive-like font.

Timothy Karas
President
College of Alameda

Telephone Numbers

College of Alameda Main Number	(510) 522-7221
FAX	(510) 769-6019
Academic Division Offices:	
CTE & Workforce Education	(510) 748-2318
Liberal Studies and Language	(510) 748-2234
STEAM	(510) 466-5380
Admissions & Records	(510) 748-2228
Assessment.....	(510) 748-5267
ATLAS Program	(510) 748-5256
Aviation Facility (North Field, 970 Harbor Bay Parkway).....	(510) 748-2291
Bookstore.....	(510) 748-2246
Business and Administrative Services Office.....	(510) 748-2235
CalWORKs	(510) 748-2152/2258
Cashier's Office.....	(510) 748-2224
College to Career	(510) 748-2359
Cooperative Agencies Foster Youth Education Support (CAFYES/NextUp).....	(510) 748-5232
Counseling	(510) 748-2209
Division I: Science, Technology, Engineering, Arts, and Mathematics (STEAM)	(510) 466-5380
Division II: Career Technical Education (CTE) & Workforce Education.....	(510) 748-2318
Division III: Liberal Studies and Language.....	(510) 748-2234
Extended Opportunity Programs & Services (EOPS) and CARE.....	(510) 748-2258
Financial Aid.....	(510) 748-2391
Health Services	(510) 748-2320
Instruction, Vice President.....	(510) 748-2352
Learning Resources Center	(510) 748-2307
Library, Reference Desk.....	(510) 748-2398
Lost & Found	(510) 748-2327
Medical Services, RN@COA	(510) 748-5280
Mental Health.....	(510) 748-2320
One-Stop Career Center	(510) 748-2208
Police Services.....	(510) 466-7236
President's Office	(510) 748-2273
Programs & Services for Students with Disabilities (DSPS).....	(510) 748-2328
Student Leadership and Development	(510) 748-2327
Student Payroll	(510) 748-2212
Student Services Administrative Offices	
Vice President of Student Services	(510) 748-2205
Dean of Enrollment Services	(510) 748-2288
Dean of Special Programs and Grants.....	(510) 748-2135
Transfer Center.....	(510) 748-2209
Tutorial Center.....	(510) 748-2307
Veterans Affairs	(510) 748-2203
Welcome Center	(510) 748-2184
Workability	(510) 748-2359

Academic Calendar

Fall Semester 2017

August 21	M	Day and Evening Instruction Begins
August 26	Sat	Saturday Instruction Begins
August 26	Sat	Last Day to Add without Permission Number or Add Card
September 4	M	Last Day to Add Regular Session Classes in person with a Permission Number on Add Card
September 4	M	Last Day to Drop Regular Session Classes and Receive a Refund <i>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund</i>
September 4	M	Last Day to Drop Regular Session Classes Without "W" Appearing on Transcript
September 4	M	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
September 4	M	Labor Day – Holiday Observance
September 5	Tu	Census Day - Instructors Verify Enrollment in Courses
September 8	F	Last Day to File for PASS/No Pass Grading Option for Regular Session Classes
October 20	F	Last Day to File Petitions for AA or AS Degree/Certificate
October 26	Th	Professional Day- No Instruction
November 10	F	Veteran's Day – Holiday Observance
November 15	W	Last Day to Withdraw from Regular Session Classes and Receive a "W" All outstanding fees are due even if classes are dropped on this day.
November 15	W	Attendance Verification Day - Instructors Verify Enrollment
November 23-26	Th-Sun	Thanksgiving - Holiday Observance
December 9	Sat	Saturday Instruction Ends
December 10-15	Su-F	Final Examinations
December 15	F	Fall Semester Ends

NOTE:

Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes. Dates are subject to change, see the online Academic Calendar www.peralta.edu for the latest information.

Spring Semester 2018

January 15	M	Martin Luther King Jr's Birthday – Holiday Observance
January 22	M	Day and Evening Instruction Begins
January 27	Sat	Saturday Instruction Begins
February 4	Sat	Last Day to Add without Permission Number or Add Card
February 4	Su	Last Day to Add Regular Session Classes in person with a Permission Number on Add Card
February 4	Su	Last Day to Drop Regular Session Classes and Receive a Refund <i>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund</i>
February 4	Su	Last Day to Drop Regular Session Classes Without "W" Appearing on Transcript
February 4	Su	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
February 5	M	Census Day – Instructors Verify Enrollment in Classes
February 9	F	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
February 16-19	F-M	President's Birthday – Holiday Observance
March 16	F	Last Day to File Petitions for AA or AS Degree/Certificate
March 22	Th	Professional Day – No Instruction
March 31-Apr 6	M-Sun	Spring Recess
April 2	M	Cesar Chavez – Holiday Observance
April 26	Th	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due, even if classes are dropped on this day.
April 26	Th	Attendance Verification Day – Instructors Verify Enrollment
May 18	F	Malcolm X's Birthday – Holiday Observance
May 19	Sat	Saturday Instruction Ends
May 21-25	M-F	Final Examinations
May 25	F	Spring Semester Ends
May 28	M	Memorial Day – Holiday Observance

NOTE: Saturday classes begin January 27 and meet every Saturday except February 17, and March 31. Saturday classes end on May 19.

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

Summer Semester 2018

June 4	M	Drop for Nonpayment of Tuition and enrollment Fees
June 18	M	Day and Evening Instruction Begins
June 24	Sun	Last Day to Drop Regular Session Classes and Receive A Refund <i>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund</i>
June 24	Sun	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
June 24	Sun	Last Day to Add Summer Session Classes
June 25	M	Census Day – Instructors Verify Enrollment in Classes
June 28	Th	Last Day to File for PASS/NO PASS Grading Option
June 28	Th	Last Day to File Petitions for AA or AS Degree/Certificate
July 4	Tu	Independence Day – Holiday Observance
July 17	Tu	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.
July 17	Tu	Attendance Verification Day – Instructors Verify Enrollment
July 26	Th	Summer Session Ends

NOTE:

*Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes. .
Dates are subject to change, see the online Academic Calendar www.peralta.edu for the latest information*

Fall Semester 2018

August 20	M	Day and Evening Instruction Begins
August 25	Sat	Saturday Instruction Begins
August 26	Su	Last Day to Add without Permission Number or Add Card
August 31	F	Last Day to Add Regular Session Classes in person with a Permission Number on Add Card
September 3	M	Last Day to Drop Regular Session Classes and Receive a Refund <i>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund</i>
September 3	M	Last Day to Drop Regular Session Classes Without "W" Appearing on Transcript
September 3	M	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
September 3	M	Labor Day – Holiday Observance
September 4	Tu	Census Day - Instructors Verify Enrollment in Courses
September 7	F	Last Day to File for PASS/No Pass Grading Option for Regular Session Classes
October 19	F	Last Day to File Petitions for AA or AS Degree/Certificate
October 25	Th	Professional Day- No Instruction
November 12	M	Veteran's Day – Holiday Observance
November 16	F	Last Day to Withdraw from Regular Session Classes and Receive a "W" All outstanding fees are due even if classes are dropped on this day.
November 16	F	Attendance Verification Day - Instructors Verify Enrollment
November 22-25	Th-Sun	Thanksgiving - Holiday Observance
December 8	Sat	Saturday Instruction Ends
December 9-14	Su-F	Final Examinations
December 14	F	Fall Semester Ends

NOTE:

Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes. Dates are subject to change, see the online Academic Calendar www.peralta.edu for the latest information.

Spring Semester 2019

January 21	M	Martin Luther King Jr's Birthday – Holiday Observance
January 22	Tu	Day and Evening Instruction Begins
January 26	Sat	Saturday Instruction Begins
January 26	Sat	Last Day to Add without Permission Number or Add Card
February 3	Su	Last Day to Add Regular Session Classes in person with a Permission Number on Add Card
February 3	Su	Last Day to Drop Regular Session Classes and Receive a Refund <i>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund</i>
February 3	Su	Last Day to Drop Regular Session Classes Without "W" Appearing on Transcript
February 3	Su	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
February 4	M	Census Day – Instructors Verify Enrollment in Classes
February 8	F	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
February 15-18	F-M	President's Birthday – Holiday Observance
March 15	F	Last Day to File Petitions for AA or AS Degree/Certificate
March 21	Th	Professional Day – No Instruction
April 1	M	Cesar Chavez – Holiday Observance
April 2-7	T-Sun	Spring Recess
April 26	F	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due, even if classes are dropped on this day.
April 26	F	Attendance Verification Day – Instructors Verify Enrollment
May 17	F	Malcolm X's Birthday – Holiday Observance
May 18	Sat	Saturday Instruction Ends
May 20-24	M-F	Final Examinations
May 24	F	Spring Semester Ends
May 27	M	Memorial Day – Holiday Observance

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

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





WELCOME!

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Welcome to College of Alameda!

Who we are, what we do, and what we promise...

The function of education is to teach one to think intensively and to think critically... - César Chávez

Intelligence plus character—that is the goal of true education.. - Martin Luther King Jr.

How we envision the outcomes of learning tells us how we need to choreograph the dance. - Ruth Stiehl

College of Alameda (COA) is one of four Peralta Community Colleges. The Peralta Community College District was established in 1964 with its roots in the history of public education in Oakland. The name Peralta reflects the Spanish land grant to Sergeant Luis Maria Peralta in August 1820 of Rancho San Antonio, upon which the six cities that comprise the Peralta Community College District are now located. We primarily serve the residents of Alameda, Albany, Berkeley, Emeryville, Oakland and Piedmont.

Vision

The Vision of College of Alameda is that we are a diverse, supportive, empowering learning community for seekers of knowledge. We are committed to providing a creative, ethical and inclusive environment in which students develop their abilities as thinkers, workers and citizens of the world.

Values

We use this vision to choreograph three central themes in our quest for “learning excellence” and services to students. These three themes are:

- *Academic Excellence*
- *Budgetary Competence, and*
- *Community Engagement*

We call these “*our ABCs*” emphasizing crucial success indicators for our students in achieving an enhanced capacity to pursue their dreams! Noting the Community College Movement all over the world emerged out of the American focus upon “community” and “citizenship” in higher education; we draw the meaning of a community college degree as defined for us by California Education Code: Title 5. From this, *what you should be able to do with what you learn here is outlined in three general areas that define a comprehensive community college education that prepares students in terms of:*

- *Foundational Knowledge and Learning* – college courses that prepare people for transfer to higher levels of education or simply to understand our place in the world and the world in and of itself
- *Critical Thinking and Applied Skills* – an overall set of life “survival” skills necessary to be a productive, employed, and effective citizen including applied learning in the areas of *Career and Technical Education (CTE)*
- *Personal Enrichment and Efficacy* – college courses that develop the life skill sets for pursuing well being and an enhanced quality of life

At College of Alameda, “ABCs” means we integrate our core values in all we do to help students in their efforts to realize their dreams. How are these crucial success indicators emphasized in service to our learning community?

Academic Excellence means we validate our work based on the assessment of our students' success as defined by our Institutional Learning Outcomes. We seek to meet these goals with a commitment to innovative and integrated curriculum built upon collaborative partnerships within our organization between student services & academic instruction, seeking to create opportunities for applied learning (such as service learning, civic engagement and cross-discipline learning communities), all within in the context of a psychologically and intellectually safe environment that encourages risk-taking and celebrates our successes.

Budgetary Competence means all our services need to be offered creatively within the real-world constraints of our budget. We are all a part of this process of being responsible stewards for the resources entrusted to us by the community we serve. We strive to not bring ideas to the table without first asking how this fits within our resource limits, seeking to find creative ways to supplement our budget. In this we also seek to find creative ways to do what we want to do within the context of our vision of success – not merely a shrunken vision of what we have always done. We also seek to serve our students with convenient and creative scheduling allowing us to offer courses that are productive, creative & experimental. We look for holistic offerings that complement our existing programs, our sister colleges within the Peralta Community College District, and that play to the unique strengths of College of Alameda.

Community Engagement means we seek to embody *a Spirit of Collegiality*, actively working towards a student-centered philosophy that embodies a community of scholar practitioners committed to serving our students with professional and collegial competence. We aspire to hold one another accountable to clear standards of success and excellence – as defined by our Institutional Learning Outcomes – utilizing a process of evaluation and assessment, leading to improvement of college programs & services. In this we use tried and tested models of academic excellence that work! **COA's Learning Communities** (Adelante, APASS, Amandla, Community Leadership and Public Service) are all examples of successful programs that exemplify our commitment to students. We focus on a holistic collaborative approach to learning; one in which learning happens both in- and out- of the classroom. We recognize our frontline staff members are no less important than our administration and our faculty cannot function without either. We actively promote and support students as equal partners in shared governance through the *Associated Students of College of Alameda* (ASCOA) and our *Campus Life Council*. This one team approach, comprised of students, staff and faculty, seeks to de-emphasize distinctions between the stakeholders; we are all learners, each working towards a common goal: *student success!*

In line with our definition of crucial student success indicators, "*Learning at College of Alameda*" follows the notion that an Associate's degree from a comprehensive community college should embody, "a coherent and integrated pattern of learning experiences (to) prepare students (as) educated persons with a broad range of knowledge to evaluate and appreciate the physical environment, the culture, and the society in which they live; to be able to examine the values inherent in proposed solutions to major social problems; and to be able to participate effectively in their resolution." Title 5 emphasizes the role of education in preparing "citizens with a broad educational foundation, to develop a populace that can participate effectively in all domains of society: civically, economically, and politically."

Mission

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

Following Title 5, the faculty, staff, and administration at College of Alameda strive to accomplish our mission in a more complex world with challenges unique to living in the 21st Century. We meet these challenges offering courses in three areas of focus: career technical education, liberal arts and sciences, and personal enrichment. It is by being "comprehensive" in this way that College of Alameda offers students critical life skills and tools to live more effectively in the world.

Our job is not to make up anybody's mind, but to make the agony of decision-making so intense you can escape only by thinking.- Fred W. Friendly

The College of Alameda and Peralta Educational Master Plan commits us as a comprehensive learning college to serve people in five general areas:

- We seek to **advance student access and success**; being sensitive to the diverse and complex realities of the 21st Century World.
- We **engage our communities and partners** (e.g. with various industries and among non-profit and other educational organizations). We do this to build foundations of learning upon which what is learned enables all of us to live with one another in a manner which builds community.
- Through **programs of distinction** we seek to support students in achieving their life goals what ever they may be (transfer, employment, or personal enrichment). We recognize that for many of the people we serve, they may be the first in their families to attend college and for some this may be their highest level of education. Consequently;
- For all the people who count on us, College of Alameda is committed to provide the highest quality educational experience we can through the **creation of a culture of innovation and collaboration**.
- As wise stewards of our resources we **ensure financial health** of the organization and **environmentally sustainable practices in all our operations**.

In meeting all of these commitments, College of Alameda supports student success by empowering students with the values, knowledge, and skills to succeed in becoming engaged global citizens. These qualities enable them to be involved in the creation of a future that is socially just, economically viable, ecologically sound, and promotes a healthy quality of life and holistic well-being.

We assess the achievement of our goals in the success of our students when they are able to apply what they learn in the classroom to the efforts needed to achieve their academic, professional, and personal aspirations! Therefore, the criteria of success by which we assess ourselves and our mission are found in our **Institutional Learning Outcomes**. These meet the vision of a “comprehensive community college education” as put forward in Title 5, and are framed as the answer to a question:

*As a result of their learning experiences at College of Alameda,
What are students able to do out in the world?*

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

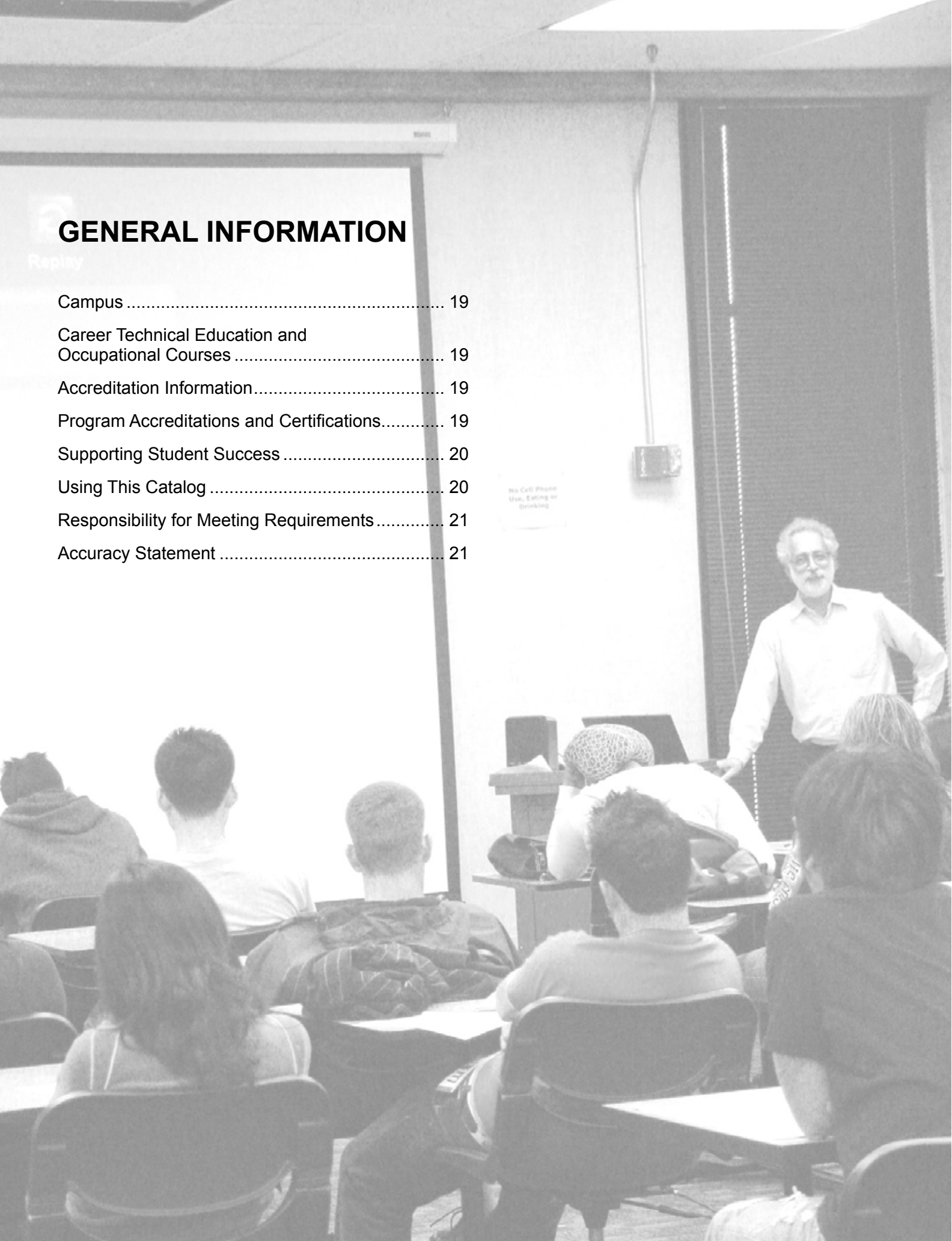
Finally, we offer all our services guided by the highest standards of research-based professional practice by evaluating what we do to continuously improve our educational services rooted in the findings of fact.

Facts are stubborn things; and whatever may be our wishes, our inclinations, or the dictates of our passion, they cannot alter the state of facts and evidence. ~ John Adams



GENERAL INFORMATION

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GENERAL INFORMATION

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

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

Career Technical Education and Occupational Courses

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

Accreditation Information

College of Alameda is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), an institutional accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education. Accreditation is a voluntary system of self-regulation developed to evaluate overall educational quality and institutional effectiveness. The Accrediting Commission for Colleges and Junior Colleges (ACCJC) accreditation process provides assurance to the public that the accredited member colleges meet the standards for a degree-granting institution of higher education. ACCJC can be contacted is writing at 10 Commercial Blvd., Suite 204 Novato, CA 94949.

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).

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

Diversity is Valued at the College of Alameda

College of Alameda through its 'learning excellence philosophy', values diversity as demonstrated through its institutional values and commitment to social justice and educational equity. The College is committed to mutual respect between all constituencies and availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. The institutional culture creates opportunities for engagement through fair, inclusive, and transparent processes based on an open and honest collegial environment.

Gainful Employment: Licensure Eligibility Requirements

Data on Gainful Employment and Licensure Eligibility Requirements are available on the District Institutional Research website at <http://web.peralta.edu/indev/gainful-employment/>

Supporting Student Success

Enrollment in College of Alameda is open to all people who meet the State of California eligibility requirements (see page 23). As a publicly supported community college, College of Alameda makes available lower-division college-level work at a moderate cost to students.

College of Alameda offers support services that enable the success of all students. Students will find academic, career, technical education, and personal counseling services. The college is committed to a policy of equal opportunity and nondiscrimination for students with disabilities. It is the policy of the District to accommodate requests involving academic adjustments consistent with local, state, and federal laws and regulations. Other student services include financial assistance, tutoring, health services, job placement and various student activities based at the Student Center.



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 (ESL) courses provide second-language learners with proficiency in English through practice in writing, speaking, listening and reading at different levels.

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

Using This Catalog

The College of Alameda Catalog describes the courses, programs and services of the college that are planned for the 2017-2019 academic years. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. More current or complete information may be obtained from the appropriate department, administrative office or our web page (<http://alameda.peralta.edu/>)

Responsibility for Meeting Requirements

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

Accuracy Statement

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



ADMISSIONS, REGISTRATION & ENROLLMENT INFORMATION

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Admissions, Registration & Enrollment Information

See College of Alameda Website <http://alameda.peralta.edu>, quick link to “Admission & Records”.

Admissions Requirements

Eligibility for Admission

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

Residence Requirements

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

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

Admission of Nonresident Students

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

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

Admission of International Students

College of Alameda will admit you if you are an international student holding an F-1 or M-1 visa. Special regulations govern the admission of foreign students. International students should contact the Office of International Education for application and admissions information at (510) 466-7380 or by fax at (510) 465-3257 or email globaled@peralta.edu. The International Student Application form along with a \$50 application fee is required. Upon acceptance, the student must complete the online CCCApply application at <http://www.cccapply.org/>. The Office of International Education is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

Admission of High School Students - High School Concurrent/Dual Enrollment Program

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

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

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

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

Special Admission of K-12 Students

The K-12 Special Enrollment provides enrichment opportunities for K-12 students who can benefit from college level instruction.

Peralta Community College District may admit a limited number of K-12 students who have exceptional ability, or who desire specialized or advanced training. Such admission must be with the recommendation of the principal and approval of the parent or guardian.

Students enrolling in a college level course must meet assessment requirements. The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. K-12 students may enroll only in a selected number of courses listed below.

Special part-time concurrently enrolled K-12 students are exempt from paying the California Community College enrollment fees. However, all other fees are required and must be paid at the time of registration. (See the current Peralta Colleges Class Schedule for current health, campus use, & transportation fees). *Special enrolled K-12 students may not enroll in more than one approved class per semester. Except in summer students may enroll in two approved classes. For a list of approved classes visit the District Special Enrollment website at www.peralta.edu.*

*Students admitted in to the Peralta Community College District under the K-12 Special Enrollment earn actual college credits which will count towards their financial aid eligibility in future semesters.

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

Steps for K-12 Special Enrollment:

1. Download the admission application and the K-12 Special Enrollment form <http://web.peralta.edu/admissions/forms/>
2. Complete the admission application and the K-12 Special Enrollment form and obtain the signature of the school Principal.
3. Submit the completed admission application and the Special Enrollment form to the Admissions office at the college.
4. You must complete the K-12 Special Enrollment Program form each semester that the student wishes to attend.

Admission of Veterans

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

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

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

Military Residence Exemption

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

Other Residency Exemptions

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

Admissions Procedures

You must apply for admission online through the Peralta Colleges website (www.peralta.edu) and select the college of your choice. Please follow the OpenCCC instructions to complete and submit an online admission application. Once an application is submitted, a message is sent to your Peralta email or an email assigned by Open CCCA giving you instructions on how to log onto the Passport Student Center where you can enroll in classes. Unless exempted from the Student Success and Support Program Services, you must also complete assessment, orientation, and counseling requirements. Detailed instructions may be found online as well as in printed Schedules of Classes. On campus assistance for online registration is available in the Welcome Center, Building A-101.

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

STUDENT SUCCESS AND SUPPORT PROGRAM SERVICES

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

ASSESSMENT AND TESTING

Assessment testing is required for all students planning to enroll in certain courses (e.g., English, math, ESL, etc.). If you have achieved satisfactory ACT (American College Test) or SAT (Scholastic Aptitude Test) scores or have tested at another community college, you should see a counselor for a recommendation for class placement. If you have earned an AA degree (or higher) the decision to consult with a counselor is optional. To advance into the registration page, seek the assistance of a counselor to override the SSSP Requirements. The Peralta Colleges participates in the use of multiple measures as means of assisting students with course placement.

New and continuing students should refer to the current Schedule of Classes for test dates or contact

the Counseling Office or Assessment Office. Students with special testing needs must sign up in advance for testing through Programs and Services for Students with Disabilities.

ORIENTATION AND ADVISING

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

FOLLOW-UP COUNSELING

All new students are encouraged to meet with a counselor at least once during your first semester. This session helps you with goal setting, selection of a major, career exploration, and the completion of an educational plan. You are encouraged to make an appointment early in the semester. The counseling process is a combination of academic advisement, evaluating prior school transcripts, testing, and identification of career and educational goals—all designed to facilitate your success.

SUBMISSION OF TRANSCRIPTS

You should submit official transcripts of records covering all previous high school and college coursework. You should request separate transcripts from each school previously attended. The issuing schools should email them directly to the Peralta Community College District Admissions and Records Office. The address is 333 E 8th Street, Oakland, CA 94606, or you may bring official transcripts (in a sealed envelope) in person to the Admissions and Records Office at the college or to your counselor.

CALIFORNIA COMMUNITY COLLEGE ENROLLMENT FEE

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

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

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

ENROLLMENT FEE ASSISTANCE – BOARD OF GOVERNORS ENROLLMENT FEE WAIVER

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

NONRESIDENT TUITION

If you are not a legal resident of California for one year and one day prior to the first day of the term, you will be charged Nonresident Tuition per semester unit unless you qualify for the nonresident status known as “AB 540”. Nonresident students must pay Nonresident Tuition in addition to the California Community College Enrollment Fee of \$230 per semester unit, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Note: You pay all other fees unless specifically exempted from paying a particular fee.

NONRESIDENT FEE EXEMPTION/ AB 540

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

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

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

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

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

General Information

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

Requirements:

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

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

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

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

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

Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents.” These students remain ineligible for federal financial aid. Under the California Dream Act of 2011 (AB 130 and AB 131), they are eligible to apply for some forms of financial assistance including

institutional scholarships such as the Peralta Foundation Scholarship), the Board of Governors Fee Waiver, Chafee Foster Youth Grant, and Cal Grants. AB 540 students may also apply for EOPS. To maximize financial aid opportunities, AB 540 students who are ineligible to file a FAFSA should submit a California Dream Act Application <https://dream.csac.ca.gov/>

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

NONRESIDENT CAPITAL OUTLAY FEE

Nonresident students who are both citizens and residents of a foreign country will be charged a Nonresident Capital Outlay Fee in addition to the Nonresident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. The Nonresident Capital Outlay fee is \$15 per semester unit. Note: Nonresident students pay all other fees unless specifically exempted from paying a particular fee.

CAMPUS CENTER USE FEE

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

AC TRANSIT EASYPASS FEE

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

STUDENT HEALTH FEE

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

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

3. Students who are attending college in non-apportionment courses

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

STUDENT REPRESENTATION FEE

Under Education Code §76060.5, each college Student Body within Peralta CCD elected to establish a Student Representation Fee of \$2.00 per college, per semester, for each student. This fee will provide support for students or representatives who present college positions and viewpoints before city, county, district governments, and offices and agencies of the state and federal governments. Students will be charged this fee unless a Student Representation Fee waiver form is submitted to the college Bursar's Office before the last day of the semester charged.

INTERNATIONAL HEALTH INSURANCE FEE

Once enrolled in classes, all international students will be automatically enrolled in the mandatory health insurance program through GeoBlue. Upon enrollment, students will receive a health insurance card, coverage benefits, and an information package from GeoBlue.

RETURNED-CHECK FEE

There will be a \$25.00 charge on checks returned to the college.

OTHER EXPENSES

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

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

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

FEE PAYMENT POLICY

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

FEE PAYMENT DEADLINE

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

FEE PAYMENT OPTIONS

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

PAYMENT OF CHARGES AND FINANCIAL AID DISBURSEMENTS

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

ENROLLMENT FEE REFUND POLICY

Class Cancellations

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

Regular Session (Full-Term) Classes

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

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

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

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

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

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

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

Variable-Unit Classes

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

NONRESIDENT TUITION AND CAPITAL OUTLAY FEE REFUND POLICY

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

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

NONPAYMENT OF FEES AND OTHER OBLIGATIONS

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

DROPPING A STUDENT FOR NONPAYMENT OF ENROLLMENT FEES

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

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

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

Campus Parking and Traffic Regulations

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

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

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

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

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

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

College of Alameda Student Success Program

Note: Chinese and Spanish translations may be found online at: <http://eperalta.org/wp/translations>

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

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

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

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

Student Success and Support Program (SSSP) Components for Educational Success

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

1. **Admission** - The admissions application provides the college with information about educational plans and career goals. It also helps the college determine your SSSP status.

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

Special Follow-up Efforts to Support Student in Completing the SSSP Process

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

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

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

- Undecided goal

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

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

Exemption from the Student Success and Support Services

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

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

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

Exemption from Assessment Test Component Only

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

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

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

Exemption from Orientation Component

Contact a counselor concerning possible exemption from the orientation component.

A Note for Students with Disabilities

If you are a student with a physical, psychological, acquired brain injury, visual, communication, or learning disability who may require special assistance to participate in our registration, assessment, or other parts of our Orientation/Assessment/Counseling process, please contact the Programs and Services for Students with Disabilities (DSPS) Office in Room D-117.

Students' Rights and Responsibilities

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

If you wish to file a complaint alleging unlawful discrimination in the implementation of SSSP practices, please refer to the Peralta Community College District Policy on Nondiscrimination (See page 222).

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

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

ENROLLMENT POLICIES AND PROCEDURES

Adding Classes/Change of Classes

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

Attendance Policies

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

1. Instructors may drop a student from class if the number of absences during a semester exceeds the number of times the class meets in two weeks, unless there are extenuating circumstances warranting special consideration by the instructor.

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

Auditing Classes

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

Enrollment in Conflicting Classes

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

Excess Units

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

No Shows

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

Open Classes/Open Enrollment

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

Student Study Load

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

Wait Lists

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

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

Important details you should know:

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

DROPPING CLASSES/WITHDRAWAL

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

Students should refer to the academic calendar in the catalogs or the class schedule to determine the deadline dates for dropping a class with a refund, with no grade, or with a "W" grade. A withdrawal that occurs prior to the Census date shall not be noted on the student's academic record.

A "W" grade symbol will be recorded on the student's transcript up on withdrawal during the period after the Census date and the end of the fourteenth week of instruction (or between 21% to 75% of instruction for the summer session and short-term courses). The "W" grade symbol shall not be used to determine academic probation but only to determine progress probation. The academic record of a student who did not withdraw from a class nor was dropped by the class instructor within the time allowed must reflect a grade other than "W" as awarded by the instructor.

Students will not be permitted to withdraw and receive a "W" in a class more than three times (substandard grades are also included in determining the ability to repeat courses).

Enrollment Fee Refund Information can be obtained at the following link <http://web.peralta.edu/admissions/payment-policies>.

Prerequisites, Corequisites and Recommended Preparation

The Peralta Community College District has established certain prerequisites, corequisites, and recommended preparation (advisory) for courses and programs in a manner consistent with law and good practice. The District and college believe that these requirements are necessary for students' academic success. Students who do not meet these requirements are highly unlikely to receive a satisfactory grade in the course. Students may not officially enroll in a course without the appropriate prerequisite, corequisite, or equivalent preparation.

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

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

RECOMMENDED PREPARATION (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 a course or program.

If a student has not shown evidence of the prerequisite or corequisite, the student will be temporarily enrolled in the course until the last day to add the class. The student will be given ample time to provide proof of prerequisite or corequisite or complete the waiver process for the prerequisite or corequisite at which time he/she will be officially enrolled.

There are three options:

- Petition for Prerequisite/Corequisite Equivalency
- Petition for Prerequisite/Corequisite Substitution
- Prerequisite/Corequisite Challenge

Petition for Prerequisite/Corequisite Equivalency

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

Petition for Prerequisite/Corequisite Substitution

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

Petition for Prerequisite/Corequisite Challenge

If a student desires to challenge the prerequisite or corequisite, he/she must file a petition for Prerequisite/Corequisite Challenge with written documentation to the Office of Admissions and Records. A challenge will be resolved by the appropriate staff within five (5) working days. If the challenge is upheld, the student will be officially enrolled in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term; and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student enrolls for the subsequent term. If the challenge is not upheld, the student will be notified that he/she has been dropped from the course. The student shall bear the initial burden of showing that grounds exist for the challenge.

Grounds for challenge shall include the following:

1. The student has acquired through work or life experiences the skills and knowledge that is presupposed in terms of the course or program for which it is established.
2. The student has not yet been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students and would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan.
3. The student demonstrates that he or she does not pose a threat to himself or herself or others in a course which has a prerequisite established to protect health and safety.
4. The prerequisite is not necessary and appropriate for success in the course and has not been established in accordance with the District's process for establishing prerequisites and corequisites.
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The student will be subject to undue delay in attaining the goal in his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

Program Preparation

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

Study Load

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

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

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

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

Procedures and Policies Regarding Student Access to Education Records

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

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

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

1. Student records shall be released pursuant to a former or current student's written consent.
2. "Directory information" may be released in accordance with the definitions in Board Policy 5040.
3. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
4. Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
5. Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
6. Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the

collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.

7. Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225.
8. Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.
9. Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
10. Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.

B. Federal Military Recruitment. The following information shall be released to the federal military for the purposes of federal military recruitment:

1. student names,
2. addresses,
3. telephone listings,
4. dates and places of birth,
5. levels of education,
6. majors,
7. degrees received,
8. prior military experience,
9. and/or the most recent previous educational institutions enrolled in by the students.

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Student Financial Aid

General Information Regarding Financial Assistance

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

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

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

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

When do I apply?

The application process for financial aid begins with the completion of the Free Application for Federal Student aid (FAFSA) at www.fafsa.gov. The application is available October 1, for the following fall semester. Priority for aid will be given to students who apply early. A complete application and all corresponding documentation must be submitted to the Financial Aid Office. If you apply late or complete your Financial Aid application late, your application will be treated on a “first-come, first-served” basis until funds are exhausted. Students must apply each year for financial aid, beginning in January for the following academic year.

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

What are the Eligibility Requirements?

In order to qualify for financial aid a student must be enrolled in an eligible program of study leading to completion of an AA/As degree, transfer requirements or a certificate program: maintain satisfactory academic progress; for most programs, have demonstrated financial need; be a U.S. citizen or eligible non-citizen; certify compliance with selective service registration requirements; not be in default on any student loan or owe a refund on any grant made under any Title IV program; have a social security number, and have a high school diploma, or GED. Effective July 1, 2012 the Ability to Benefit test is no longer offered. Students without a H.S. diploma or GED who passed the Ability to Benefit test or completed 6 college credits towards a degree or a certificate prior to July 1, 2012 are still eligible to continue receiving aid in future years.

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

Withdrawals & Repayment of Financial Aid Funds

Federal aid recipients who withdraw or are dropped from all classes by the instructor are subject to regulations regarding the Return of Title IV funds. Students who withdraw or are dropped from all classes prior to completing more than 60% of the enrollment period are subject to these rules. Based on the date of the complete withdrawal or drop, the Financial Aid Office will determine the amount, if any, of “unearned” federal financial aid is received by the student.

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

Financial Aid Programs

Board of Governors Fee Waiver (BOGW)

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

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

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

Loss of Board of Governors (BOG) Fee Waiver

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

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

Foster Youth, as defined in Education Code 66025.9(b), **shall not be subject to loss of BOG Fee Waiver** under this section. This exemption is effective until the date specified in Education Code 66025.9(c).

In addition other fee waivers authorized outside of Section 76300(g)(1) are considered special categories and are not subject to loss due to the Section 76300(g)(1) standards.

The special categories are:

1. Dependents of California National Guard Members
2. Dependents of veterans
3. Congressional Medal of Honor recipients and their dependents
4. Surviving dependents of the September 11, 2001 attacks
5. Dependents of law enforcement or fire suppression personnel

For purposes of this section, primary terms are considered fall and spring semesters.

Student Notifications

Students who are placed on Academic Probation, Warning or BOG Dismissal shall be notified via email from PCCD no later than 30 days following the end of the semester that resulted in the student being placed on academic or progress probation.

How to Regain BOG Fee Waiver Eligibility

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

Academic and/or Progress Improvement

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

No Enrollment for Two Primary Terms

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

Submission of Petition Form

Students who have not met academic or progress standards and wish to petition their status may do so if they have an acceptable reason by completing and submitting a BOG Fee Waiver Petition Form with supporting documentation. Petitions that are approved will result in the restoration of the BOG Fee Waiver

Pell Grants

A Pell Grant is federal aid designed to provide financial assistance for those who need it to attend post-high school educational institutions. Basic grants are intended to be the “floor” of a financial aid package, and may be combined with other forms of aid to meet the full cost of education.

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

After your FAFSA application is processed, you will receive a Student Aid Report (SAR) from the Department of Education, which constitutes official notification of your expected family contribution (EFC). The lower the EFC, the higher your award will be.

Supplemental Educational Opportunity Grant (SEOG)

The SEOG is a federal grant designed for students with financial need who receive the Pell Grant. Funds are limited.

Federal Work-Study (FWS)

This federally funded program provides employment opportunities to students with financial need. Students awarded FWS receive an allocation of funds earned through part-time jobs on or off-campus. FWS provides an excellent “learning process” through on-the-job training. Students must be enrolled and be eligible for financial aid to participate in FWS.

Extended Opportunity Program and Services (EOPS)

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

Student Loans

These loans are available to students who are enrolled at least half-time.

The Federal Government will pay interest on subsidized loans during the in-school period and during the grace period following the student’s termination or graduation. The grace period is for six months. The student is responsible for paying the interest on unsubsidized loans during the in-school and grace periods. Students are eligible if they meet the Department of Education’s criteria as listed with the Financial Aid Office. Further information about loans may be obtained on the Financial Aid website, or by visiting the Financial Aid Office.

Scholarships

Scholarships are available from various individuals and organizations. The amounts of, and qualifications for, these scholarships vary.

Students interested in scholarships should check periodically with the Financial Aid Office, as new scholarships are constantly being made available to students thanks to many community supporters of the college.

Chafee Foster Youth Grant

This grant of up to \$5,000 is available to current or former California foster youth under 22 years of age who wish to take vocational training or college courses. You must also enroll at least half time in an eligible school. Your program of study must be at least one academic year long, and you must attend class regularly and get good grades.

Bureau of Indian Affairs (BIA)/Tribal Grants

The Bureau of Indian Affairs provides grants to assist eligible American Indian students in meeting educational costs. To be eligible, the applicant must be at least one-fourth American Indian, Eskimo, or Aleut heritage, as certified by a Tribal Agency served by the Bureau of Indian Affairs.

Tribal Grants are for eligible students who belong to federally recognized Indian Tribes. Tribes generally have their own applications, deadlines and eligibility criteria.

Cal Grant B and C

Cal Grant programs are available to California residents who qualify. A student must be a U.S. Citizen, a permanent resident or an eligible non-citizen, and a California resident attending an eligible college located in California and making Satisfactory Academic Progress. The college electronically transmits GPA verification for certain students.

Applying for a Cal Grant Takes two forms, (1) the FAFSA, www.fafsa.gov and (2) your verified GPA, www.csac.ca.gov/doc.asp?id=1177 = A Cal Grant Application. You must apply by March 2 to maximize your opportunity to receive an award.

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

Student Consumer Information

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

Satisfactory Progress Standards

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

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

Copies of the Financial Aid Satisfactory Academic Progress Policy are available on the Financial Aid website or in the campus Financial Aid Office.

Remedial Coursework

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

English as a Second Language (ESL) Coursework

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

Financial Aid Census Date

Each term the Financial Aid Office establishes a census date after which no adjustments will be calculated on funds paid for that term for units added or dropped. Please check with your home campus financial aid for the Financial Aid Census dates. Courses added (such as late start courses) after FA census date **will not** be aid eligible.

Disbursement

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

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

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

Federal Work-Study recipients will be paid once a month.

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

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

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

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

Dream Act Scholars

What is the California Dream Act?

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

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

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

What is an AB 540 student?

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

- • Attended a California high school for at least three years, or attained credits earned in California from a CA HS equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in CA for a total of three or more years;
- Graduated from a California high school, got a GED or passed the California High School Proficiency Exam;
- Are registered or enrolled at a California community college;

AND

- If you are a student who is without lawful immigration status, you must file an affidavit with the college that indicates that you have applied for legalization or will apply as soon as you are eligible.

California Dream Act Financial Aid Programs

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

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

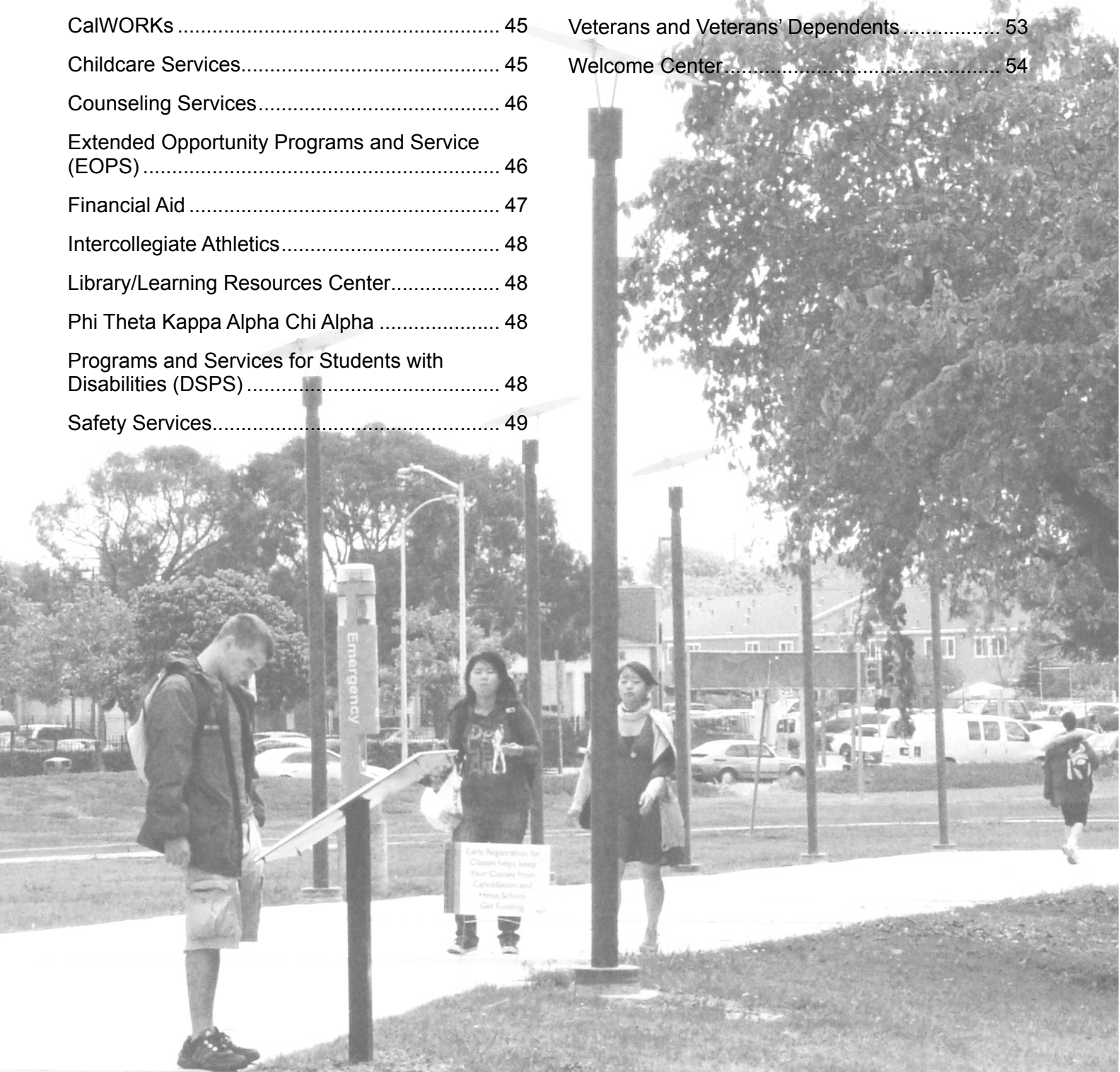
The California Dream Application can be found at <https://dream.csac.ca.gov/>; The Chafee Grant Application can be found at

<https://www.chafee.csac.ca.gov/StudentApplication.aspx>;

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

SERVICES FOR STUDENTS

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Services for Students

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

Student Services Division has identified the following Student Learning Outcome for the various services provided by the Division:

Identify most appropriate resource pertinent to need.

Student Services Administration Division has identified the following Student Learning Outcome for the various services administered by the division:

Demonstrate an understanding of the practice of civility, tolerance, and respect.

Outreach and Recruitment has identified the following Student Learning Outcomes:

1. Assessment Testing Guidance; Preparation; Performance: Students will know and be prepared to take the appropriate English; ESL and/or Math assessment that will place them in the appropriate college/non college level courses to enable them to succeed.
2. Students will demonstrate increase inclination to attend college/ COA after high school.
3. Students will demonstrate an understanding of SSSP essential services.

Alameda One-Stop Career Center

The Alameda One Stop Career Center is conveniently located right on campus. The One Stop has existing partnerships with quality employers, including employers in the Alameda County community who are interested in hiring and training students that typically have limited work histories.

Career Services – The following free services are available to everyone:

- Computer access to help you apply for your next job
- Workshops on networking, resume development, interview techniques and more
- Job leads for off campus employment, including paid internships, and other resume building opportunities
- On site recruitments – come in and meet face-to-face with hiring managers

Intensive Services – Need additional help? No problem.

- On the job training (OJT) opportunities – OJTs can help make the perfect paid transition from school to industry.
- Individualized Training Accounts (ITAs) – Attending classes but need an additional specialized certificate to land that job? We have access to thousands of courses both online and throughout the Bay Area.
- Employment Specialists will help students secure jobs that pay a good wage, including those that need full- and part-time employment so that they can sustain themselves through school and into a career ladder position beyond graduation.

The Alameda One-Stop Career Center is located on West Campus Drive in modular building “P.” Call (510) 748-2208 for further information, or visit <http://alameda.peralta.edu/one-stop-career-center>.

The One-Stop Career Center has identified the following Student Learning Outcomes:

1. Demonstrate the ability to identify their interest as it relates to their academic goals and employment;
2. Develop a sustainable career plan; and
3. Utilize appropriate career services to address their needs.

Admissions and Records

Admissions and Records serves as the first point of access to the college for new students and the general public. Students enroll online at www.peralta.edu. Students may also drop and add classes, apply for transcripts and handle other business concerning admissions either online or in person in the A Building.

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

Admissions and Records functions are centralized at the Peralta District office and all student records are kept at 333. E. 8th St., Oakland, CA 94607. The Associate Vice Chancellor for Admissions & Records and Student Services supervises the department.

Admissions and Records has identified the following Student Learning Outcomes for the various services offered:

1. Students will be able to increase accessibility to courses and services by effectively applying, registering and accessing their records online.
2. Students will become aware and utilize referrals provided by A&R staff to counseling department, financial aid, and other needed resources on campus, district and community in an effort to improve their success.
3. Students will be aware of the importance of time management (Drops/Adds, Refunds, Petition and other deadlines) for a successful professional and personal growth and effective civic engagement.

Assessment

Assessment 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.

Assessment is a part of the Learning Resources Center, located in the L Building, second floor, (510) 748-2307.

Advising and Orientation

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

ATLAS

ATLAS is a dynamic program at the College of Alameda which incorporates specialized training, career guidance and individualized support. Curricula are designed with input from logistics industry experts and integrate college level, adult education and non-profit resources to create a comprehensive education, training and job placement program.

ATLAS serves:

- Students interested in entry-level jobs in logistics with career pathway opportunities.
- Current logistics employees seeking career advancement.
- Employers interested in customized training.

How to Apply

To register for any of the ATLAS training programs (Warehouse and Forklift Operations, Transportation-Logistics Operations (undergoing revision), Diesel Maintenance Technician), contact 510-748-5256.

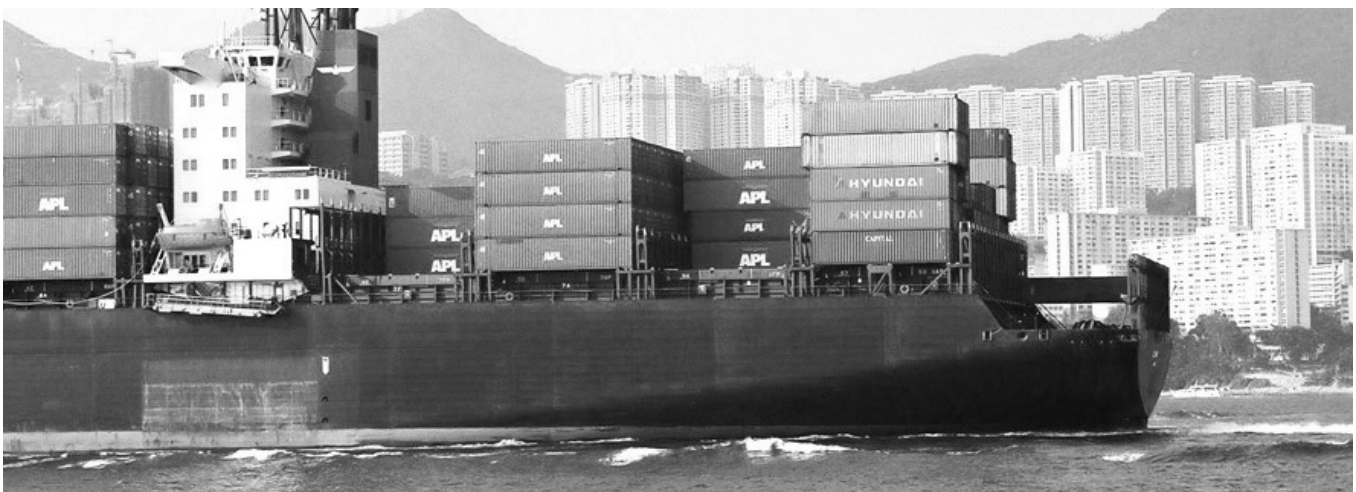
The training prepares students for jobs as: Forklift Drivers, Packers, Packagers, and Freight, Stock and Material Movers. **Total Units: 6.**

Training Includes:

- **COUNS 201** Orientation College (1 Unit)
- **CIS 205** Computer Literacy (1 Unit)
- **BUS 240** Warehouse Operations (1 Unit)
- **LRNRE 280** Study Skills (1 Unit)
- **DMECH 202** Forklift Operations and Certification
- **Professional Development:** Job & career preparation

Training Requirements:

- Drug and Alcohol Free
- Punctual / Eager to learn and work



ATLAS Programs

Warehouse and Forklift Operations

The Warehouse and Forklift Operations training program prepares you for entry-level work in the logistics industry.

Diesel Maintenance Technician Program

This program introduces students to Diesel Technology and skills. This includes Periodic Smoke Inspection, Compressed Natural Gas (CNG) Engine Service and Diesel Particulate Filter (DPF) Technology Inspection and Service. The Diesel Maintenance Technician program provides students training for the position of Entry Level PMI Technician. This course will provide a solid foundation in shop safety and usage of tools and shop equipment. The students will learn how to perform complete Preventive Maintenance (PM) Service and Department of Transportation (DOT) Safety Inspection.

Customized Training

If your employees need specific workplace training related to the logistics industry, contact us about ATLAS customized training. The benefits of an ATLAS customized training program include:

- On-site customized training
- Upgrade skills of current workforce based on your need
- Expanded training offerings: technical, service, and supervisory

Location: College of Alameda Room L215

Phone Number: 510-748-5256

Website: <http://alameda.peralta.edu/atlas/>

Cooperating Agencies Foster Youth Educational Support (CAFYES) Program

Cooperating Agencies Foster Youth Educational Support Program (CAFYES) is a supplemental component of the existing Extended Opportunity Programs and Services (EOPS) program. The purpose of CAFYES is to strengthen the capacity of community college districts to support the higher education success, health and well-being of some of the nearly 13,000 current and former foster youth who are enrolled in California's community colleges.

To be eligible, you must be a current, or former, foster youth in California whose dependency was established or continued by the court on or after the youth's 16th birthday.

Be no older than 26 years of age at the commencement of any academic year in which he/she participates in CAFYES.

CAFYES student must be enrolled in 9 units at the time of acceptance.

CAFYES services

- Need based grants (housing, transportation, etc.)
- Meal assistance
- Book vouchers
- Career Technical Education grants
- School Supplies

CalWORKs

The CalWORKs program provides educational/training assistance to students who receive cash-aid through TANF, including self-initiated participants (SIPs) and GAIN referrals. The program assists students in entering the workforce at the highest level possible, and in developing a personal career ladder leading to increased self-sufficiency and individual growth. Support services include priority enrollment, counseling, educational advising, progress monitoring, job development and placement, post employment, childcare, work-study, and case management. For further information, call 510-748-2258 or visit the CalWORKs office, co-located with EOPS and CARE in the A building Welcome Center.

CalWORKs has identified the following Student Learning Outcomes:

1. Develop a Student Educational Plan (SEP) that will facilitate an effective integration into the work force.
2. Identify and utilize effectively available community based resources needed to become self-sufficient.
3. Recognize life and work stressors and design and implement effective practices, goals and interventions.

Childcare Services

Childcare services are available for qualifying College of Alameda families on campus at the Alameda Family Services Head Start /Early Head Start Program located at the Children's Center on Campus Drive. Head Start is a comprehensive child development program that has been successfully serving low-income children and their families for over forty years. It is a child-focused program with an overall goal of increasing school readiness and socialization for young children birth to five years old, accomplished by providing a rich preschool environment, involving and supporting the family, and connecting with the community. Half day morning and afternoon sessions as well as full day options are available. If you are interested in enrolling your child in Head Start or Early Head Start at College of Alameda please contact the Head Start enrollment office at (510) 629-6333.

Childcare for the children of College of Alameda students is also available at the Children's Centers at Laney College (900 Fallon Street, Oakland, CA 94607) and Merritt College.

The Laney Center is on East 10th Street and Second Avenue, phone (510) 464-3574.

The Merritt Child Development Center is at 12500 Campus Drive Oakland, CA 94619. (510) 436-2436.

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 on-campus, and off-campus services
- Classes and special workshops; e.g., Career/Life Planning, College Success, Orientation to College, etc.

First time "new" students to College of Alameda are strongly encouraged to meet with a counselor PRIOR TO ENROLLING IN ANY CLASS so that they can get a Student Education Plan that best meets their academic goals.

Continuing students at the College of Alameda are strongly encouraged to meet with a counselor every semester to make sure that their Student Education Plan is up to date.

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.

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

The faculty and staff of Counseling Services have identified the following Student Learning Outcomes:

1. Articulate an understanding of their personal responsibility in creating their own academic, personal, and professional successes.
2. Utilize the necessary information, resources, and options available for them to make sound educational and lifelong decisions.
3. Identify specific tactics and strategies used in order to achieve their desired goals.

Extended Opportunity Programs & Services (EOPS)

College of Alameda offers a comprehensive EOP&S 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 EOP&S students, including professional counseling, priority registration, career and academic guidance, book purchase assistance, vocational grant assistance, assistance to four year institutions, transfer and admission application.

To qualify for participation in the EOP&S program a student must:

- Be a California resident
- Be enrolled full-time when accepted into the EOP&S 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:

- 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

Cooperative Agencies Resources for Education (CARE) offers additional support services to EOP&S students who are single parents on TANF (Transitional Assistance for Needy Families) and to break the welfare dependency cycle by completing college-level educational training programs, and therefore, become more employable and economically self-sufficient.

To be eligible, a student must:

- Be 18 years of age
- Be single head of household
- Be a current recipient of TANF/CalWORKs
- Have at least one child under 14 years of age
- Be enrolled as a full-time student upon admission into the program
- Be an EOP&S student

For further information, call 510-748-2258 or visit the EOPS/CARE office located in the A building Welcome Center.

EOPS/CARE Programs has identified the following Student Learning Outcomes:

1. Demonstrate information competency
2. Develop self-awareness and confidence
3. Demonstrate technological literacy

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 career as well as academic training at College of Alameda. More information on Student Financial Aid is provided in the prior chapter of this catalog.

Financial Aid is located in the A building. Call (510) 748-2392 for further information.

Financial Aid identified the following Student Learning Outcomes:

1. Students will be able to identify financial aid resources for which they may qualify, submit applications and meet deadlines.
2. Students will demonstrate knowledge and understanding of the Satisfactory Academic Progress "SAP" Policy for financial aid purposes.
3. Students who take out a loan will gain understanding of the requirements, rights and responsibilities, and repayment obligations associated with acquiring a federal student loan.

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 "A Building," 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 vocational o academic sa College of Alameda. Lahat ay ginagawa ng paaralan na ito para matulungan ang mga estudyante na nagaling sa ibang bansa at may ibang nika. Ang Financial Aid Office ay makikita sa loob ng "A Building." O pwede rin tumawag sa (510) 748-2392.

Vietnamese

Chương trình tài trợ nhằm giúp đỡ quý vị sinh viên về phương diện tài chánh trong khi quý vị nếu không được tài trợ thì không có khả năng theo học tại các trường đại học, cũng như trường đại học Alameda. Số tiền tài trợ được cấp rõ ràng để quý vị sinh viên được theo học mà khỏi bị từ chối vì thiếu khả năng nguồn tài chánh 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.

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 California Community College Athletic Association (CCCAA) in order to be eligible for participation.

For more information, visit the Athletics Office in D203, or telephone (510)748-2373.

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

Library

The Library is on the first floor of the L Building and houses an instructional area, circulation services desks and reference desks as well as the print collections that include: Browsing, Best Sellers, Circulation, Reference, Periodicals, and Textbook Reserve. The library offers online resources that includes article databases, ebooks and streaming video. Other Library services located on the first floor include photocopiers, group study rooms, a leisure reading area, and the library office. At the Reference desk, the librarians provide instruction in the use of library resources for individuals, classes, and workshops. The Library also offer online reference help via our "Ask a COA Librarian" chat reference service accessible from our library homepage at <http://alameda.peralta.edu/library>. The online catalog provides access to all district library print collections. A variety of additional online resources, including electronic periodical databases, are also available on the reference computer workstations and remotely for registered students.

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.

Library Services outcomes:

1. Library provides sufficient resources to meet the information needs of the curriculum.
2. Library provides sufficient access to Library resources.
3. Students will be able to effectively, efficiently, and ethically access and use needed information.

Phi Theta Kappa Alpha Chi Alpha

Phi Theta Kappa is an international honor society for community college scholars. The purpose is to promote the ideals of scholarship, leadership, fellowship, and service. College of Alameda Chapter, Alpha Chi Alpha, was chartered in June 1992. Chapter members participate in campus, regional, and international projects. Invitation to membership goes to all students who have accumulated at least 12 semester units, have a GPA of 3.5 or higher, and identify College of Alameda as their home/main campus. For more information, contact (510) 748-2260 to reach the faculty advisor or visit www.ptk.org.

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 service personnel such as note-takers and sign language interpreters; testing accommodations; liaison with four-year colleges and community agencies; instructional materials in alternate media, such as Braille, large print, electronic text (e-text), tactile graphics, and audio recording; access to adapted computer equipment and other assistive technology.

In addition instructional programs are offered for students with disabilities who meet eligibility criteria:

1. **The Learning Skills Program** assists students with learning disabilities to succeed in their college program by providing assessment, instruction, advising, and liaison with campus instructors and programs. Meet with a counselor in the DSPS program to inquire about enrolling in Learning Resources 296 for eligibility assessment.
2. **The Adapted Computer Learning Center** offers classes in assistive technology and in improving cognitive skills.

Assistive Computer Technology instruction is designed 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.

Cognitive Skills & Brain Injury Program - Computers are 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 Improving Cognitive Skills class remediates basic mental processes such as memory, attention, concentration, perception, and organization. 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 College to Career Program**, funded through a contract with the California Department of Rehabilitation (DOR), works in partnership with the DOR and the Regional Center of the East Bay to provide access to college, internships, and job placement for students with Intellectual Disabilities. Support services such as educational and vocational coaching are provided. Please contact the College to Career Coordinator at the DSPS program for more information.
4. **The WorkAbility III Program** is a cooperative contract between the College of Alameda and the California Department of Rehabilitation (DOR). The program provides job search skills training and job placement services for persons with disabilities who have a DOR Counselor.

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

Programs and Services for Students with Disabilities include the following Student Learning Outcomes:

1. **Goal Setting:** Students will have met with their DSPS counselor, and will have developed an educational plan, focused on individual academic, vocational, and/or personal growth goals.
2. **Educational Accommodations:** Students will work with DSPS staff and faculty identify the appropriate academic accommodations necessary to address their individual disability needs.
3. **Self-Advocacy:** Students will effectively utilize their disability related accommodations and services; articulating their disability needs to staff and faculty.

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

Student Safety Aides assist Safety Services by patrolling the campus, parking lots and attend campus events and activities. Aides are available for escort services to and from parking lots. To receive assistance please call (510) 748-2327.

Student Leadership and Development

The mission of the Student Activities and Campus Life office is to improve student persistence, retention and completion rates by offering opportunities and experiences beyond the classroom that encourage learning and student success.

- The office is an integral part of the college’s total program, supports its goals and objectives, and receives the college’s support in performing program responsibilities.
- The office believes that the well being of the institution lies in the hands of the students.
- Our goal is to keep students engaged and connected to campus life; involvement equals success.
- The office offers co-curricular opportunities that will help students prepare for personal and civic responsibility, as well as for opportunities in intellectual, aesthetic, and personal development.
- The office regards students as individuals who possess dignity, worth and the ability to be self-directed.
- The office is committed to fostering a positive self-image, self-worth, self-concept in students, and in doing so, helping them to become responsible, healthy adults.

Associated Students (ASCOA)

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.

Student Clubs

A student organization is defined as a group of students joined together in pursuit of a common purpose, which is in support of the mission, goals and core values of College of Alameda, guided by a lawful constitution under the direction of chosen officers and officially recognized by the Student Activities Office.

Student Center - F Building

The Student Center ("F" Building) houses the Office of Student Activities & Campus Life, Cafeteria, the Student Lounge, the Cyber Cafe, offices of the ASCOA, meeting space for clubs and organizations, Health Services, and the College Store. It is the central location for many student activities.

The Student Lounge affords a comfortable atmosphere where students can relax with friends. Student requests to use college facilities for approved group activities and all campus publicity regulations are processed through the Office of Student Activities & Campus Life in room F-217.

College Bookstore

The College Store is located on the first floor of the Student Center (Building "F"). A list of all required textbooks and supplementary text 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 buyback 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.

Cafeteria: The Cafeteria, located on the second floor of the F-Building, is where you can sit and enjoy your food. There are also vending machines located in different areas of the building. The cafeteria offers various food choices that include salad, sandwiches, grilled items and fries, hot breakfasts and lunches, coffees, teas and cold drinks, pastries, desserts and baked goods.

Study Cubicles: A space for students to be able to study or do homework. It is your own personal space where you can relax and take a break before your next class. Its purpose is to have an open workspace so that you may concentrate with fewer distractions.

Cyber Cafe: The Cyber Cafe has 8 computer stations available for use by students to relax, do some homework, check emails or surf the Internet. The cafe also offers wireless internet technology for your convenience.

Meeting Space: We offer two meeting spaces where we hold meetings and presentations. We also have A/V equipment available upon request for use during your meetings. The following facilities are available for use:

- *The Pit*, our main space, is ideal for larger presentations, panel discussions and workshops that can accommodate up to 100 people.
- *The Conference Room* is ideal for meetings and small presentations that can accommodate up to 30 people.

The Student Center also offers the following support services:

- Lost and Found
- Campus ATM
- Phone Charging Station
- Gaming Lounge
- Reflection Room.



Student Activities and Campus Life has identified the following Student Learning Outcomes:

1. Leadership: Demonstrate leadership skills and sense of empowerment
2. Student Advocacy: Students will set goals and action plans for advocating for student needs and improving student life
3. Diversity Awareness: Celebrate cultural backgrounds and examine the relationship of cultural experiences and educational attainment

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 the Vice President of Student Services at (510) 748-2205.

Student Health Services

Health Services contributes to the educational aims, matriculation, and retention of students by promoting their well-being. Student Health Services are supported by a student health fee, charged to all students to fund district-wide healthcare.

At the COA campus:

Campus Nurse: Assists students in health matters. Health Services provides health counseling, referrals, health education, flu-shots, emergency first aid and assistance with general problems. Low-cost eye exams and glasses are available upon request.

Mental Health Counseling: Provides support with adjusting to college, relationship difficulties, coping with crisis, problems at school or work, social isolation, difficulties sleeping anxiety, depression, alcohol and/or drug use, family stress, stress management, eating disorders, grief, or anything else that has been distressing.

Massage Therapy and Acupuncture: Available Wednesdays from 9-1:00 in F-105a

Low-cost dental services: Available by appointment in A-208.

Health Services website: <http://alameda.peralta.edu/health-services/>

Nursing Services: (510) 748-5280, F-105b

Mental Health Counseling: (510) 748-2320, F-105a and F-116

Acupuncture and Massage Therapy appointments can be made online at: ccacu.net

COA Dental Services/Alameda residents and COA students only: (510) 986-6812, A-208

Student Success Learning Communities

College of Alameda offers four very unique Student Success Learning Communities. These are a mutually supportive team effort between faculty, staff and other students to help you learn in a culturally nurturing and supportive environment to:

- Succeed in college
- Discuss your goals/aspirations as a college student
- Identify the steps needed to achieve your goals
- Broaden your horizons through advanced learning and training

College of Alameda Learning Communities offer accelerated English courses with a cultural emphasis paired with study skills, college success courses, service learning and additional transferable courses. Students will have the additional support of faculty and staff, fellow students, and assigned mentors to assist you in achieving your academic goals. Our goal is to give you the necessary knowledge and self-confidence to succeed.

MAYBE ONE OF OUR LEARNING COMMUNITIES IS THE ANSWER FOR YOU!

Adelante (emphasis on Latino/a culture)

Amandla (emphasis on African American culture)

APASS (emphasis on Asian/Pacific Island cultures)

Hear My Story (emphasis on multi-cultural autobiographical approach)

Contact the Counseling Department at 748-2209 for more information.

Transfer Center

The College of Alameda Transfer Center offers a variety of resources and services to assist students with transferring to the California State University and University of California system, in-state-private and out-of-state universities including Historically Black Colleges and Universities (HBCUs). For a comprehensive list of services and schedule of transfer events, visit the Transfer Center located in the Welcome Center, Building A or visit the website at: www.alameda.peralta.edu/transfer-program.

Transfer Center services include:

- Advising sessions with four-year college and university representatives
- Assistance using online transfer resources
- Assistance with admission applications and essays
- Transfer Admission Guarantees (TAGs) with select UCs and HBCUs
- Transfer Resource Library
- Transfer-specific workshops
- Cross Enrollment with UC Berkeley, CSU East Bay, Mills College, JFK University and Holy Names University
- Student computer work stations and study area
- Tours to local four-year colleges and universities
- Transfer Day college fair

Workshops and Events:

- Annual fall semester "Transfer Day" event where students can meet admissions representatives from over 40 four-year colleges and universities
- Transfer Basics workshop
- UC personal statement workshop

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

Concurrent Enrollment Program

College of Alameda provides its students the opportunity to enroll concurrently in one lower-division course each semester at any of the participating colleges or universities listed below. This program was designed to increase exposure to a college or university where a student might not otherwise plan to enroll, to allow student access to complete required courses not available at their home campus, and to enable students to test their potential for success in a college or university environment.

Participating colleges include:

- California State University, East Bay
- Mills College
- John F. Kennedy University
- Holy Names University

Students are expected to earn a "C" or better in the university coursework at the participating four-year college or university in which they concurrently enroll. Students may participate in Concurrent Enrollment for up to one year provided they have completed 20 semester units of transferable coursework, completed ENGL 1A with a grade of "C" or better, enrolled as a full-time student taking a minimum of 12 units, and established California residency.

Formally admitted UC students and individuals who have attended a four-year institution or hold 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 schedule an appointment to see a counselor.

The Transfer Center has identified the following Student Learning Outcomes:

1. Students who utilize the Transfer Center's services, events, and programs will demonstrate the ability to access, utilize, and integrate new transfer information learned into their transfer planning.
2. Students who utilize the Transfer Center's services and resources, and participate in the center's events, will demonstrate an increased level of confidence in their transfer knowledge.

Articulation

The mission of Articulation Program at College of Alameda is to assist students transferring to four-year colleges and universities by establishing articulation agreements regarding those courses that will transfer as lower-division requirements, including specific courses that will meet general education, course-to-course, major preparation requirements, and updating annual AA/AS General Education Requirements. By enhancing student's ability to transfer to four-year colleges and universities, the Articulation Program supports the College in meeting its mission: "to serve the educational needs of its diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals."

Articulation has identified the following Student Learning Outcomes:

1. All COA established Articulation Agreements with UCs and CSUs will be assessable on the web at www.assist.org for all students, faculty, and the public.
2. Students will have access to updated General Education Advising sheets which will indicate all articulated courses for transfer to UC, CSU and private institutions.

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 Learning Resources Center on the second floor of Building L, or telephone (510) 748-2315.

Tutorial Services/Learning Resource Center (LRC) outcomes:

1. Use LRC services consistently.
2. Demonstrate self-reliance by choosing appropriate resources
3. Apply time management as a study skill.

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. Apply for admission at www.peralta.edu.
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 and has been approved by the California state approving agency. Unofficial transcripts can be used by the counselor to determine your remaining requirements at this meeting.

All veterans must make an appointment with the counseling office during their first semester in attendance, in order to complete a Veteran's Evaluation of Course Requirements for Current Objective. Evaluations cannot be done on a drop-in basis. The evaluation is required prior to certification of a student's second semester, and if and when a student changes to a new major a new evaluation must be completed prior to further certification. Only courses indicated on the evaluation will be certified for payment by V.A., as these are the courses that are needed to complete graduation or transfer requirements.

4. Verify prior college credit by having official transcripts sent to Office of Admissions & Records, Peralta Community College District, 333 E. 8th St., Oakland, CA 94607. All students receiving Veterans Benefits are required to submit official academic transcripts from all schools attended before, during or after military service--whether or not benefits were received or units completed. Enrollment will only be certified for one semester pending evaluation of prior credit. These transcripts will be used when determining prior credit for courses that satisfy major requirements when completing the student's Evaluation of Course Requirements.
5. Submit applicable documents to the Veterans Resource Center for the processing of your educational benefits: Application (Form 22-1990) and DD214 for the Veteran Student, application (Form 22-5490) and dependent documentation for the Veterans' Dependents Program. The VA office will determine eligibility and notify student of such awards.

Veterans continuing at the college must notify the VA office of any change in address, major, units, or education plan. It is the responsibility of each student to promptly notify the College of Alameda Veterans Office of changes in unit status, courses, grades, academic objective, number of dependents to be claimed, and address. Failing to do so may result in an overpayment of benefits which would need to be repaid to V.A.

Call (510) 748-5284 for further information or visit the Veterans Resource Center on the second floor in the G building..

Credit for Military Experience

Completion of a minimum of one year's active duty with the Armed Forces of the United States, including completion of a basic or recruit training program and receipt of an honorable discharge, provides six semester units toward the Associate degree if this credit has not previously been applied toward a high school diploma. The VA Office will submit the DD214 to the Office of Admissions to obtain the credit once the 12 semester units has been completed at the Peralta Colleges.

If the veteran has completed courses taken during military service, the VA Office will request evaluation of the ACE or SMART transcripts from the Office of Admissions and Records.

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.

The Veterans Affairs Program has identified the following Student Learning Outcomes:

1. Educational Goal: Students will have a defined educational goal by the second semester of their enrollment measured by the number of updated Education Plans
2. Awareness of Educational Benefits: Students will understand how to access their Educational Benefits as measured by the number of students who are certified by the 4th week of school.

3. Increase Awareness of College Resources: Students will be knowledgeable about campus resources as measured by student survey.

Welcome Center

The Welcome Center provides computers and assistance with online admissions/registration and financial aid applications (FAFSA). Students may also obtain access to their Student Center to print informal transcripts and their current schedule.

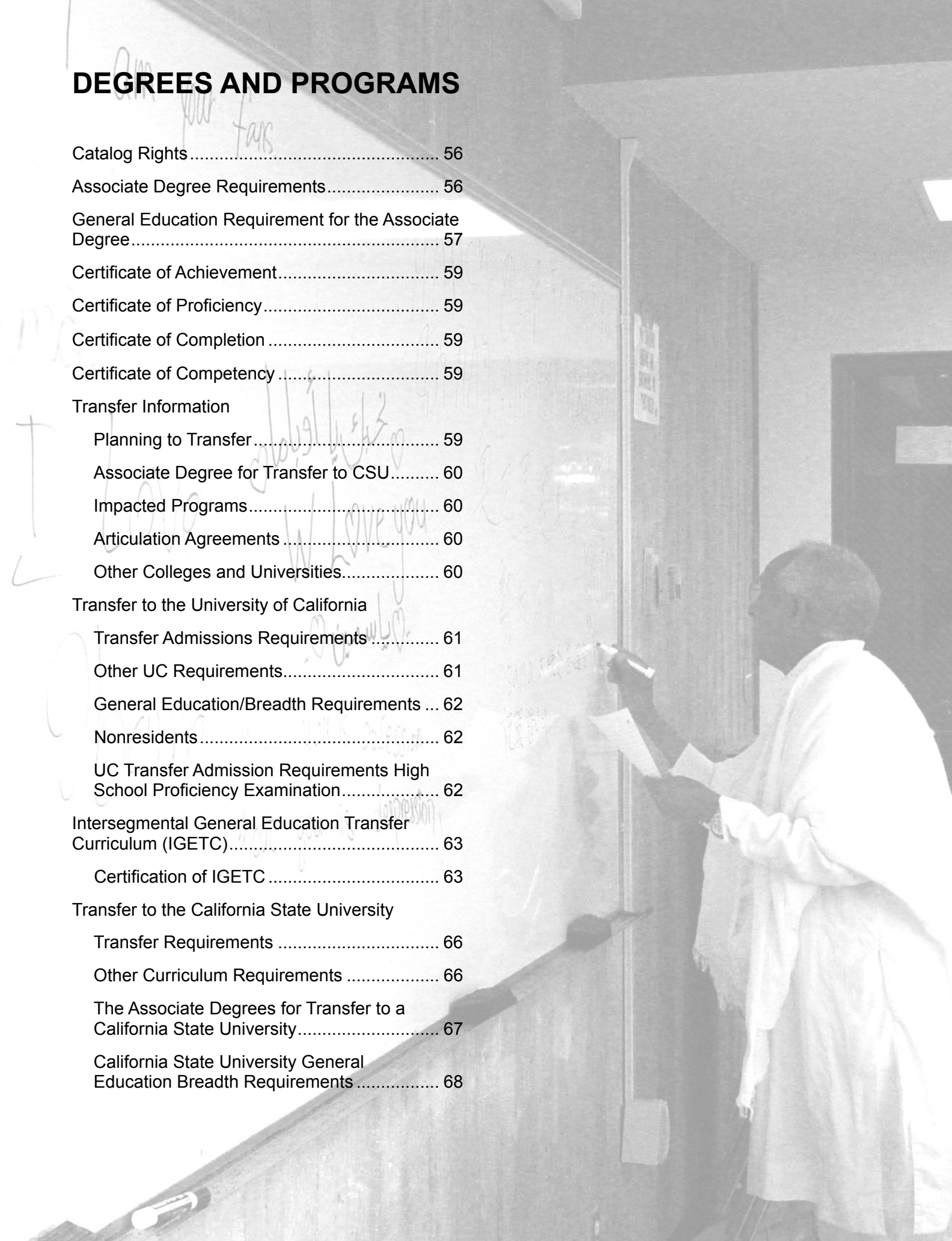
For further information, visit the A Building or call (510) 748-2184.

SERVICES FOR STUDENTS



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Degrees and Programs

Catalog Rights

Students completing the requirements for the local Associate degree, Associate Degree for Transfer (ADT), Certificate of Achievement, or Certificate of Proficiency have catalog rights.

A student's catalog rights are defined as maintaining enrollment in at least one semester per academic year, excluding summer session and intersessions (continuing enrollment), in any of the four Peralta Colleges.

A student's catalog rights include:

1. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the Degree/Certificate are completed; OR
2. The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements of the Degree/Certificate are completed; OR
3. The regulations current at the time the student files and receives the Degree/Certificate.

The withdrawal symbol ("W") constitutes enrollment.

Associate Degree Requirements

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

Overall Requirements

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

1. At least 19 units must be completed in General Education.
2. A minimum of 18 units is required for the major. The specific number of units may vary depending upon the major. Students should refer to the individual curriculum patterns for this information.
3. At least 12 units of coursework must be completed at College of Alameda.
4. A minimum grade point average of 2.0 ("C") is required in EACH of the following:
 - Overall grade point average and
 - General Education Requirements

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

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

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

General Education Description/Philosophy

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

The criteria regarding the associate degree references the policy of the Board of Governors that the associate degree symbolized a successful attempt to lead students through patterns of learning experiences and learning outcomes designed to develop certain capabilities and insight, including:

- A. the ability to think and communicate clearly and effectively orally and writing
- B. use mathematics
- C. understand the modes of inquiry of the major disciplines
- D. be aware of other cultures and times
- E. achieve insights gained through experience in thinking about ethical problems
- F. develop the capacity for self-understanding
- G. develop the capacity to participate responsibly in a democratic and environmentally sustainable society.

The criteria regarding general education references the policy of the Board of Governors that general education should lead to better self-understanding, including:

- A. General education is designed to introduce students to the variety of means through which people comprehend the modern world.
- B. General education introduces the content and methodology of the major areas of knowledge including the humanities and fine arts, the natural sciences, and the social sciences, and provides an opportunity for students to develop intellectual skills, information technology facility, affective and creative capabilities, social attitudes, an appreciation for cultural diversity, and a recognition of what it means to be an ethical human being and effective citizen.

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College of Alameda
General Education Requirements for the Local Associate Degree
Advising Form 2017-2018

Student's Name: _____
 Last First Middle Student I.D. # Major

ASSOCIATE DEGREE: Complete a minimum of 60 degree-applicable semester units with an overall grade point average of 2.0 ("C"). At least 12 of the 60 units must be completed at College of Alameda.

LOCAL DEGREE GENERAL EDUCATION: Complete a minimum of 19 units from the areas below with an overall grade point average of 2.0 ("C") and a grade of "C" or better in Area 4a (English Composition) and Area 4b (Mathematics). Although a course may be listed in more than one area, it may not be counted in more than one area (except in Area 5, *Ethnic Studies*; see NOTE in Area 5).

NOTE: GE requirements for Associate Degrees for Transfer (ADT) may be different. See a counselor for more information.

MAJOR: Students must declare a major to earn an Associate Degree. Majors require a minimum of 18 units with a grade of "C" or better in each course. Unit requirements for majors vary within programs and instructional departments (consult the College of Alameda catalog and/or see a counselor for more information).

OUT-OF-DISTRICT OR OUT-OF-STATE COURSES: The Peralta District will consider courses with a minimum of 4 quarter units to satisfy an area that requires a minimum of 3 semester units and courses with a minimum of 1.5 quarter units to satisfy Area 4c (which requires a minimum of 1 semester unit). See a counselor for information about this process.

Graduation Evaluation

It is the student's responsibility to file a "Petition for an Associate Degree" by the deadline specified in the College Academic Calendar (available in the college catalog, class schedule or college's website). Students should file the petition once all course requirements are completed or final courses are in progress. Official transcript of any course work completed outside Peralta District must accompany the petition or be on file prior to requesting an evaluation. All out-of-district courses will be evaluated individually to determine if they satisfy COA's General Education requirements. Petitions are available at the Admissions and Records office and must be completed with a counselor. Counselors are available by appointment through the Counseling Department located on the first floor of Bldg A or 510-748-2209.

THIS FORM IS SUBJECT TO CHANGE: Please see a counselor. (N=Needed, IP=In Progress, C=Completed)		N	IP	C
AREA 1 – NATURAL SCIENCE One course with a minimum value of 3 semester units from the following:				
1	Anthropology 1 Astronomy 1 Biology 1A, 1B, 2, 4, 10 Chemistry 1A, 1B, 30A, 30B, 50 Geography 1 Geology 10 Physics 4A, 4B, 4C, 10 Course From Other College: _____ Advanced Placement: _____	1	1	1
AREA 2 – SOCIAL AND BEHAVIORAL SCIENCES One course with a minimum value of 3 semester units.				
2	African-American Studies 5, 30*, 31*, 32* Anthropology 2, 3, 19 Asian/Asian-American Studies 45A, 45B Business 5 Communication 6, 19 Counseling 30, 230 Economics 1, 2, 5 Education 1 Geography 2 History 2A, 2B, 5, 7A, 7B, 8A, 8B, 11, 12, 17, 18, 19, 50*, 51*, 52*, 53A+, 53B+, 56**** Human 60 Mexican and Latin-American Studies 18A+, 18B+ Political Science 1, 2, 3, 4, 6, 8, 26, 31, 32, 35, 36, 37, 41 Psychology 1A, 1B, 3, 7A, 7B, 9A, 9B, 12****, 18, 24, 28, 29 Sociology 1, 2, 3****, 5, 120 * or ** or *** or **** or + Students will receive credit for one course only. Course From Other College: _____ Advanced Placement: _____	2	2	2

THIS FORM IS SUBJECT TO CHANGE: <i>Please see a counselor.</i> (N=Needed, IP=In Progress, C=Completed)		N	IP	C
AREA 3 – HUMANITIES One course with a minimum value of 3 semester units.				
3	<p>Art 1, 2, 3, 4, 122 Chinese 10A, 10B, 11A, 11B, 12A, 12B Communication 2A, 2B, 5 English 1B, 10A, 10B, 30A, 30B, 31, 32A, 47, 79, 210A, 210B German 1A, 1B Humanities 1, 2, 3, 13A**, 13B**, 15, 40, 51A*, 51B*, 51C*, 60 Mexican/Latin American Studies 2A*, 2B*, 2C*, 3** Music 9, 10, 15A*, 15B* Philosophy 1, 2, 4, 5, 10, 20A, 20B Spanish 1A, 1B, 2A, 2B Vietnamese 1A, 1B, 2A, 2B * <i>or</i> ** <i>Students will receive credit for one course only.</i></p> <p>Course From Other College: _____ Advanced Placement: _____</p>	3	3	3
AREA 4 – LANGUAGE AND RATIONALITY One course from each sub-area must be completed.				
4a	<p><u>English Composition</u>: One course with a minimum value of 3 semester units. Communication 5 English 1A, 1B, 5 ESL 52A, 52B</p> <p>Course From Other College: _____ Advanced Placement: _____</p>	4a	4a	4a
4b	<p><u>Mathematics</u>: May be met by one of the two options listed below: Option I: Completion of one course, 3 semester units minimum: Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 12, 13, 15, 50, 202, 203, 206, 230 Option II: Credit by Examination for Mathematics 203 (or higher) with credit posted on transcript.</p> <p>Course From Other College: _____ Advanced Placement: _____</p>	4b	4b	4b
4c	<p><u>Computer Literacy</u>: One course with a minimum value of 1 semester unit. Business 24 Computer Information Systems: All courses numbered 1-248. Learning Resources 211 LIS 85</p> <p>Course From Other College: _____</p>	4c	4c	4c
4d	<p><u>Oral or Written Communication, or Literature</u>: One course with a minimum value of 3 semester units. Communication 1A, 2A, 2B, 4, 5, 6, 12, 20, 44, 45 English All courses numbered 1 through 247 except 48, 49 English as a Second Language 50A, 50B, 52A, 52B Mexican/Latin Studies 3*</p> <p>* <i>Students will receive credit for one course only.</i></p> <p>Course From Other College: _____ Advanced Placement: _____</p>	4d	4d	4d
AREA 5 – ETHNIC STUDIES One course with a minimum value of 3 semester units.				
5	<p>African-American Studies 5, 30**, 31**, 32** Asian/Asian-American Studies 45A, 45B English 31 History 17, 19, 50**, 51**, 52** Music 15A*, 15B* Psychology 18 Sociology 5</p> <p>* <i>or</i> ** <i>or</i> <i>Students will receive credit for one course only.</i></p> <p>Note: Ethnic Studies courses can be double-counted to fulfill a subject-requirement in one other General Education Area, (although the units are counted only once).</p> <p>Course From Other College: _____ Advanced Placement: _____</p>	5	5	5

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C. The general education patterns applicable to the Associate of Arts for Transfer (AAT) and the Associate of Science for Transfer (AS-T) are either the CSU GE Breadth Requirements or the IGETC requirements.

Certificate of Achievement

The college grants certificates of achievement to students who complete the required courses in accordance with state approved prescribed standards. The requirements for the certificate vary with each occupational curriculum; some may require more than one or two years to complete depending on course scheduling.

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

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

Certificate of Proficiency

The college grants a certificate of proficiency if you complete the required credit courses in accordance with the college's prescribed standards. The requirements for the certificate vary with each program. Requirements include up to 17.5 units and a grade of "C" or better in each course. A Certificate of Proficiency will not appear on your transcript, since they are locally approved but not State approved. Certificates of Proficiency do not qualify for Financial Aid.

Certificate of Completion (Non-Credit) [NC1]

A Certificate of Completion is a prescribed pathway of non-credit courses that focuses on improved employability or job opportunities. It also prepares a student for degree-applicable credit courses.

Certificate of Competency (Non-Credit) [NC2]

A Certificate of Competency is a prescribed pathway of non-credit courses that prepares a student in a set of competencies to progress in a career path and to take appropriate credit courses, including basic skills and ESL.

Transfer Information**Planning to Transfer**

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

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

Many catalogs are available for review in the Transfer Resource Center.

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

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

3. Identify the courses (lower-division prerequisites) which must be taken in preparation for the major as well as those required in the major.
4. Community college courses transfer to four-year colleges for specific majors, general education/breadth requirements, or elective credit depending upon the school and major selected.
5. Check the policies regarding the maximum number of units that may be transferable. A maximum of seventy (70) transferable semester or one hundred and five (105) quarter units completed at a community college may be applied toward the total number of units required for a bachelor's degree at a campus of the University of California or California State University. Total units transferable to independent colleges vary. Subject credit for transferable courses in excess of (70) semester units may also be granted to satisfy university graduation requirements. Courses accepted as equivalent to those offered in lower-division by a four-year institution, even if beyond the (70) semester/(105) quarter-unit maximum, may be applied where needed to meet specific lower division and/or general education/breadth requirements. Students are strongly advised to complete all coursework required in lower-division preparation for their major, especially those majors that are impacted or oversubscribed.
6. With proper planning, College of Alameda students can complete lower-division requirements for most majors offered by four-year institutions. College of Alameda counselors can assist students in the

development of an educational plan through individual appointments. Students should also confer with faculty in their selected major in planning their programs. Where particular planning problems are present, counselors can assist students through contacts with representatives from the various four-year institutions.

7. All students must assume complete responsibility for compliance with regulations and instructions for selecting the courses that will permit them to meet their educational objectives, and for satisfying prerequisites for any programs or courses they plan to take as set forth in the appropriate catalog.

Associate Degree for Transfer to CSU

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Code of Regulations sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer,” a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer.

(AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. While a minimum GPA of 2.0 is required for admission, some majors may require a higher GPA. The associate degree for transfer may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Impacted Programs

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

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

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

Articulation Agreements

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

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

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

Other Colleges and Universities

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

Transfer Credit From Other Colleges

Students transferring from another accredited institution may request to use some of this credit to meet Peralta District degree or certificate requirements. Official transcripts should be sent directly from the transfer institution to the District Admissions and Records office. The review of transfer units occur when the graduation petition is submitted to the college Admissions and Records office. External transcripts become the property of the Peralta Community College District. Transcripts submitted to Peralta District will not be released to students, other colleges or other agencies.

Transfer to the University of California

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

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

Transfer Admission Requirements

The University considers you a transfer applicant if you graduated from high school and enrolled in a regular session at a community college or university. You cannot disregard your college records and apply as a freshman. The requirements described in this section represent the minimum level of achievement to be eligible for admission to the University.

California Residents

You can meet the University's minimum admission requirements for transfer students in several ways, as described below. The path you use depends upon the extent to which you satisfied UC's minimum eligibility requirements for freshmen at the time you graduated from high school. In all cases, you must have a "C" (2.0) average in all transferable work.

1. If you were eligible for admission to the University when you graduated from high school (i.e., meaning you satisfied the Subject, Scholarship, and Examination Requirements), you are eligible to transfer if you have a "C" (2.0) average in your transferable college coursework.
2. If you met the Scholarship Requirement but did not satisfy the Subject Requirement, you must take college courses in the subjects you are missing, earn a grade of "C" or better in each of these required courses, and earn an overall "C" (2.0) average in all transferable college coursework to be eligible to transfer.
3. If you met the Scholarship Requirement but did not meet the Examination Requirement, you must complete a minimum 12 semester (18 quarter) units of transferable college coursework and earn an overall "C" (2.0) average in all transferable college coursework completed.

4. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, you must
 - a. complete 90 quarter or 60 semester units of transferable college credit with a grade point average of at least 2.4; and
 - b. complete the following course pattern, earning a grade of "C" or better in each course:
 - two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
 - one transferable college course (3 semester or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and
 - four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC will satisfy Option 4b of the transfer admission requirements. For more information about IGETC, refer to IGETC section of this catalog, or see a counselor.

Other UC Requirements

There are other requirements students must fulfill to receive an undergraduate degree from the University. These include University wide requirements such as General Education requirements, Entry-Level Writing Requirement, and the American History and Institutions requirement. Other requirements, such as major preparation, vary according to the campus a student plans to attend, and according to the particular college or school and major.

Entry-Level Writing Requirement

Students must satisfy the entry-level writing requirement to graduate in any program at UC. One way to meet this requirement is to complete a transferable college course of three semester (four quarter) units in English composition with a grade of C or better. Students who meet our basic requirements for minimal transfer eligibility, which include two transferable college courses in English composition, satisfy the entry-level writing requirement.

Many transfer students fulfill this requirement while in high school by achieving minimum scores on the following tests:

3 on the College Board Advanced Placement Examination in English (Language or Literature)

5 on the International Baccalaureate Higher Level Examination in English (Language A only)

6 on the IB Standard Level Examination in English (Language A only)

30 on the ACT Writing test; or 680 on the Writing section of the SAT Reasoning Test

Students who have not satisfied the entry-level writing requirement before transferring must enroll in an appropriate English course at UC.

American History and Institutions Requirement

All undergraduate degree programs at UC require study in American History and Institutions. This requirement may be met through examination or enrollment in specific courses. Each campus decides how its students may meet the requirement.

If you satisfactorily completed a one-year course in U.S. history or a half-year course in U.S. history and a half-year course in American government while in high school, you have fulfilled this requirement for all UC campuses except UC Santa Barbara, which requires students to complete a college-level course. (At UCLA, you also must have earned a B average in these courses.) If you have satisfied your community college's history and institutions requirement you have also met the requirement at most UC campuses. It is strongly recommend that you complete this requirement before you transfer.

General Education/Breadth Requirements

The general education or breadth requirements give University undergraduates a broad background in all major academic disciplines life sciences, physical sciences, social sciences, humanities, and fine arts. The general education/breadth requirements specify the courses you must take or number of credit hours you must earn in each area.

Each school and college at every UC campus has its own general education requirement. They are described in, "Prerequisites and Recommended Subjects," the campus catalogs, and articulation agreements. With careful planning, you can meet many of the lower-division requirements while attending College of Alameda.

At some campuses and in some majors, you must fulfill all or a portion of the general education/breadth requirements before transferring. Transfer applicants may satisfy the lower-division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC).

Nonresidents

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

UC Transfer Admission Requirements High School Proficiency Examination

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



Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses which community college students can use to fulfill lower-division general education requirements at any California State University (CSU) or University of California (UC) campus without the need, after transfer, to take additional lower-division general education courses.

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. IGETC may not be appropriate for some majors and for some colleges in the UC system. 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. It is crucial that students meet with their counselor to determine whether IGETC would be appropriate. Courses approved for IGETC are subject to change periodically. Students may obtain a printed list of approved courses from their counselor.

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. All courses must be completed with minimum grades of a “C” or better. 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. 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.)

Courses taken at foreign institutions will not be permitted for IGETC certification except in the Area Language other than English. If the foreign language requirement was satisfied in high school, the student’s official high school transcript must be submitted prior to certification.

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. Be sure to request IGETC certification when you request final transcripts to be sent to your choice of university or college.

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. Students who transfer without certification will be subject to the general education requirements of the campus or college to which they transfer.





College of Alameda Intersegmental General Education Transfer Curriculum (IGETC) Advising Form 2017-18

Student's Name: _____

Last

First

Middle

Student I.D. #

Major

Completion of IGETC satisfies all lower division general education requirements at most CSU and UC campuses, and at some Independent Colleges and Universities. It is not an admission requirement nor is it the only way to fulfill lower division general education requirements.

Students are encouraged to see a counselor by appointment to discuss transfer and the IGETC option as part of an education plan. Counselors are available by appointment through the Counseling Office located on the first floor of Building A, (510) 748-2209.

THIS FORM IS SUBJECT TO CHANGE: <i>Please see a counselor.</i> (N=Needed, IP=In Progress, C=Completed)		N	IP	C
AREA 1: ENGLISH COMMUNICATION CSU requires three (3) courses, one course each from A, B, and C UC requires two (2) courses, one course each from A and B				
1A	ENGLISH COMPOSITION One course, 3 semester (or 4-5 quarter) units English 1A Course from other college: _____ College: _____ AP Exam: _____ AP Score: _____	1A	1A	1A
1B	CRITICAL THINKING One course, 3 semester (or 4-5 quarter) units Communication 5, English 5, Course From Other College: _____ College: _____	1B	1B	1B
1C	ORAL COMMUNICATION (CSU Requirement Only) One course, 3 semester (or 4-5 quarter) units Communication 1A, 4, 45 Course From Other College: _____ College: _____	1C	1C	1C
AREA 2: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING One course, 3 semester (or 4-5 quarter) units				
2	Math 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 16A Course from other college: _____ College: _____ AP Exam: _____ AP Score: _____	2	2	2
AREA 3: ARTS AND HUMANITIES Complete three courses: minimum one course from the Arts and one from the Humanities. 9 Semester (or 12-15 quarter) units				
3A	ARTS: Art 1, 2, 3, 4, 122 Music 9, 10, 15A, 15B Course from other college: _____ College: _____ AP Exam: _____ AP Score: _____ Course from other college: _____ College: _____ AP Exam: _____ AP Score: _____	3A	3A	3A
3B	HUMANITIES: Chinese 10B++, 11A++, 11B++, 12A++, 12B++ Communications 2A, 2B English 1B, 30A, 30B, 31, 32A, 79 German 1B++ History 7A*, 7B*, 8A*, 8B*, 12*, 53A*, 53B* Humanities 1, 2, 3, 13A**, 13B**, 15, 40, 51A+, 51B+, 51C+ Mexican/Latin-American Studies 2A+, 2B+, 2C+, 3+, 18A**, 18B** Philosophy 1, 2, 4, 5, 20A, 20B Political Science 4 Spanish 1B++, 2A++, 2B++ Vietnamese 2A++, 2B++ Course from other college: _____ College: _____ AP Exam: _____ AP Score: _____ Course from other college: _____ College: _____ AP Exam: _____ AP Score: _____ *Indicates course cannot be double counted in other areas. +Student receives credit and certification for one course only. ++Indicates course can be used to clear Language Other Than English (UC Requirement only).	3B	3B	3B
3A/ B	Course from 3A or 3B at COA: _____ Course from other college: _____ College: _____ AP Exam: _____ AP Score: _____	3A/B	3A/B	3A/B
AREA 4: SOCIAL AND BEHAVIORAL SCIENCES Complete at least three courses from at least two subjects. 9 Semester (or 12-15 quarter) units				
4	African-American Studies 5, 30+, 31+, 32+ Anthropology 2, 3 Asian/Asian-American Studies 45A, 45B Communications 6 Economics 1, 2, 5 ¹ Geography 2 History 2A, 2B, 5, 7A, 7B**, 8A, 11, 12, 17, 18, 19, 50+, 51+, 52+, 53A**, 53B**, 56+ Humanities 13A**, 13B**, 60 Mexican-Latin American Studies 18A**, 18B** Political Science 1, 2, 3, 4, 6, 8, 18, 26, 31, 37 Psychology 1A, 1B, 3, 7A, 7B, 9A, 9B, 12+, 18, 24, 28 Sociology 1, 2, 3+, 5, 120 Course from other college: _____ College: _____ AP Exam: _____ AP Score: _____ Course from other college: _____ College: _____ AP Exam: _____ AP Score: _____ *Indicates course 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. ¹ No credit for 5 if taken after 1 or 2.	4	4	4
		4	4	4
		4	4	4

THIS FORM IS SUBJECT TO CHANGE: Please see a counselor. (N=Needed, IP=In Progress, C=Completed)		N	IP	C
AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES 7-9 semester (or 9-12 quarter) units Complete at least two (2) courses: one course from Area 5A Physical Sciences and one course from Area 5B Biological Sciences. At least one of the courses must include a laboratory (L) or Area 5C:				
5A	PHYSICAL SCIENCES: Astronomy 1 Chemistry 1A(L), 1B(L), 30A(L)**, 30B(L)**, 50(L) Geography 1 Geology 10 Physics 4A(L), 4B(L), 4C(L), 10** Course from other college: _____ College: _____ AP Exam: _____ AP Score: _____	5A	5A	5A
5B	BIOLOGICAL SCIENCES: Anthropology 1 Biology 1A(L), 1B(L), 2(L), 4(L), 10(L)** Course from other college: _____ College: _____ AP Exam: _____ AP Score: _____	5B	5B	5B
5C	LABORATORY SCIENCE REQUIREMENT: Geography 1L Anthropology 1L ** Indicates transfer credit may be limited by either UC and/or CSU due to course sequencing.	5C	5C	5C
AREA 6: LANGUAGE OTHER THAN ENGLISH (U.C. Requirement Only) This requirement is satisfied by completing one of the following options:				
6	<input type="checkbox"/> Completion of one course (4-5 semester units) at a college/university with a "C" or better that is considered equivalent to 2 years of high school language. See below for approved College of Alameda courses; OR <input type="checkbox"/> Completion of 2 years of high school course work in one language other than English with a "C-" or better (verified by official high school transcript); OR <input type="checkbox"/> Satisfactory score on the College Board Subject Test (formerly SAT II) in language other than English. (See counselor for required scores); OR <input type="checkbox"/> Score of 3 or better on the College Board Advanced Placement Examination in a language other than English; OR <input type="checkbox"/> Score of 5 or higher on the International Baccalaureate Higher Level Examination in a language other than English; OR <input type="checkbox"/> Satisfactory completion of a proficiency test administered by a community college, university, or other college in a language other than English; OR <input type="checkbox"/> Completion of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English (confirmed by appropriate documentation); OR <input type="checkbox"/> Complete one of the following College of Alameda courses: Chinese 10A, 10B, 11A, 11B, 12A, 12B, 30A, 30B, German 1A, 1B Spanish 1A, 1B Vietnamese 1A, 1B, 2A, 2B	6	6	6

CERTIFICATION: College of Alameda can provide full certification (completion of requirements in every area) or partial certification (completion of requirements in one or more areas). **Note:** UC Berkeley's College of Letters & Science requires full certification of IGETC (See a counselor for details). All courses MUST be completed with a grade of "C" or better. Students should request IGETC certification when requesting their transcripts to be sent to the UC or CSU campus of their choice during the final term before transfer.

CAUTION: IGETC may not be the best option for transfer, particularly for majors such as Engineering, Computer Science, Biology, and Business. See a counselor for more information. UC COLLEGES and MAJORS that **do not accept or recommend** the use of IGETC: **Berkeley:** Haas School of Business; Colleges of Chemistry, Engineering, and Environmental Design. **Davis:** College of Engineering; Division of Biological Sciences, and majors in the College of Agricultural and Environmental Sciences and the College of Letters and Sciences that require substantial math and science preparation, such as: Chemistry, Environmental Toxicology, Food Science, Nutrition Science, Physics, Viticulture and Enology, etc. **Irvine:** Students entering majors that require specific or substantial preparation, such as science majors, may use IGETC but need to give priority to completion of lower division preparation courses. **Los Angeles:** School of Engineering and Applied Science or the School of Nursing. **Merced:** IGETC is not recommended for majors in the School of Engineering and Natural Sciences. **Riverside:** The IGETC is not appropriate for students entering the College of Natural and Agricultural Sciences or the Bourns College of Engineering. **San Diego:** Students choosing majors that require specific and substantial lower division preparation, as in the Jacobs School of Engineering, may use the IGETC. However, lower division degree requirements should also be emphasized in transfer program planning. IGETC is accepted at Earl Warren, John Muir, Sixth, and Thurgood Marshall Colleges. Students who follow IGETC are welcomed at E. Roosevelt and Revelle Colleges. However, they must meet specific graduation requirements of those colleges. **Santa Barbara:** IGETC is not appropriate preparation for transfer into the College of Engineering and the Computer Science major in College of Letters & Science. **Santa Cruz:** Although the IGETC is acceptable for all majors, students planning to pursue majors that require substantial lower-division preparation, such as those offered in the School of Engineering, the sciences, or environmental studies, should give priority to the completion of major prerequisite courses.

UNITED STATES HISTORY, CONSTITUTION, AND AMERICAN IDEALS (CSU Graduation Requirement)

Students are strongly recommended to take one 3 unit course in "US HISTORY" AND one 3 unit course in "US (CALIFORNIA) GOVERNMENT" to satisfy the American History and Institutions CSU graduation requirement from the list below.

US HISTORY	AND	US (CALIFORNIA) GOVERNMENT
AFRAM 30/ HIST 50 African-American History: Africa to 1865 (3)		HIST 7A History of the United States to 1877 (3) ¹
AFRAM 31/ HIST 51 African-American History: 1865 to 1945 (3)		POSCI 1 Government and Politics in the United States (3)
HIST 7A History of the United States to 1877(3) ¹		POSCI 16 State and Local Government (3)
HIST 7B History of the United States since 1865 (3)		POSCI 26 U.S. and California Constitution (3)

¹ Course can only be used once for either US HISTORY or US (CALIFORNIA) GOVERNMENT, not both.

This section to be completed by Counselor: Indicate [x] which system IGETC to be used for:
 University of California California State University *CSU Graduation Requirement in U.S. History, Constitution & American Ideals
 Counselor Name: _____ Date: _____

Transfer to the California State University

The California State University System is comprised of the following twenty-three (23) campuses: 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, and Monterey Bay.

Undergraduate Admissions Information

The California State University assigns high priority to California community college transfer students who have completed the first two years of their baccalaureate program, including those transfer students applying for impacted programs. CSU campuses make every effort to ensure that California community college transfer applicants originally eligible for admission as first time freshmen are admitted to their first-choice campus.

Current admission requirements and information is available online at: www.csumentor.edu.

Transfer Requirements

Lower Division Transfer Requirements

If you have completed fewer than 60 transferable semester units, you will qualify for admission 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 the admission requirements for first-time freshmen, i.e., you have completed with a grade of "C" or better each of the courses in the comprehensive pattern of college preparatory subject requirements and have met criteria for the eligibility index. If you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Nonresidents must meet the eligibility index as for residents.

Upper-Division Transfer Requirements

If you have completed at least 60 transferable semester units, have a grade point average of 2.0, (C) or better in all transferable units attempted (nonresidents must have a grade point average of 2.4), are in good standing at the last college or university attended, you may become eligible as follows:

You have completed at least 30 semester units of college coursework with a grade of "C" or better in each course to be selected from courses in English, arts and humanities, social science, science, and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 semester units must include all of the general education re-quirements in communication in the English language (at least 9 semester units to include

written communication, oral communication and critical thinking) and mathematics (at least 3 semester units); OR, if completing the Intersegmental General Education Transfer Curriculum (IGETC), English communication (at least 9 semester units in English composition, oral communication and critical thinking) and the requirement in mathematics (at least 3 semester units).

All transfer applicants with 60 or more transferable semester units must complete all CSU General Education requirements in the Communication Area (Area A1, A2 and A3) and in Mathematics (Area B4).

Applicants who graduated from high school in 1987 or earlier who have not completed the subject requirements above should contact the admissions office at the campus to which they plan to submit an application for admission to inquire about alternative admission programs.

Other Curriculum Requirements

General Education Requirements for the California State Universities

CSU provides California community college transfers with two options for fulfilling CSU lower-division general education requirements. Students should review the two programs described below and discuss with a counselor which program is best for you.

Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum is a general education program that California community college transfers can use to fulfill all lower-division general education requirements at any CSU or University of California campus. For further information about IGETC and a list of courses that meet IGETC requirements, please refer to IGETC section.

California State University General Education Breadth Requirements

Students who select this option, the CSU General Education Breadth requirements, complete at least 48 semester units of general education to receive the baccalaureate degree. At least 9 semester units must be upper-division level.

The General Education Breadth Pattern is designed to prepare students to:

- think critically, communicate clearly and logically;
- reason quantitatively;
- gain knowledge about the human body and mind, the development and functioning of human society, the physical and biological world, and human cultures and civilizations; and

- develop an understanding of the principles, methods and values of human inquiry.

CSU General Education Certification

College of Alameda (Peralta Community College District) can certify up to 39 of the 48 general education breadth units required. Students who are certified with 39 semester units of lower-division general education breadth units will be required to complete a minimum of 9 semester units of upper-division general education work after transfer. You are responsible for requesting CSU General Education Certification from the Office of Admissions and Records during the last semester prior to transferring.

The courses that meet CSU General Education requirements are listed below (subject to change). Consult a counselor for further information.



The Associate Degrees for Transfer to a California State University

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

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

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

AA-T and AS-T Requirements:

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

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 66 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 63 for more information).

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



College of Alameda
California State University General Education/Breadth Requirements
Advising Form 2017-18

Student's Name: _____
 Last First Middle Student I.D. # Major

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

CSU UPPER DIVISION (JUNIOR) TRANSFER REQUIREMENTS:

1. Complete a minimum of 60 transferable semester units with an overall grade point average of "C" (2.0). Non-residents and those with an F-1 visa need at least a 2.4 GPA.
2. Complete at least 30 of those units from the GE courses listed below, including all of Area A and Area B4 (Math) with grades of "C" or better. **NOTE:** For some campuses, you may not complete Areas A and B4 during your last semester before enrollment.
3. Preferred completion of all lower division major prerequisites (required by most impacted majors).
4. No more than 70 semester/105 quarter units are transferable to the CSU system.

CERTIFICATION: College of Alameda can provide full certification (completion of requirements in every area) or partial certification (completion of requirements in one or more areas). CSU Certification is not required and is not automatic. Students should request GE certification when asking that their transcript be sent to the CSU of their choice during the final term before transfer. **CERTIFICATION MAY BE DONE ONLY ONCE.**

(HIGHLY RECOMMENDED) UNITED STATES HISTORY, CONSTITUTION, AND AMERICAN IDEALS: *The American History Institutions CSU graduation requirement may be completed as part of the 9 units required in Area D. It is highly recommended students complete these requirements, as it will meet 4-year, title 5, graduation requirements.*

Students must take one 3 unit course in "US HISTORY" **AND** one 3 unit course in "US (CALIFORNIA) GOVERNMENT" to satisfy the American History and Institutions CSU graduation requirement from the list below.

US HISTORY		US (CALIFORNIA) GOVERNMENT
AFRAM 30/ HIST 50 African-American History: Africa to 1865 (3)		HIST 7A History of the United States to 1877 (3) ¹
AFRAM 31/ HIST 51 African-American History: 1865 to 1945 (3)	AND	POSCI 1 Government and Politics in the United States (3)
HIST 7A History of the United States to 1877(3) ¹		POSCI 16 State and Local Government (3)
HIST 7B History of the United States since 1865 (3)		POSCI 26 U.S. and California Constitution (3)

¹ Course can only be used once for either US HISTORY or US (CALIFORNIA) GOVERNMENT, not both.

² In cases where transfer students are pursuing one of the high-unit degree program (listed here: <http://www.calstate.edu/sas/casper/upper-div/high-unit-majors-with-authorized-exceptions-to-admission-and-ge-breadth-requirements.shtml>), the students may be eligible to defer one or two general education course requirements until after transfer.

Students are encouraged to see a counselor by appointment to discuss transfer and the CSU GE/Breadth option as part of an education plan. Counselors are available by appointment through the Counseling Office located on the first floor of Building A, (510) 748-2209.



Student Name _____

Student I.D. # _____

Major _____

THIS FORM IS SUBJECT TO CHANGE: <i>Please see a counselor.</i> (N=Needed, IP=In Progress, C=Completed)		N	IP	C
AREA A: ENGLISH LANGUAGE COMMUNICATION & CRITICAL THINKING - Minimum 9 semester units, one 3-unit course from each sub-group with a grade of "C" or better.				
A	A1 – Oral Communication: Communication (formerly Speech) 1A, 4, 45 Course From Other College: _____	A1	A1	A1
	A2 – Written Communications: English 1A Course From Other College: _____ Advanced Placement _____	A2	A2	A2
	A3 – Critical Thinking ² : Communication 5, English 5, Philosophy 10 Course From Other College: _____ ² For some high unit majors exceptions may apply (See a counselor for details)	A3	A3	A3
AREA B: SCIENTIFIC INQUIRY & QUANTITATIVE REASONING – Minimum 9 semester units, one from Area B1 - Physical Science, one from Area B2 - Life Science and one from Area 4 -Mathematics/Quantitative Reasoning. One lab activity required from either Physical Science or Life Science (L=with Lab) or Area B3.				
B	B1 – Physical Science: Astronomy 1, Chemistry 1A/L, 1B/L, 30A/L, 30B/L, 50/L, Geography 1, Geology 10, Physics 4A/L, 4B/L, 4C/L, 10 Course From Other College: _____ Advanced Placement _____	B1	B1	B1
	B2 – Life Sciences: Anthropology 1, Biology 1A/L, 1B/L, 2/L, 4/L, 10/L, Course From Other College: _____ Advanced Placement _____	B2	B2	B2
	B3 – Laboratory Activity <i>-one course from either B-1 or B-2 with laboratory (L); or one of the following:</i> Anthropology 1L, Geography 1L	B3	B3	B3
	B4 ² – Mathematics, Quantitative Reasoning (Must be completed with a grade of "C" or better): Mathematics 2, 3A, 3B, 3C, 3E, 3F, 11, 12, 13, 16A, 50 Course From Other College: _____ Advanced Placement _____ ² For some high unit majors, exceptions may apply (See a counselor for details)	B4	B4	B4
AREA C: ARTS & HUMANITIES – Minimum of 9 semester units, one course from Area C1 Arts, one from Area C2 Humanities, and one from either C1 or C2.				
C	C1 – Arts: Art 1, 2, 3, 4, 122, Music 9, 10, 15A, 15B Course From Other College: _____ Advanced Placement _____	C1	C1	C1
	C2 – Humanities: Chinese 10A, 10B, 11A, 11B, 12A, 12B, Communication 2A, 2B, English 1B, 10A, 10B, 30A, 30B, 31, 32A, 47, 79, German 1A, 1B, History 7A⁴, 7B⁴, 8A⁴, 8B⁴, 11⁴, 12⁴ Humanities 1, 2⁴, 3⁴, 13A⁴, 13B⁴, 15, 40, 51A⁴, 51B⁴, 51C⁴, 60, Mexican/Latin-American Studies 2A*, 2B*, 2C*, 3* Philosophy 1, 2, 4, 5, 20A, 20B Spanish 1A,1B, 2A, 2B, Vietnamese 1A, 1B, 2A, 2B Course From Other College: _____ Advanced Placement _____	C2	C2	C2
	* Students receive credit and certification for one course only. ⁴ Course cannot be double counted in other areas.	C1/C2	C1/C2	C1/C2
AREA D: SOCIAL SCIENCES – Minimum 9 semester units from at least 2 subjects.				
D	African-American Studies 5, 30*, 31*, 32* Anthropology 2, 3 Asian/Asian-American Studies 45A, 45B Communications 6, 19 Economics 1, 2, 5 Geography 2 History 2A, 2B, 5, 7A⁴, 7B⁴, 8A⁴, 8B⁴, 11⁴, 12⁴, 17, 18, 19, 50*, 51*, 52*, 53A*, 53B*, 56* Humanities 13A⁴, 13B⁴, 60 Course From Other College: _____ Advanced Placement _____	D	D	D
	Mexican-Latin American Studies 18A*, 18B* Political Science 1, 2, 3, 4, 6, 8, 26, 31, 37 Psychology 1A⁴, 1B⁴, 3⁴, 7A, 7B, 12⁴, 18⁴, 24, 28, 29 Sociology 1, 2, 3*, 5, 120	D	D	D
	* Students receive credit and certification for one course only. ⁴ Course cannot be double counted in other areas.	D	D	D
AREA E: LIFELONG LEARNING & SELF-DEVELOPMENT – Minimum 3 semester units. Students taking any course less than 3 units will need additional units to earn the 3 units needed to clear this area. Military discharge documents (DD-214) may also be used to completely clear this area.				
E	Athletics³ 6, 71 Biology 31 CIS 1** Counseling 24, 30, 57 Dance 12A, 12B, 25, 26, 27, 28, 29, 59, 60, 61, 68, 69, 70, 71, , 92, 93, 94 Humanities 2⁴, 3⁴, 13A⁴, 13B⁴ Kinesiology³, 33, 34, 36, 74A, 74B, 74C, 74D, 80A, 80B, 80C, 80D, 84A, 96, 103A, 103B, 107A, 107B, 120A, 120B, 134 Psychology 1A⁴, 1B⁴, 3⁴, 9A, 9B, 12⁴, 18⁴ Political Science 35 Course From Other College: _____ Advanced Placement _____ Military Credit _____	E	E	E
³ Maximum credit allowed for ATHL/KIN courses: 2 units ⁴ Course cannot be double counted in other areas. ** Course must be taken at College of Alameda to satisfy designated AREA requirements.				

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Areas of Study for Degrees & Certificates

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

ADAM	Apparel Design & Merchandising CA, AA
AFRAM	African-American Studies AA
ART	Art <ul style="list-style-type: none"> • Art, AA • Art History, AA-T
AUTOB	Auto Body and Paint: <ul style="list-style-type: none"> • Auto Body CA, AS • Auto Paint CA, AS
ATECH	Automotive Technology: <ul style="list-style-type: none"> • Engine Performance CA, AS • Chassis & Drivetrain CA, AS • Chassis Specialist CA, AS • Engine Repair Specialist CA, AS • Automotive Electronics Spec. CA, AS • Drivetrain Specialist CA, AS • Light Duty Auto Repair CP
AMT	Aviation Maintenance Technology: <ul style="list-style-type: none"> • Airframe Technician CA, AS • Powerplant Technician CA, AS
BIOL	Biology AS
BUS	Business: <ul style="list-style-type: none"> • Accounting AA, CA • Business Administration AS-T • Small Business Administration CP • Transportation, Distribution, and Logistics CA • Warehouse and Forklift Operations CP
COMM	Communication <ul style="list-style-type: none"> • Communication Studies, AA-T
CIS	Computer Information Systems: <ul style="list-style-type: none"> • Computer Information Systems CA, AA • Desktop Support Technician CP • Web Publishing CP

DENTL	Dental Assisting CA, AS
DMECH	Diesel Mechanics CA, AS
ENGL	English AA, AA-T
HIST	History AA, AA-T
HUMAN	Humanities AA
LBART	Liberal Arts <ul style="list-style-type: none"> • Arts & Humanities AA • Social & Behavioral Sciences AA • Natural Sciences AA
MATH	Mathematics AS, AS-T
M/LAT	Mexican/Latin American Studies AA
POSCI	Political Science <ul style="list-style-type: none"> • Political Science AA, AA-T • Violence Prevention CP
PSYCH	Psychology AA, AA-T
SOC	Sociology AA, AA-T

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



Instructional Divisions

Office of Instruction (510) 748-2352

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

I. Science, Technology, Engineering, Arts, and Mathematics (STEAM)

Ana McClanahan, Dean
(510) 466-5380

Art - ART
Astronomy - ASTR
Biology - BIOL
Chemistry - CHEM
Computer Information Systems - CIS
Dance - DANCE
Geography - GEOG
Geology - GEOL
Mathematics - MATH
Music - MUSIC
Physics - PHYS

II. Career Technical Education (CTE) and Workforce Education

Eva Denise Jennings, Dean
(510) 748-2318

Alameda Transportation & Logistics Academic Support
(ATLAS)
Apparel Design & Merchandising - ADAM
Auto Body & Paint - AUTOB
Automotive Technology - ATECH
Aviation Maintenance Technology - AMT
Business - BUS
Cooperative Education - COPED
Dental Assisting - DENTL
Diesel Mechanics - DMECH
Economics - ECON
Health Education & Occupations - HLTED/HLTOC

III. Liberal Studies and Language Arts

Lilia Celhay, Interim Dean
(510) 748-2234

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

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 OF COURSES

Course numbers do not necessarily correspond to those found in four-year colleges or universities.

All courses numbered **1-249** are acceptable for credit towards the Associate degree. Some four-year institutions will accept a maximum of 70 semester units in transferable courses. However, some colleges and universities will accept only courses that are equivalent to courses taught at those institutions. The student is strongly advised to consult a counselor for transfer requirements to a particular four-year institution.

Courses numbered **1-199** are designated as baccalaureate-level, degree-applicable courses for transfer to institutions within the California State University and the University of California Systems.

Courses numbered **200-249** are degree-applicable, but are not transferable to institutions within the California State University or the University of California Systems.

Courses numbered **250-299** are not degree-applicable, and are not transferable to institutions within the California State University or the University of California Systems.

Courses numbered **300-399** are not degree-applicable, and are not transferable to institutions within the California State University or the University of California Systems.

Apprenticeship and Cooperative Education courses are numbered **400-499**. Apprenticeship courses are not degree-applicable and are not transferable to institutions within the California State University or the University of California Systems, while Cooperative Education courses are degree-applicable and transferable to institutions within the California State University and the University of California Systems.

Noncredit (zero-unit) courses are numbered **500-699**.

Courses numbered **700-799** are special not-for-credit (zero-unit) courses offered under contract education.

Courses numbered **800-899** are fee-based classes that are offered for no (zero) units and for which students pay fees to cover the cost of instruction. These classes are not listed in the Schedule of Classes. Contact individual departments for the latest offerings

Courses numbered **900-949** are degree-applicable, but are not transferable to institutions within the California State University or the University of California Systems.

Courses numbered **950-999** are not degree-applicable, and are not transferable to institutions within the California State University or the University of California Systems.

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.

The following table indicates whether courses in each number series are credit/noncredit, applicable for Associate degrees at Peralta colleges, and whether they are transferable to institutions within the California State University and the University of California Systems.

Course Numbers	Credit	Degree-Applicable	Transferable
1-199	Yes	Yes	Yes
200-249	Yes	Yes	No
250-299	Yes	No	No
400-499 (Apprenticeship)	Yes	No	No
400-499 (Coop Ed)	Yes	Yes	Yes
500-699	Non-Credit (Free)	No	No
700-799	Not for Credit (Fee Based)	No	No
800-899	Not for Credit (Fee Based)	No	No
900-949	Yes	Yes	No
950-999	Yes	No	No

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, corequisites and recommended preparation will be found on page 32. 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

GR	Must be taken for a letter grade.
P/NP	May be taken for Pass/No Pass
GR or P/NP	May be taken for a grade, or Pass/No Pass.

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.

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system that is different from the course numbers assigned by individual California Community Colleges. A C-ID Designator next to a course means that the course is comparable in content and scope to a similar course offered by participating California colleges and universities. Thus, if a catalog lists a C-ID Designator for a course, students can be assured that the course will be accepted at another California Community College that offers a course with the same C-ID Designator.

The C-ID Numbering System is particularly useful for students attending more than one California Community College since C-ID Designators are often applied to courses students need to prepare for transfer.

#	College of Alameda	C-ID Designator
1	ART 2	ARTH 110
2	ART 3	ARTH 120
3	ART 4	ARTH 150
4	ART 20	ARTS 110
5	ART 22	ARTS 205
6	ART 46	ARTS 100
7	ART 47	ARTS 101
8	ART 50	ARTS 210
9	BUS 1A	ACCT 110
10	BUS 1B	ACCT 120
11	BUS 2	BUS 125
12	BUS 10	BUS 110
13	COMM 1A	COMM 180
14	COMM 2A	COMM 170
15	COMM 4	COMM 140
16	COMM 6	COMM 150
17	COMM 20	COMM 130
18	COMM 44	COMM 120
19	COMM 45	COMM 110
20	ECON 1	ECON 202
21	ECON 2	ECON 201
22	ENGL 1B	ENGL 120
23	ENGL 5	ENGL 105
24	ENGL 10A	ENGL 200
25	ENGL 30A	ENGL 130
26	ENGL 30B	ENGL 135

Continued...

#	College of Alameda	C-ID Designator
27	HIST 2A	HIST 170
28	HIST 2B	HIST 180
29	MATH 3A	MATH 210
30	MATH 3C	MATH 230
31	MATH 3E	MATH 250
32	MATH 3F	MATH 240
33	MATH 13	MATH 110
34	PHYS 4A	PHYS 205
35	POSCI 1	POLS 110
36	POSCI 2	POLS 130
37	POSCI 3	POLS 140
38	POSCI 4	POLS 120
39	PSYCH 1A	PSY 110
40	PSYCH 28	PSY 200
41	SOC 1	SOCI 110
42	SOC 2	SOCI 115
43	SOC 3	SOCI 140
44	SOC 5	SOCI 150
45	SOC 120	POLS 160
46	SOC 120	SOCI 120

NOTE: This list changes periodically.

Consult a counselor and/or visit <http://www.c-id.net> or <http://www.assist.org> for the most current list of courses.

AFRICAN-AMERICAN STUDIES (AFRAM)

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

Program-Learning Outcomes:

1. Articulate the acquisition of a solid knowledge-base in the history, culture, and experiences of African people around the globe, and the contributions they have made to the development of world civilizations;
2. Develop a clear understanding of the richness and complexity of the interdisciplinary scholarship in African American studies.
3. Recognize the transversality between race and other social or cultural identities confronting peoples of the African Diaspora, including issues of ethnicity, gender, sexuality, religion, and class.
4. Respect for the culture, values, and belief systems of the global community of individuals and groups; understand the commonalities among members of the human race while also understanding how concepts such as "race," gender, culture, ethnicity, and religion introduce real and contrived differences between and among groups.

Degree Major Requirements:

Dept/No.	Title	Units
AFRAM 30	African-American History: Africa to 1865	3
AFRAM 31	African-American History: 1865-1945	3
AFRAM 32	African-American History: 1945 to Present	3
ENGL 31	African-American Literature	3
PSYCH 18	Psychology of Minority Groups	3
SOC 5	Sociology of Minority Groups	3
Total Required Units:		18

AFRAM 5

The African-American Family in the United States

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Selected topics in history related to the formation of the black family: From slavery to current debates about the structure of black families. Examination of effects of larger demographic, political and social changes on African-American families. 2203.01

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

AFRAM 30

African-American History: Africa to 1865

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

Also offered as Hist 50. Not open for credit to students who have completed or are currently enrolled in Hist 50. Acceptable for credit: CSU, UC

Survey of the experience of African-Americans from their origins to the end of the Civil War: Emphasis on political, social and cultural development, and change. 2203.01

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

AFRAM 31

African-American History: 1865-1945

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

Also offered as Hist 51. Not open for credit to students who have completed or are currently enrolled in Hist 51. Acceptable for credit: CSU, UC

Survey of the experience of African-Americans in the United States from 1865 to 1945: Emphasis on Black Reconstruction, African-American nationalism, racism, and the impact of the Depression and World War II. 2203.01

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

AFRAM 32

African-American History: 1945 to Present

3-4 units, 3-4 hours lecture (GR or P/NP)

Also offered as Hist 52. Not open for credit to students who have completed or are currently enrolled in Hist 52. Acceptable for credit: CSU, UC

Survey of the experience of African-Americans in the United States from 1945 to the present: Emphasis on the Civil Rights movement and other contemporary issues. 2203.01

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

AFRAM 48AA-FZ

Selected Topics in African-American Studies

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 2203.01

AFRAM 248AA-FZ

Selected Topics in African-American Studies

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 2203.01

ANTHROPOLOGY (ANTHR)

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

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

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

Upon completion of Anthropology Program at College of Alameda, students will gain the following knowledge and skills that have been established under the **Program Learning Outcomes (PLOs)**:

1. Analyze specific bio-culture patterns, concepts and research strategies.
2. Comprehend and apply anthropological theories, terms, and concepts to written text.
3. Address, analyze and amplify an emerging Cultural and Physical Anthropological perspectives that the past, present and future are inextricably linked. These emerging academic, career and environmental perspectives must be better understood by current and future generations.

ANTHR 1

Introduction to Physical Anthropology

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of human beings and their ancestors: Emphasis on relationships to other mammals, physical record of evolution, and processes responsible for evolution. 2202.00

AA/AS area 1; CSU area B2; IGETC area 5B

ANTHR 1L

Physical Anthropology Laboratory

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

Prerequisite or corequisite: Anthr 1

Acceptable for credit: CSU, UC

Adjunct laboratory to ANTHR 1: Emphasis on working with replicas of bones and visits to museums and zoos to study primate behavior and hominid evolution. 2202.00
CSU area B3; IGETC area 5C

ANTHR 2

Introduction to Archaeology and Prehistory

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

World prehistory as reconstructed from the archaeological and physical evidence of cultural beginnings through the early agricultural civilizations of Africa, America and Euro-Asia: Archaeological methods, techniques and problems. 2202.20

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

ANTHR 3

Introduction to Social and Cultural Anthropology

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Cross-cultural analysis of social and cultural factors of human behavior in the recent past and present. 2202.00

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

ANTHR 7

Magic, Religion, and Witchcraft

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

Acceptable for Credit: CSU, UC

Comparative study of religion, magic, and supernatural beliefs and practices: Dynamics and function of religion and magic in human societies. 2202.00

ANTHR 19**Anthropology of Sex and Gender**

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

Acceptable for credit: CSU, UC

Formation of sexual and gender identities from a cross-cultural, cross-societal perspective: Biological and historical understandings of male/female difference. Female body, alternative sexualities, female power in the public sphere, mother-child relations and gender-related violence. Consideration of contemporary, globalized societies and gendered behavior in smaller-scale societies. 2202.00

AA/AS Area 2

ANTHR 21**Introduction to Forensic Anthropology**

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

Acceptable for Credit: CSU, UC

Introduction to recovery, analysis and identification of human physical remains in medico-legal context. 2202.00

ANTHR 48AA-FZ**Selected Topics in Anthropology**

.5-5 units, 0-5 hours lecture, 0-15 hours lab (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 2202.00

ANTHR 49**Independent Study in Anthropology**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 2202.00

ANTHR 55**Native American Cultures**

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

Acceptable for Credit: CSU, UC

Survey of ways of life of North American Indian cultures in different geographical areas of North America prior to European contact. 2202.00

ANTHR 248AA-FZ**Selected Topics in Anthropology**

.5-5 units, 0-5 hours lecture, 0-15 hours lab (GR or P/NP)

See section on Selected Topics. 2202.00



APPAREL DESIGN AND MERCHANDISING (ADAM)

The Apparel Design and Merchandising (ADAM) Program offers fundamental and advanced education in Apparel Design and Production. Our curriculum is industry driven and incorporates current trends, computer technology and the high standard of skills required for a successful career in the ever expanding field of fashion. The foundation of the ADAM curriculum:

These are the **Program Learning Outcomes:**

- Students will acquire the basic skills and knowledge needed to obtain, compete, and sustain gainful employment within the vast global field of the fashion industry.
- Students will be able to communicate and present themselves effectively with confidence in a diverse global fashion market.
- Design, sketch, cost and select appropriate fabric and trims for several outfits in various garment and price categories.
- Articulate in a clear written or oral dissertation the steps involved in the production pattern and size grading process.
- Analyze critically the rationale used in applying basic drafting principles, methods and techniques learned in class to the solving of new concepts and ideas.
- Develop a portfolio for an original clothing collection.

The fashion industry is multifaceted and the positions available to an individual starting a career are numerous, diverse and international. The apparel industry is the second largest industry in the United States. The San Francisco, Oakland Bay Area is one of the largest apparel manufacturing and retailing centers in the nation. San Francisco based LEVI STRAUSS & CO. is one of the largest apparel manufacturing companies in the world. Continued industry growth has insured California's position as a major fashion influence both nationally and internationally.



The ADAM Program is designed to prepare students for entry-level employment in the apparel industry. Each ADAM course may be taken for either unit credit or non-credit by a student interested in a particular subject. The ADAM Program offers both a two-year certificate and an AA Degree with major curriculum emphases on design and production. ADAM provides an affordable education compared to private institutions and affords the opportunity of a creative and financially stable career.

ADAM instructors are degreed industry professionals who bring years of teaching and industry experience to the classroom. They keep current with trends and technology through work with advisory board members, regional design manufacturers, community meetings, public relations, seminars and various other forms of media resources.

Quotes from ADAM alumni:

"The instructors brought patience, humor and years of industry experience into the classroom. Today I have a career that provides both creative stimulation and the financial stability that I crave." - Tina R.

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

A student who successfully completes the requirements listed below will be eligible for a Certificate of Achievement in Apparel Design and Merchandising. The AA degree in Apparel Design and Merchandising will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
ADAM 101	Apparel Textiles	2
ADAM 103	Apparel History	2
ADAM 111	Apparel Design and Sketching I	2
ADAM 113	Apparel Design and Sketching II	2
ADAM 131	Apparel Construction I	4
ADAM 132	Apparel Construction II	4
ADAM 214	Advanced Design and Line Development I	4
ADAM 215	Advanced Design and Line Development II	4
ADAM 216	Production Pattern and Size Grading I	2
ADAM 217	Production Pattern and Size Grading II	2
ADAM 221	Pattern Drafting I	4
ADAM 222	Pattern Drafting II	4
ADAM 224	Pattern Draping I	4
ADAM 225	Pattern Draping II	4
ADAM 229	Portfolio Development I	2
ADAM 230	Portfolio Development II	2
	Total Required Units:	48



ADAM 48AA-FZ Selected Topics in Apparel Design and Merchandising

.5-9 units: 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 1303.10

ADAM 49 Independent Study in Apparel Design and Merchandising

.5-5 units: .5-5 hours lecture (GR or P/NP)

Acceptable for credit: CSU

See section on Independent Study. 1303.10

ADAM 101 Apparel Textiles

2 units, 2 hours lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to the components of fabrics: Emphasis on the composition and relationship of fibers, yarns, construction, and finishes used in the creation of apparel textiles. 1303.10

ADAM 103 Apparel History

2 units, 2 hours lecture (GR or P/NP)

Acceptable for credit: CSU

Overview of ethnic and fashion apparel history: Emphasis on historic costume as a source of influence and inspiration to the clothing of current as well as past cultures. 1303.10

ADAM 111 Apparel Design and Sketching I

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Engl 201A or ability to speak, read, and write English

Acceptable for credit: CSU

Survey of the structure and relationship of the three major divisions of the apparel industry – raw materials production, design and manufacturing, and retail merchandising: Beginning instruction in fashion sketching with emphasis placed on accurate standard body proportions and clearly defined apparel construction details needed to create sample-room work sketches. 1303.10

ADAM 113**Apparel Design and Sketching II**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: ADAM 111

Recommended preparation: Engl 201A or ability to speak, read, and write English

Acceptable for credit: CSU

Continuation of ADAM 111: Organization of original design concepts in a variety of assigned price, size, style and seasonal categories; fashion sketching and rendering using various full color media.

1303.10

ADAM 131**Apparel Construction I**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)

Recommended preparation: Basic sewing skills

Acceptable for credit: CSU

Basic industry apparel construction techniques: Application of industrial machine operations, hand sewing methods, sequence of assembly, construction and pressing methods and techniques used in apparel sample making, and volume production for various price categories; emphasis on casual and sportswear apparel. 1303.10

ADAM 132**Apparel Construction II**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)

Prerequisite: ADAM 131

Acceptable for credit: CSU

Continuation of ADAM 131: Intermediate industry apparel construction techniques, practical application of industrial machine operations, hand sewing methods, sequence of assembly, under-construction and shaping, construction and pressing methods and techniques used in apparel sample making, and volume production for various price categories; emphasis on tailored and evening wear apparel. 1303.10

ADAM 214**Advanced Design and Line Development I**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)

Prerequisite: ADAM 113, 222, 225, and 132

Apparel design and line development: Incorporating skills and applications in designing, sketching, pattern development, fitting, construction, pressing, costing, marketing and production analysis; wholesale sample garments of student's original design concepts in assigned categories. 1303.10

ADAM 215**Advanced Design and Line Development II**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)

Prerequisite: ADAM 214

Continuation of ADAM 214: Applications in designing, sketching, pattern development, fitting, construction, pressing, costing, marketing and production analysis; wholesale sample garments of student's original design concepts in assigned categories. 1303.10

ADAM 216**Production Pattern and Size Grading I**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: ADAM 112, 132 and 222

Methods and applications in the development of wholesale industrial production pattern making, size grading and marker making: Production in various style, size and price categories; introduction to the use of a size grading machine and computer technology. 1303.10

ADAM 217**Production Pattern and Size Grading II**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: ADAM 216

Continuation of ADAM 216: Continued development of wholesale industrial production pattern making, size grading and marker making; production in various style, size and price categories; use of a size grading machine and computer technology. 1303.10



ADAM 220 **Apparel Design and Merchandising Special Projects Laboratory**

.5-2 units, 1.5-6 hours laboratory (P/NP)

Open-entry/open-exit course

Course is not required for ADAM Certificate of Achievement.

STUDENT MUST BE CURRENTLY ENROLLED AND ATTENDING AT LEAST ONE ADAM COURSE IN CONJUNCTION WITH ADAM 220

ADAM industrial laboratory equipment and facilities are made available to ADAM Program students to enable them to complete ADAM course "HOMEWORK" and assigned extra credit projects. Industrial equipment / ADAM facilities are NOT available to students outside the ADAM program due to safety and insurance issues. 1303.10

ADAM 221 **Pattern Drafting I**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Recommended preparation: Basic sewing skills and/or ADAM 224 and 131

Two-dimensional method of apparel patternmaking: Basic drafting methods and techniques, sample pattern development in paper, fit muslin development, and original design creation conforming to industrial standard-sized body forms. 1303.10

ADAM 222 **Pattern Drafting II**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Prerequisite: ADAM 221

Continuation of ADAM 221: Two-dimensional method of apparel patternmaking; intermediate drafting methods and techniques, sample pattern development in paper, fit muslin development, and original design creation conforming to industrial standard-sized body forms. 1303.10

ADAM 224 **Pattern Draping I**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Recommended preparation: Basic sewing skills and/or ADAM 221 and 131

Three-dimensional method of apparel patternmaking: Basic draping methods and techniques, sample muslin pattern development including original design creation, fitting, and testing on industrial standard-sized body forms. 1303.10

ADAM 225 **Pattern Draping II**

4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)

Prerequisite: ADAM 224

Continuation of ADAM 224: Three-dimensional method of apparel pattern making; Intermediate draping methods, techniques and sample muslin pattern development. 1303.10

ADAM 229 **Portfolio Development I**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: ADAM 113

Computer-based applications in the development of apparel portfolios: Basic methods and applications using ADOBE Illustrator and ADOBE Photoshop, continuation of sketching skills; emphasis on technical flats and presentation croquis development. 1303.10

ADAM 230 **Portfolio Development II**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: ADAM 229

Continuation of ADAM 229: Advanced computer-based applications in the development of apparel portfolios using ADOBE Illustrator and ADOBE Photoshop; emphasis on development of a finished fashion portfolio and resume presentation. 1303.10

ADAM 248AA-FZ **Selected Topics in Apparel Design and Merchandising**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)

See section on Selected Topics. 1303.10



ART (ART)

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

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

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

Program Learning Outcomes for Art Students:

Critical Thinking and Problem Solving--Synthesis of art history studies and art studio innovation to promote decision making, problem solving, and empower the individual in society.

Creativity--Development of artistic creative skills to foster aesthetic reflection in life activities.

Communication--Productive knowledge of the breadth of world creativity in order to respond, form positions, and make decisions of daily life.

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

Degree Major Requirements:

Dept/No.	Title	Units
ART 1	Introduction to Art History (3)	
	or	
ART 122	World Art (3)	3
ART 20	Beginning Drawing and Composition	3
ART 22	Intermediate Drawing & Composition	3
Select 9-10 units from the following:		
ART 50	Beginning Painting (3)	
ART 52	Intermediate Painting (3)	
ART 53	Advanced Painting (3)	
ART 60	Beginning Painting: Watercolor (2)	
ART 61	Continuing Painting: Watercolor (2)	
ART 62	Intermediate Painting: Watercolor (3)	
ART 63	Advanced Painting: Watercolor (3)	9
Total Required Units:		18-19

Graduates will be able to:

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

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

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

Degree Major Requirements:

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

ART 1

Introduction to Art History

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

Acceptable for credit: CSU, UC

Introduction to art purposes, principles and forms: Basic understanding of stylistic development and methods of analysis with emphasis on twentieth century art. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3
C-ID ARTH 110

ART 2

History of Western Art: Prehistory through the Middle Ages

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

Recommended Preparation: ENGL 1A

Acceptable for credit: CSU, UC

Major visual art forms of early civilizations: Painting, sculpture, and architecture from prehistory through the medieval period. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3
C-ID ARTH 110

ART 3

History of Western Art: Renaissance to Contemporary Art

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

Recommended Preparation: ENGL 1A

Acceptable for credit: CSU, UC

Major visual art forms of Western cultures from the Renaissance period to Contemporary period: Survey of the foremost artists and their works. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3
C-ID ARTH 120

ART 4**History of Modern Art (1800 to Present)**

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

Recommended Preparation: ENGL 1A

Acceptable for credit: CSU, UC

Major visual art forms and movements of the 19th and 20th centuries: Concentration on the foremost painters, sculptors, and architects of the modern period and their works. 1001.00

AA/AS area 3; CSU area C1; IGETC area 3;

C-ID ARTH 150

ART 20**Beginning Drawing and Composition**

3 units, 2 hours lecture 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Freehand drawing with various media: Drawing techniques and fundamentals of composition applied to subject matter including an introduction to perspective. 1002.10

C-ID ARTS 110

ART 22**Intermediate Drawing & Composition**

3 Units, 2 Hours Lecture 4 Hours Lab (GR or P/NP)

Acceptable for credit: CSU, UC

Exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies: Foundations of drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. 1002.10

C-ID ARTS 205

ART 23**Advanced Drawing and Composition**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Advanced drawing techniques applied to selected subjects and goals. 1002.10

ART 46**2-D Visual Design**

3 units, 2 hours lecture 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Fundamental elements of design: Dot, line, plane, volume, space, color, texture and light; laboratory experience in visual composition and layout emphasizing two dimensional design. 1002.10

C-ID ARTS 100

ART 47**3-D Visual Design**

3 units, 2 hours lecture 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Fundamentals of three dimensional design: Form, space, line, texture, color, and time as preparation for all fields of dimensional design, architecture, sculpture, and/or 3D computer modeling. 1002.10

C-ID ARTS 101

ART 48AA-FZ**Selected Topics in Art**

.5-5 units: 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 1002.00

ART 49**Independent Study in Art**

.5-5 units: .5-5 hours lecture (GR or P/NP)

Acceptable for credit: CSU

See section on Independent Study. 1002.00

ART 50**Beginning Painting**

3 units, 2 hours lecture 4 hours laboratory (GR or P/NP)

Recommended Preparation: ART 20

Acceptable for credit: CSU, UC

Emphasis on the basic techniques of oil or acrylic painting: Preparation and use of canvas and supports, color mixing, composition in a variety of styles, development of imaginative and objective images. 1002.10

C-ID ARTS 210



ART 52**Intermediate Painting**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Recommended Preparation: ART 50

Acceptable for credit: CSU, UC

Continuation of ART 51: Emphasis on more independent and complex activities and projects. 1002.10

ART 53**Advanced Painting**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continuation of ART 52: Emphasis on developing greater clarity in personal imagery and painting style; development of a professional portfolio. 1002.10

ART 54**Special Projects: Painting**

2 units, 1 hour lecture, 3 hours laboratory (GR/ or P/NP)

Acceptable for credit: CSU, UC

This course is a continuation of the basic painting courses for lower-division students. Students need continued practice to develop skills and personal style. 1002.10

ART 60**Beginning Painting: Watercolor**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Fundamentals of washes, brushwork, color, and special effects: Transparent, wet-into-wet, and opaque techniques as applied to various subject matter. 1002.10

ART 61**Continuing Painting: Watercolor**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Continued development of skills, techniques, and content in watercolor painting: Creative experimentation and individual expression in watercolor painting processes. 1002.10

ART 62**Intermediate Painting: Watercolor**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Intermediate level development of skills, techniques, and content in watercolor painting: Creativity, composition, and individual expression through watercolor techniques emphasized; concentrated work in specific areas. 1002.10

ART 63**Advanced Painting: Watercolor**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Advanced watercolor painting skills, techniques, and content: Individual goals designed by student with instructor with concentration on a series of paintings for possible exhibition or portfolio presentation. 1002.10

ART 122**World Art**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey of the origins and development of the painting, sculpture, architecture, artifacts of the great civilizations from around the world. 1002.00

AA/AS area 3; IGETC area 3; CSU area C1

ART 248AA-FZ**Selected Topics in Art**

.5-5 units: 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1002.00



ARTS AND HUMANITIES

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

ASIAN AND ASIAN-AMERICAN STUDIES (ASAME)

ASAME 45A

Asian-American History to 1945

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

Acceptable for credit: CSU, UC

Asian-American history from the Pre-Columbian period to 1945: The "old" Asian immigrants and their experiences: Labor, settlement, community, racist opposition, and eventual acceptance. 2203.02
AA/AS area 2, 5; CSU area D; IGETC area 4

ASAME 45B

Asian-American History from 1945 to the Present

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

Asame 45A is not a prerequisite to Asame 45B.

Acceptable for credit: CSU, UC

Asian-American history from 1945 to the present: The "new" Asian immigration, assimilation, Asian-American empowerment, and community development. 2203.02
AA/AS area 2, 5; CSU area D; IGETC area 4



ASTRONOMY

(ASTR)

Program Learning Objectives

- Differentiate between planets, stars, galaxies, and the universe in terms of scale.
- Explain and discuss basic astronomical phenomena, including the seasons, the phases of the Moon, eclipses, and planetary motion.
- Explain and discuss the origin, development, and properties of planetary systems, stars, galaxies, and the universe.
- Explain how theories in astronomy are based on observations

ASTR 1

Introduction to Astronomy

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

Recommended preparation: Math 201 or 210D, and 202

Not open for credit to students who have completed or are concurrently enrolled in Astr 10.

Acceptable for credit: CSU, UC

Introduction to the universe and insight into its mysteries: Development of modern astronomy, light, astronomical instruments, a brief survey of the solar system, the Sun, the stars, novae and supernovae, neutron stars, black holes, galaxies, and cosmology. 1911.00

AA/AS area 1; CSU area B1; IGETC area 5A

ATHLETICS

See listing for **Kinesiology & Athletics**.



AUTO BODY AND PAINT (AUTOB)

The Auto Body and Paint program prepares students to enter the job market as trained and qualified technicians, and allows students to continue toward a Baccalaureate degree in advanced schools of technology, as teachers or to broaden their skills in management, design or business. Lecture and laboratory instruction covers safety, trade ethics, use of hand and power tools, as well as theory, repair and painting of automobiles.

Upon registering for a class in the Auto Body and Paint program, the student will receive a list of required basic tools. **The student will be expected to provide tools that relate to the particular course in which he/she has enrolled.** The purpose of this requirement is to assure that students graduating from the program who wish to enter the trade possess the necessary tools.

Auto Body and Paint Program Learning Outcomes:

- Explain through essay and orally each of the undercoat categories and demonstrate application to substrates.
- Make necessary computation of VOC's and log these computations into BAAQMD acceptable standards
- Analyze and correct paint failures and problems.
- Disassemble, clean, test, and diagnose spray guns used under Sec. 8, Rule 45

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

A **Certificate of Achievement in Auto Body** will be awarded to those students completing a minimum of 25 units as outlined below with a 2.0 GPA.

A **Certificate of Achievement in Auto Paint** will be awarded to those students completing a minimum of 27 units as outlined below with a 2.0 GPA.

AUTO BODY

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
AUTOB 10	Basic Auto Body Repair Concepts	10
AUTOB 20	Advanced Repair Concepts	10
MATH 225	Math for Technicians (or higher)	3
AUTOB 12	Service Welding for Transportation Technology	<u>2</u>
Total Required Units:		25



AUTO PAINT

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
AUTOB 30	Paint Preparation/Equipment	10
AUTOB 40	Advanced Study/Refinishing	10
MATH 225	Math for Technicians (or higher)	3
ATECH 26	Introduction to Auto Electric Systems	<u>4</u>
Total Required Units:		27

AUTOB 10

Basic Auto Body Repair Concepts

10 units, 6 hours lecture, 12 hours laboratory (GR)

Recommended preparation: Autob 12

Acceptable for credit: CSU

Basic techniques of auto body repair: Repair of collision-damaged automobiles, and power tools and welding and cutting equipment used in the collision repair industry; emphasis on the "invisible" repair. 0949.00

AUTOB 12

Service Welding for Transportation Technology

2 units, 1 hour lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU

Transportation welding technology: Basic techniques of welding; safety, set-up, and operational procedures performed in Oxyacetylene, MIG, and welding operations. 0949.00

AUTOB 20**Advanced Auto Body Repair Concepts**

10 units, 6 hours lecture, 12 hours laboratory (GR)

Recommended preparation: Autob 10

Acceptable for credit: CSU

Advanced techniques of auto body repair: State-of-the-art measuring systems and frame pulling techniques, safe and efficient use of hydraulic equipment; analysis of the repair or replacement of sheetmetal, fiberglass, and SMC panels; cost estimating of damage repairs using computerized or printed manuals. 0949.00

AUTOB 30**Basic Methods of Paint Preparation and Equipment**

10 units, 6 hours lecture, 12 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU

Introduction to automotive refinishing: Theory, principles, techniques, equipment requirements, and legal responsibilities for the safe application of automotive finishes. 0949.00

AUTOB 40**Advanced Study in Refinishing**

10 units, 6 hours lecture, 12 hours laboratory (GR)

Recommended preparation: Autob 30

Acceptable for credit: CSU

Methodology and associated skills to perform spot, panel, and complete refinishing of substrates: Catalyzed and non-catalyzed materials and their safe usage; causes, cures and prevention of paint failures; custom finishes and their usage. 0949.00

AUTOB 48AA-FZ**Selected Topics in Auto Body and Paint**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 0949.00

AUTOB 49**Independent Study in Auto Body and Paint**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 0949.00

AUTOB 248AA-FZ**Selected Topics in Auto Body and Paint**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)

See section on Selected Topics. 0949.00



AUTOMOTIVE TECHNOLOGY (ATECH)

The Automotive Technology curriculum is designed to prepare students for employment as apprentice auto mechanics or to allow students to continue toward a Baccalaureate degree in other advanced schools of technology in preparation for future management and teaching careers in the automotive industry.

The **Program Learning Outcomes** for Automotive Technology include:

Commitment to Learning: Be 'lifelong learners' in the field of automotive technology, keeping up with changes in vehicles, in diagnostics and in repair procedures through a commitment to continual learning and training.

Communication: Communicate effectively with customers, supervisors and co-workers.

Critical Thinking: Apply critical thinking and problem solving skills in the process of diagnosing and repairing vehicles.

Performance: Competently perform industry standard automotive repair procedures, using proper tools, procedures and diagnostic techniques, as specified in the NATEF program certification process.

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.

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 22 may be required for enrollment in a student's first "major" course.

Associate in Science (AS) Degree and Certificate of Achievement Programs:

It is recommended that these courses be completed prior to enrollment in any of the "major" Auto Mechanics classes:

- Completion of ENGL 268A-268B or ESL 253A-253B, or equivalent with a grade of "C" or better.
- One year of high school algebra or completion of MATH 225 with a grade of "C" or better.

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

A **Certificate of Achievement** will be awarded upon satisfactory completion of the major course requirements listed below for each option with a minimum GPA of 2.0.

A **Certificate of Proficiency in Light-Duty Auto Repair** is also available upon satisfactory completion of the required courses listed below.

ENGINE PERFORMANCE**Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
FIRST SEMESTER		
ATECH 21	Transportation Technology Principles	4
ATECH 22	Introduction to Auto Mechanics	4
BUS 208*	Communication Skills for Technicians	3
MATH 225*	Math for Technicians	<u>3</u>
	Semester Total	14
SECOND SEMESTER		
ATECH 11	Engines and Fuel Systems	<u>10</u>
	Semester Total	10
THIRD SEMESTER		
ATECH 12	Electrical/Electronic Systems	10
ATECH 24A**	Computer Controls and Fuel Injection	<u>4</u>
	Semester Total	14
FOURTH SEMESTER		
ATECH 14**	Advanced Engine Performance	10
ATECH 25**	Clean Air Course, Phase II	4
ATECH 27**	Advanced Emissions Diagnostics: Smog Check II	<u>2</u>
	Semester Total	16
	Total Required Units:	54

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

**Atech 11 is a prerequisite for Atech 24. Atech 11 and Atech 12 are prerequisites for Atech 14 and 25. Atech 24A is a prerequisite for Atech 27.

CHASSIS AND DRIVETRAIN**Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
FIRST SEMESTER		
ATECH 21	Transportation Technology Principles	4
ATECH 22	Introduction to Auto Mechanics	4
BUS 208*	Communication Skills for Technicians	3
MATH 225*	Math for Technicians	<u>3</u>
	Semester Total	14
SECOND SEMESTER		
ATECH 10	Automotive Chassis	10
ATECH 26	Auto Electrical Systems	<u>4</u>
	Semester Total	14
THIRD SEMESTER		
ATECH 15	Drivetrain/Transmissions	10
ATECH 23	Automotive Air Conditioning	<u>4</u>
	Semester Total	14
	Total Required Units:	42

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

CHASSIS SPECIALIST**Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
FIRST SEMESTER		
ATECH 21	Transportation Technology Principles	4
ATECH 22	Introduction to Auto Mechanics	4
BUS 208*	Communication Skills for Technicians	3
MATH 225*	Math for Technicians	<u>3</u>
	Semester Total	14
SECOND SEMESTER		
ATECH 10	Automotive Chassis	<u>10</u>
	Semester Total	10
THIRD SEMESTER		
ATECH 40	Advanced Automotive Chassis	<u>10</u>
	Semester Total	10
	Total Required Units:	34

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

ENGINE REPAIR SPECIALIST**Degree Major/Certificate Requirements:**

Dept/No.	Title	Units
FIRST SEMESTER		
ATECH 21	Transportation Technology Principles	4
ATECH 22	Introduction to Auto Mechanics	4
BUS 208*	Communication Skills for Technicians	3
MATH 225*	Math for Technicians	<u>3</u>
	Semester Total	14
SECOND SEMESTER		
ATECH 12	Automotive Electrical and Electronic Systems	<u>10</u>
	Semester Total	10
THIRD SEMESTER		
ATECH 41	Advanced Engine Repair	<u>10</u>
	Semester Total	10
	Total Required Units:	34

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

AUTOMOTIVE ELECTRONICS SPECIALIST

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
ATECH 21	Transportation Technology Principles	4
ATECH 22	Introduction to Auto Mechanics	4
BUS 208*	Communication Skills for Technicians	3
MATH 225*	Math for Technicians	<u>3</u>
	Semester Total	14
SECOND SEMESTER		
ATECH 12	Electrical/Electronic Systems	<u>10</u>
	Semester Total	10
THIRD SEMESTER		
ATECH 42	Advanced Auto Electronics	<u>10</u>
	Semester Total	10
	Total Required Units:	34

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

DRIVETRAIN SPECIALIST

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
ATECH 21	Transportation Technology Principles	4
ATECH 22	Introduction to Auto Mechanics	4
BUS 208*	Communication Skills for Technicians	3
MATH 225*	Math for Technicians	<u>3</u>
	Semester Total	14
SECOND SEMESTER		
ATECH 15	Drivetrain/Transmissions	<u>10</u>
	Semester Total	10
THIRD SEMESTER		
ATECH 45	Adv Automotive Transaxles	<u>10</u>
	Semester Total	10
	Total Required Units:	34

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

LIGHT-DUTY AUTO REPAIR

Students completing the following required courses will be eligible for the **Certificate of Proficiency in Light-Duty Auto Repair**. Confer with a counselor or division dean concerning the specific pattern of requirements for this program.

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
ATECH 22	Introduction to Auto Mechanics	4
ATECH 26	Introduction to Automotive Electrical Systems	4
ATECH 24A	Computer Controls and Fuel Injection	4
ATECH 234	Introduction to Brakes, Alignment and Headlamp Aiming	<u>4</u>
	Total Required Units:	16

ATECH 10

Automotive Chassis

10 units, 6 hours lecture, 12 hours laboratory (GR)
Recommended preparation: Atech 21 and 22 and Math 225 and Bus 208

Acceptable for credit: CSU

Introduction to automotive chassis systems: Principles of automotive brake and suspension systems, wheel balance, tire service, suspension and headlamp alignment; maintenance, troubleshooting procedures, and proper use of alignment and balancing machines, brake lathes and other diagnostic equipment; diagnosis, disassembly, inspection, and rebuilding of suspension and brake systems; emphasis on proper use of manuals and safe use of tools and equipment; preparation for CA State Brake and Lamp licensing exams. 0948.00

ATECH 11

Engines, Fuel and Ignition Systems

10 units, 6 hours lecture, 12 hours laboratory (GR)
Recommended preparation: Atech 21 and 22 and Math 225 and Bus 208

Acceptable for credit: CSU

Principles of automotive engines, fuel and ignition systems: Tool and equipment safety, maintenance procedures, use of diagnostic equipment, minor head and block machining; diagnosis, disassembly, inspection, and rebuilding of engines, fuel and ignition systems. 0948.00

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

ATECH 12**Automotive Electrical and Electronic Systems**

10 units, 6 hours lecture, 12 hours laboratory (GR)

Recommended preparation: Atech 21 and 22 and Math 225 and BUS 208

Eligible for credit by examination.

Acceptable for credit: CSU

Basic electrical theory and the function, diagnosis, and repair of modern automotive electrical systems: Emphasis on the use of instrumentation in the diagnosis of electrical circuits and component failures. 0948.00

ATECH 14**Advanced Engine Performance (Clean Air Course, Phase I)**

10 units, 6 hours lecture, 12 hours laboratory (GR)

Prerequisite: Atech 11 and 12

Recommended preparation: Atech 21 and 22 and Math 225 and Bus 208

Course includes 22 of the 120 hours of training mandated by the California State Smog Inspection program.

Eligible for credit by examination.

Acceptable for credit: CSU

Advanced engine performance principles and procedures: Generic computer and fuel-injection controls and emission-control systems; preparation for the ASE Engine Performance examination, as well as partial preparation for the California State Test and Repair Technician examination. 0948.00

ATECH 15**Drivetrain and Automatic Transmissions**

10 units, 6 hours lecture, 12 hours laboratory (GR)

Recommended preparation: Atech 21 and 22 and Math 225 and Bus 208

Acceptable for credit: CSU

Theory, operation, diagnosis, repair and maintenance of drivetrain and automatic transmissions: Single dry-disc clutches, manual transmissions/transaxles, universal joints, final drives, and hydraulically-controlled automatic transmissions and transaxles. 0948.00

ATECH 21**Transportation Technology Principles**

4 units, 4 hours lecture (GR)

Recommended preparation: Math 225

Acceptable for credit: CSU

Introduction to materials, mechanics, fluids, heat and electricity: Applications of physical principles to motor vehicle systems and repair; practice researching information in technical publications. 0948.00

ATECH 22**Introduction to Auto Mechanics**

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

Also offered as Appr 471. Not open for credit to students who have completed or are currently enrolled in Appr 471.

Acceptable for credit: CSU

How cars work: Construction and operation of engines, engine support systems, drivetrains and chassis; vehicle maintenance services; shop procedures including safety, proper use of tools, equipment and shop manuals; how to write repair orders. 0948.00

ATECH 23**Automotive Air Conditioning**

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

Recommended preparation: Atech 21 and 22 and Math 225 and Bus 208

Also offered as Appr 486. Not open for credit to students who have completed or are currently enrolled in Appr 486.

Acceptable for credit: CSU

Study of automotive air conditioning systems: Principles and systems necessary for the installation, design, function, and repair of air conditioning units; maintenance, troubleshooting procedures, proper use of air conditioning charging station and recovery/recycle equipment; emphasis on proper use of manuals and safe use of tools and equipment. 0948.00

ATECH 24A**Computer Controls and Fuel Injection**

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

Prerequisite: Atech 11 or Appr 482

Also offered as Appr 473A. Not open for credit to students who have completed or are currently enrolled in Appr 473A.

Acceptable for credit: CSU

Automotive computer-control and fuel-injection systems: Service and repair of computer-control and fuel-injection systems by all manufacturers, with emphasis on "hands-on" electronic testing and diagnostic procedures of ignition, fuel, emission-control, and generic electronic fuel-injection systems. 0948.00

For all program degree and certificate updates, please visit:

<http://alameda.peralta.edu>

ATECH 25**Clean Air Course Phase II**

4 units, 4 hours lecture (GR)

Prerequisite: Atech 11 and 12

Recommended preparation: Atech 21 and 22 and Math 225 and Bus 208

Eligible for credit by examination.

Acceptable for credit: CSU

Course covers the second phase of the 120-hour Clean Air Course required by California's Biennial Inspection and Maintenance Program ("Smog Check Program"). Successful completion of the 120 hours of training qualifies the student to take the Test and Repair Technician examination.

Advanced engine performance principles and procedures: Carburetor/low-emission adjustments, spark controls, positive crankcase ventilation and fuel evaporation systems, thermostatic air cleaners, exhaust gas recirculation, air injection and catalytic converter systems, administrative rules, inspection procedures, nitrates of oxide (Nox) readings, and computer-controlled testing. 0948.00

ATECH 26**Introduction to Automotive Electrical Systems**

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

Recommended preparation: Math 225 and Bus 208

Also offered as Appr 472. Not open for credit to students who have completed or are currently enrolled in Appr 472.

Acceptable for credit: CSU

Introduction to automotive electrical systems: Electrical theory, chassis wiring, batteries, cranking, charging, and ignition systems; special emphasis placed on diagnosis and repair of vehicle chassis wiring. 0948.00

ATECH 27**Advanced Emissions Diagnostics: Smog Check II**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite: Atech 24A

Also offered as Appr 485. Not open for credit to students who have completed or are currently enrolled in Appr 485.

Eligible for credit by examination.

Acceptable for credit: CSU

Five-gas analysis using BAR 97: Advanced emissions diagnostics and related topics. 0948.00

ATECH 40**Advanced Automotive Chassis**

10 units, 6 hours lecture, 12 hours laboratory (GR)

Prerequisite: Atech 10

Recommended preparation: Atech 21 and 22 and Math 225 and Bus 208

Acceptable for credit: CSU

Advanced and in-depth study of automotive brake and suspension systems, wheel balance, tire service, and suspension alignment: Tool and equipment safety; maintenance and troubleshooting procedures; proper use of alignment and balancing machines, brake lathes, and other diagnostic equipment; diagnosis, disassembly, inspection, and rebuilding of suspension and brake systems; emphasis on proper use of manuals and safe use of tools and equipment. 0948.00

ATECH 41**Advanced Engine Repair**

10 units, 6 hours lecture, 12 hours laboratory (GR)

Prerequisite: Atech 11

Recommended preparation: Atech 21 and 22 and Math 225 and Bus 208

Acceptable for credit: CSU

Advanced principles of automotive engine construction, design, and repair: Tool and equipment safety, use of diagnostic equipment, advanced head and block diagnosis, repair and machining; diagnosis, disassembly, inspection, reconditioning, and rebuilding of engines; troubleshooting engine problems. 0948.00

ATECH 42**Advanced Automotive Electronics**

10 units, 6 hours lecture, 12 hours laboratory (GR)

Prerequisite: Atech 12

Recommended preparation: Atech 21 and 22 and Math 225 and Bus 208

Eligible for credit by examination.

Acceptable for credit: CSU

Advanced diagnosis and repair techniques for modern automotive electrical systems: Stresses heavy use of instrumentation in the diagnosis of electrical circuitry and component failure. 0948.00

ATECH 45**Advanced Automotive Transaxles and Transmissions**

10 units, 6 hours lecture, 12 hours laboratory (GR)

Prerequisite: Atech 15

Acceptable for credit: CSU

Advanced automotive transaxle and transmission theory: Theory of operation, diagnosis, and service techniques on a variety of computer-controlled automatic transmissions and transaxles for imported and domestic passenger vehicles or light trucks. 0948.00

ATECH 48AA-FZ**Selected Topics in Automotive Technology**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 0948.00

ATECH 49**Independent Study in Automotive Technology**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Selected Topics. 0948.00

ATECH 234**Introduction to Brakes, Alignment and Headlamp Aiming**

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

Also offered as Appr 484. Not open for credit to students who have completed or are currently enrolled in Appr 484.

Introduction to brake, alignment, and headlamp aiming systems: Operation, maintenance, troubleshooting, and adjustment of steering, suspension, braking, and headlamp aiming systems; emphasis on proper use of manuals and safe use of tools and equipment; preparation for the California State Brake and Lamp licensing exams. 0948.00

ATECH 248AA-FZ**Selected Topics in Auto Mechanics**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)

See section on Selected Topics. 0948.00



AVIATION MAINTENANCE TECHNOLOGY (AMT)

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

The aviation program is offered at the **College of Alameda aviation facility** located at the north end of the **Oakland International Airport**. Our state-of-the-art facility includes five aircraft, aircraft system mockup trainers, and a computer lab. This is a two-year evening-only program each class runs five days a week, 3 hours a night. All F.A.A. testing soon be done on site. Mandatory attendance is required for this program to comply with F.A.A. regulations. Any time missed must be made up. The AMT student will need to purchase ranging from \$150 to \$400 dollar worth of tools during the course of this program.

The **AMT faculty and staff** are dedicated to helping each and every student through this program. College of Alameda graduates are recognized throughout the aviation industry for their acquired skills and knowledge. There are programs at the College that offer financial aid and assistance to student of needs or with learning difficulties. Feel free to visit us at any time, or speak with our well qualified college's counselors, ask questions, and tour the aviation facility. Come join us for an exciting career in aviation.

These are the **Program Learning Outcomes**:

1. Student will interpret and assess aircraft systems as to airworthy condition. Student will demonstrate an ability to maintain these aircraft systems. Student will apply their knowledge of systems to evaluate FAA publications as to airworthy standard. Maintenance record recording will be completed to FAA standards.
2. **Personal Development and Management** – Prepare for personal, educational and/or career goals.
3. **Communication**: Perceive, understand, and engage in verbal and nonverbal communication.
4. **Responsibility**: Understand and demonstrate personal, civic, social, environmental responsibility and cooperation in order to become a productive local and global citizen.

Evening Program – Airframe and Powerplant

There is an **evening program for both the Airframe and Powerplant certificates** in which each class is a semester long and five nights a week. There is a lecture course and a laboratory course offered each night. By enrolling in both courses the student may complete the program in two years. If the student has a time constraint only one class may be taken each night with a corresponding addition of time required to complete the program. Regular attendance is mandatory for AMT students. Students are required to clock in and out for courses and must meet minimum time requirements for each class, and pass all examinations with minimum of 70% ('C') to receive credit for the course since the course is FAA approved and meets FAA regulations. Students should only enroll if they can meet the published schedule.

Students will need to accumulate approximately \$400 worth of tools and equipment during the program. In addition students will be required to purchase textbooks and other publications.

The **AS degree** will be awarded upon satisfactory completion of the major course requirements for each option and the General Education requirements listed in the Degrees and Programs section of this Catalog.

The **Airframe and Powerplant Certificates of Achievement** curricula include theory and practical experience in construction, inspection, overhaul, repair, and maintenance of aircraft structures, systems, and powerplants. The program is approved by the Federal Aviation Administration. Upon completion of each course with a minimum grade of "C," the student will be eligible to apply for the FAA examination for the Airframe and Powerplant license.

Note:

If interested in joining the AMT program, please contact College Counselors at College of Alameda, or the AMT Department directly.

AIRFRAME

Degree Major/Certificate Requirements:

Evening Program Sequence:

Dept/No.	Title	Units
AMT 56L	Basic Science of Aviation Maintenance Technology	3.0
AMT 56	Basic Science of Aviation Maintenance Technology	6.5
AMT 58L	Survey of Aviation Maintenance Technology	3.0
AMT 58	Survey of Aviation Maintenance Technology	6.5
AMT 62L	Airframe Systems I	3.0
AMT 62	Airframe Systems I	6.5
AMT 64L	Airframe Systems II	3.0
AMT 64	Airframe Systems II	6.5
AMT 66L	Airframe Systems and Review	3.0
AMT 66	Airframe Systems and Review	<u>6.5</u>
	Total Required Units:	43.0

POWERPLANT

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
AMT 56L	Basic Science of Aviation Maintenance Technology	3.0
AMT 56	Basic Science of Aviation Maintenance Technology	6.5
AMT 58L	Survey of Aviation Maintenance Technology	3.0
AMT 58	Survey of Aviation Maintenance Technology	6.5
AMT 70L	Theory of Powerplants I	2.5
AMT 70	Theory of Powerplants I	5.0
AMT 74L	Theory of Powerplants II	2.5
AMT 74	Theory of Powerplants II	5.0
AMT 76L	Theory of Advanced Powerplants I	3.0
AMT 76	Theory of Advanced Powerplants I	5.0
AMT 78L	Theory of Advanced Powerplants II	3.0
AMT 78	Theory of Advanced Powerplants II	<u>5.0</u>
	Total Required Units:	50.0

Recommended:

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

AMT 48AA-FZ

Selected Topics in Aviation Maintenance

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory
(GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 0950.00

AMT 49

Independent Study in Aviation Maintenance

.5-5 units: .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 0950.00

AMT 56

Basic Science of Aviation Maintenance Technology

6.5 units, 6.5 hours lecture (GR)

Acceptable for credit: CSU

Introduction to maintenance of both large and small aircraft: Rivet installation, basic shop math and physics, aircraft structures, aerodynamics, basic electricity, cleaning and corrosion control; and Federal Aviation Administration regulation, Part 65, Appendix D. 0950.00

AMT 56L

Basic Science of Aviation Maintenance Technology

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU

Introduction to maintenance of both large and small aircraft: Rivet installation, basic shop math and physics, aircraft structures, aerodynamics, basic electricity, and cleaning and corrosion control. 0950.00

AMT 58

Survey of Aviation Maintenance Technology

6.5 units, 6.5 hours lecture (GR)

Acceptable for credit: CSU

Survey of aviation maintenance technology: Federal Aviation Administration regulations, weight and balance, non-destructive testing, aircraft drawings, fluid lines and fittings, maintenance publications and forms and records, materials and processes, ground operations, aircraft finishes, and plastic and bonded structures. 0950.00

AMT 58L

Survey of Aviation Maintenance Technology

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU

Survey of aviation maintenance technology: Federal Aviation Administration regulations, weight and balance, non-destructive testing, aircraft drawings, fluid lines and fittings, maintenance publications and forms and records, materials and processes, ground operations, aircraft finishes, and plastic and bonded structures. 0950.00

AMT 62**Airframe Systems I**

6.5 units, 6.5 hours lecture (GR)

Acceptable for credit: CSU

Introduction to airframe systems: Advanced airframe electrical systems, sheet metal structures; aircraft instrument, cabin environmental control, ice and rain control, and pneumatic systems. 0950.10

AMT 62L**Airframe Systems I**

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU

Introduction to airframe systems: Advanced airframe electrical systems, sheet metal structures; aircraft instrument, cabin environmental control, ice and rain control, and pneumatic systems. 0950.10

AMT 64**Airframe Systems II**

6.5 units, 6.5 hours lecture (GR)

Acceptable for credit: CSU

Continuation of airframe systems: Assembly and rigging; hydraulic, fuel, and landing gear systems. 0950.10

AMT 64L**Airframe Systems II**

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU

Continuation of airframe systems: Assembly and rigging; hydraulic, fuel, and landing gear systems. 0950.10

AMT 66**Airframe Systems and Review**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Review in preparation for the Federal Aviation Administration examination: Airframe, communication and navigation, and take-off warning systems; welding, and airframe inspection. 0950.10

AMT 66L**Airframe Systems and Review**

2 units, 6 hours laboratory (GR)

Acceptable for credit: CSU

Review in preparation for the Federal Aviation Administration examination: Airframe, communication and navigation, and take-off warning systems; welding, and airframe inspection. 0950.10

AMT 70**Theory of Powerplants I**

5 units, 5 hours lecture (GR)

Acceptable for credit: CSU

Basic powerplant theory and systems: Reciprocating engine overhaul, operation, installation and removal; powerplant lubrication, and engine fuel and cooling systems. 0950.20

AMT 70L**Theory of Powerplants I**

2.5 units, 7.5 hours laboratory (GR)

Acceptable for credit: CSU

Basic powerplant theory and systems: Reciprocating engine overhaul, operation, installation and removal; powerplant lubrication, and engine fuel and cooling systems. 0950.20

AMT 74**Theory of Powerplants II**

5 units, 5 hours lecture (GR)

Acceptable for credit: CSU

Continuation of basic powerplant theory and systems: Fuel metering, induction and exhaust, powerplant electrical, and engine instrument systems. 0950.20

AMT 74L**Theory of Powerplants II**

2.5 units, 7.5 hours laboratory (GR)

Acceptable for credit: CSU

Continuation of basic powerplant theory and systems: Fuel metering, induction and exhaust, powerplant electrical, and engine instrument systems. 0950.20

AMT 76**Advanced Powerplants I**

5 units, 5 hours lecture (GR)

Acceptable for credit: CSU

Advanced powerplant systems: Propeller systems, reciprocating engine inspection and troubleshooting, engine fire protection systems, and powerplant inspection. 0950.20

AMT 76L**Advanced Powerplants I**

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU

Advanced powerplant systems: Propeller systems, reciprocating engine inspection and troubleshooting, engine fire protection systems, and powerplant inspection. 0950.20

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

AMT 78**Advanced Powerplants II**

5 units, 5 hours lecture (GR)

Acceptable for credit: CSU

Continuation of advanced powerplant systems: Ignition systems; gas turbine engine classification, construction, nomenclature, installation and operation, overhaul, inspection and repair; turboprop engines; helicopter powerplants and installation; auxiliary power units; and review in preparation for FAA written examinations. 0950.20

AMT 78L**Advanced Powerplants II**

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU

Continuation of advanced powerplant systems: Ignition systems; gas turbine engine classification, construction, nomenclature, installation and operation, overhaul, inspection and repair; turboprop engines; helicopter powerplants and installation; auxiliary power units; and review in preparation for FAA written examinations. 0950.20

AMT 248AA-FZ**Selected Topics in Aviation Maintenance**

.5-9 units: 0-9 hours lecture, 0-27 hours laboratory

(GR or P/NP)

See section on Selected Topics. 0950.00

AMT 270**Aviation Maintenance Technology Preparation**

1-3 units, 3-9 hours laboratory (GR)

Course partially meets certification requirements of Part 147 of Federal Aviation Administration regulations covering airframe and powerplant mechanics.

Non-degree applicable

Course study under this section may be repeated two times for a maximum of 3 units.

Preparation for the oral, practical, and written portions of the Federal Aviation Administration examination: Covers the general, airframe, and powerplant sections of the examination. 0950.00



BIOLOGY (BIOL)

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

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

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

These are the **Program Learning Outcomes**:

- Students demonstrate skills necessary to operate equipment used in biological disciplines, such as compound and dissecting microscopes, analytical balances, sphygmomanometers, and spectrosopes.
- Students understand and discuss different life forms based on their general knowledge of biological diversity and taxonomic relationships.
- Students apply an understanding of the scientific method to critical analyses of scientific and nonscientific explanations and hypotheses.
- Students are able to differentiate scientific hypotheses, derived through the scientific method, from explanations generated through nonscientific methods.
- Students are able to explain verbally or in writing, differences between 2 domains and differences between the different subgroups within the prokaryotes eukaryotes.

The **AS degree in Biology** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
BIOL 1A	General Biology	5
BIOL 1B	General Biology	5
CHEM 1A	General Chemistry	5
CHEM 1B	General Chemistry	5
PHYS 4A	General Physics w/ Calculus	5
PHYS 4B	General Physics w/Calculus	<u>5</u>
Total Required Units:		30

BIOL 1A**General Biology**

5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)

Prerequisite: Chem 1A

Acceptable for credit: CSU, UC

Introduction to general biology: Cell structure and function, metabolism, molecular and organismal genetics, and animal physiology. 0401.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B/5C

BIOL 1B**General Biology**

5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)

Prerequisite: Biol 1A

Acceptable for credit: CSU, UC

Continuation of BIOL 1A: Origin of life, evolution, classification, plant structure and function, and ecology. 0401.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B/5C

BIOL 2**Human Anatomy**

5 units, 4 hours lecture; 3 hours laboratory (GR or P/NP)

Prerequisite: Biol 10 or 24

Acceptable for credit: CSU, UC

Detailed study of human body structure: Molecules, cells, tissues, organs and organ systems, basic physiology and cell division, selected human diseases. Laboratory work includes extensive use of microscopes, figures/charts, three-dimensional models, dissected human cadavers, and dissection of other mammalian organisms/organs. 0410.00

AA/AS area 1; CSU Area B2, B3; IGETC area 5B/5C

BIOL 4**Human Physiology**

5 units, 4 hours lecture; 3 hours laboratory (GR or P/NP)

Prerequisite: Chem 1A or 30A

Recommended preparation: Biol 2

Acceptable for credit: CSU, UC

Detailed study of human body function: Molecules, cells, tissues, organs and organ systems, basic anatomy essential to understanding function, physical and chemical factors and processes, and selected human diseases. Laboratory work includes computer simulations and interactive programs, physiological experiments and demonstrations, and use of microscopes. 0410.00

AA/AS area 1; CSU Area B2, B3; IGETC area 5B/5C

BIOL 10**Introduction to Biology**

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

Not open for credit to students who have completed or are currently enrolled in Biol 1A or 1B.

Students with previous credit in Biol 11 receive only 1 unit of credit for Biol 10.

Acceptable for credit: CSU, UC

Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. Includes laboratory exercises designed to complement lectures. 0401.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B/5C

BIOL 31**Nutrition**

4 units, 4 hours lecture (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in Biol 28 at Laney College or Nutr 10 at Merritt College.

Acceptable for credit: CSU, UC

Principles of human nutrition: Nutrients, their function and food sources; problems of excess and deficiency; dietary goals for health promotion and disease prevention. 0401.00

CSU area E

BIOL 48AA-FZ**Selected Topics in Biological Sciences**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 0401.00

BIOL 49**Independent Study in Biology**

.5-5 units, .5-5 hours lecture (GR or P/NP)

Acceptable for credit: CSU

See section on Independent Study. 0401.00

BIOL 248AA-FZ**Selected Topics in Biological Sciences**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP)

See section on Selected Topics. 0401.00



BUSINESS (BUS)

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

Associate in Arts Degrees:

Accounting

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

Certificate of Achievement:

Transportation, Distribution, and Logistics

Certificates of Proficiency:

Small Business Administration

Warehouse and Forklift Operations

ACCOUNTING

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

The **AA degree in Accounting** is designed to qualify students for employment in accounting and/or to provide a foundation for those students wishing to transfer to a four-year institution with a major in Accounting.

Accounting career options await you in:

- Entertainment, Technology, Sports, Government, Non-profit and Education Criminal Investigation, Environment, Travel, Food and Fashion

Business and Accounting students seeking transfer to four-year universities will meet the Accounting transfer requirements. Our Accounting program provides training for bookkeeping, accounting, and business related technical positions. To assist and ensure student success in Accounting/Business, COA offers an exceptional tutorial program that is free to all students.

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

Degree Major Requirements:

Dept/No.	Title	Units
BUS 10	Introduction to Business	3
BUS 2	Introduction to Business Law	3
ECON 1	Principles of Economics (Macro)	3
ECON 2	Principles of Economics (Micro)	3
BUS 1A*	Financial Accounting	4
BUS 24	Computerized Accounting Principles	3
BUS 1B	Managerial Accounting	4
BUS 209	Fundamentals of Income Tax	4
CIS 42	Spreadsheet Applications	4

Select one course from the following:

BUS 5	Human Relations in Business (3)	
BUS 54	Small Business Management (3)	
CIS 1	Introduction to Computer Information Systems (4)	3-4
Total Required Units:		31-32

Recommended:

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

AA Accounting Suggested Sequence

Semester 1: BUS 10, BUS 2

Semester 2: ECON 1, BUS 1A, BUS 24

Semester 3: ECON 2, BUS 1B

Semester 4: BUS 209, CIS 42, (BUS 5/BUS 54/CIS1)

BUSINESS ADMINISTRATION

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

The Associate in Science in Business Administration for Transfer (AS-T) is intended for students planning to transfer to a CSU with a major in Business Administration. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

Career opportunities in Business Administration includes but not limited to:

- Actuarial analyst
- Business analyst
- Chartered management accountant
- Corporate investment banker
- Forensic accountant
- Insurance underwriter
- Management consultant
- Operational researcher
- Accountant
- Business Operations Officer
- Financial Officer

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

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

Degree Major Requirements:

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

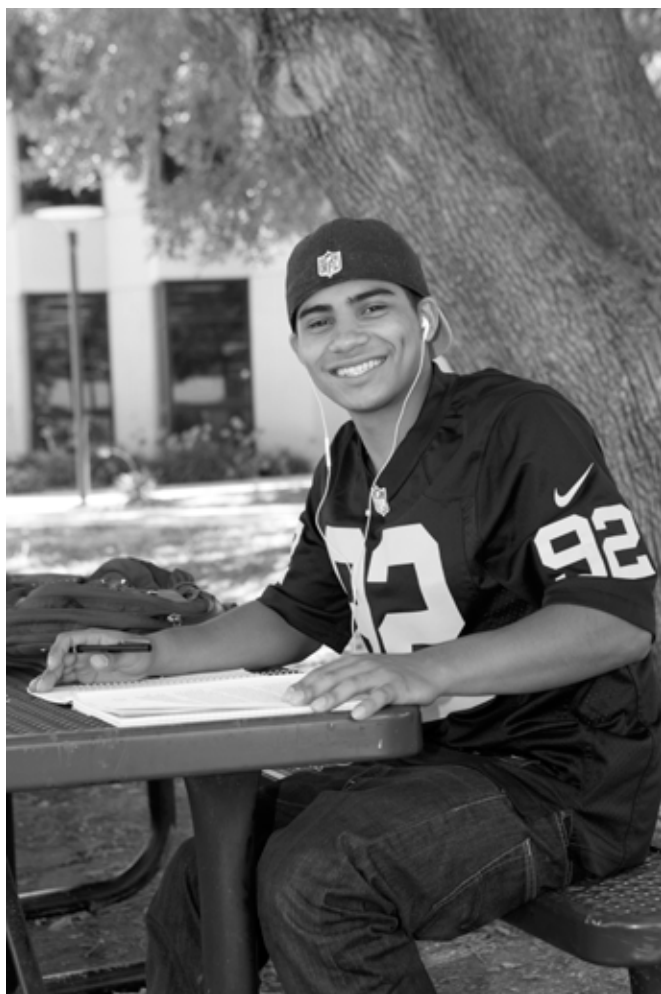
AS-T Business Administration Suggested Sequence

Semester 1: BUS 10, CIS 1

Semester 2: ECON 1, BUS 2

Semester 3: BUS 1A, ECON 2

Semester 4: BUS 1B, MATH 13



CERTIFICATE OF ACHIEVEMENT (CA)

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Achievement**.

TRANSPORTATION, DISTRIBUTION, AND LOGISTICS

Certificate of Achievement Requirements:

Dept/No.	Title	Units
BUS 10	Introduction to Business	3
BUS 112	Principles of Logistics	3
BUS 114	Principles of Supply Chain Management	3
BUS 115	Computerized Logistics	3
BUS 116	Warehouse Management Operations	3
BUS 208	Communication Skills for Technicians	3
MATH 225	Mathematics for Technicians	<u>3</u>
	Total Required Units:	21

CERTIFICATE OF PROFICIENCY (CP)

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Proficiency**.

SMALL BUSINESS ADMINISTRATION

Certificate of Proficiency Requirements:

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

WAREHOUSE AND FORKLIFT OPERATIONS

Atlas Program

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
BUS 240	Introduction to Warehouse Operations	2
CIS 205	Computer Literacy	1
COUN 201	Orientation to College: Student Success and Support Program	1
LRNRE 280	Study Skills	1
DMECH 202	Forklift Operations	<u>1</u>
	Total Required Units:	6

BUS 1A

Financial Accounting

4 units, 4 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of purpose, theory, and specific methods of accounting: Systems and methods employed in accumulating data for financial statements; income measurement including cost measurement, classification, and expiration; revenue recognition and measurement.

0502.00

C-ID ACCT 110

BUS 1B

Managerial Accounting

4 units, 4 hours lecture (GR)

Prerequisite: Bus 1A

Acceptable for credit: CSU, UC

Uses of accounting data for planning, controlling and decision making: Sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses, and limitations of financial statements and reports.

0502.00

C-ID ACCT 120

BUS 2

Introduction to Business Law

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code.

0501.00
C-ID BUS 125

BUS 5

Human Relations in Business

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Application of behavioral science concepts to human problems in organizations: Action necessary to prevent and resolve problems among individuals within groups; application of logical decision-making techniques.

0501.00

AA/AS area 2

BUS 10

Introduction to Business

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to business: Survey of various phases of business organization, finance, personnel, production, marketing, managerial controls and government business relations.

0501.00

C-ID BUS 110

BUS 20**General Accounting**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Not open for credit to students who have completed or are currently enrolled in Bus 1A or 1B.

Theory and practice of accounting: Double-entry process on accrual basis; complete accounting cycle with use of work sheet and preparation of end-of-the-year financial statements; petty cash, banking procedures, notes, drafts, and introduction to payroll taxes. 0502.00

BUS 24**Computerized Accounting Principles**

3 units, 2 hrs lecture, 3 hrs laboratory (GR)

Prerequisite: Completion of, or concurrent enrollment in, Bus 1A or Bus 20

Acceptable for credit: CSU

Intensive practical application of theory and procedures of accounting: Utilization of computerized accounting systems in single proprietorship, partnership, and corporate forms of business. 0502.00

AA/AS area 4c

BUS 49**Independent Study in Business**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 0501.00

BUS 54**Small Business Management**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Functions and objectives of an executive: Definition of duties, and basic knowledge of administration and organization; practice through case studies in making business decisions. 0506.40

BUS 70**Introduction to Marketing**

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

Acceptable for credit: CSU

Introduction to integrated marketing strategies: Identification and satisfaction of customers' wants and needs with products (goods and/or services), price, place, and promotional strategies; customer relationship management; integration of marketing into strategic business plans. 0509.00

BUS 109**Introduction to Logistics**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Overview of business management logistics: Purchasing, inventory management, transportation, warehousing and related technologies. 0510.00

BUS 112**Principles of Logistics**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Practical Introduction to logistics functions in the management of business logistics functions including: Purchasing, inventory management, transportation, warehousing and their related technologies; Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 0510.00

BUS 113**Introduction to Supply Chain Management**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Overview of the Introduction to the tools and techniques for design and improvement of any supply chain, through the optimal use of information, materials, and technology to improve efficiency and reduce costs on an introductory level. Integrate the utilization of outside suppliers and customers into an organization's supply chain on an introductory level. 0510.00

BUS 114**Principles of Supply Chain Management**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Practical Introduction to the principles, tools and techniques for design and improvement of any supply chain, through the optimal use of information, materials, and technology to improve efficiency and reduce costs. Integrate the utilization of outside supply chain. 0510.00

BUS 115**Computerized Logistics**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Provides a study of the need and use of computers in the supply chain and logistics industry and an introduction to the software that is available, such as enterprise resource planning, demand planning, and warehouse management. 0510.00

BUS 116**Warehouse Management Operations**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Introduction of warehouse functions and management including facility location and operation, financial analysis, security, cargo handling, and productivity improvement and measurement. 0510.00

BUS 117**Certified Logistics Associate (CLA)**

3 units, 4 hours lecture (GR)

Acceptable for credit: CSU

Overview of the foundational-level knowledge of the world of supply chain management in a global environment. Introduce the fundamentals of logistics and interrelationships in the areas of manufacturing: Safety, Manufacturing Process, Maintenance Awareness, and Quality Assurance. This coursework certifies students as a Certified Logistics Associate (CLA). 0510.00

BUS 118**Certified Logistics Technician (CLT)**

4 units, 4 hours lecture (GR)

Prerequisite: BUS 117

Acceptable for credit: CSU

Practical introduction to advanced technical competencies of the world of supply chain management in a global environment. Introduces advanced technical skillsets of logistics and the interrelationships in the areas of manufacturing: Safety, Manufacturing Process, Maintenance Awareness, and Quality Assurance. This coursework certifies students as a Certified Logistics Technician (CLT). 0510.00

BUS 119**Introduction to Inventory Management**

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU

Introduction to practices for managing inventory of large quantities: Exploration of fundamental differences between manufacturing inventories of finished goods in retail and work-in-process; presentation of real-time information in order to maximize productivity in key areas from physical control and process flow to problem identification and resolution. 0505.00

BUS 120**Principles of Leadership in Logistics**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Principles of Leadership in Logistics: Theory needed to become effective business leaders; investigation of contemporary leadership theory and practices locally and globally; examination of models of leadership vision, courage, and innovation with a focus on global logistics' issues. 0505.00

BUS 121**Career Development for Logistics Professionals**

1 unit, 1 hour lecture (GR)

Acceptable for credit: CSU

Introduction to Career Development for Logistics Professionals: Principles and real life application of industry soft skills necessary in a competitive marketplace and a digital global logistics' workplace; communicating effectively and professionally; strategies for working in teams. 0505.00

BUS 208**Communication Skills for Technicians**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Development of writing, reading, speaking and listening skills for successful communication in technical careers: Researching and learning technical material from textbooks; taking notes; communication with customers, employers, and co-workers; writing repair orders and invoices; producing job applications and resumes; and practicing for formal job interviews. 0501.00

BUS 209**Fundamentals of Income Tax**

4 units, 4 hours lecture (GR)

Study of federal and California tax laws and procedures: Individual, partnership and corporation income tax returns from the accounting point of view; brief survey of social security, gift, and estate taxes. 0502.10

BUS 220**Business Terminology in Logistics**

2 units, 2 hours lecture (GR or P/NP)

Recommended preparation: CIS 200 or CIS 205 or BUS 219

Introduction to standard warehousing terminology: Applications throughout the logistics, retail, wholesale and manufacturing industries; spelling ability, vocabulary enrichment; and contextual comprehension of standard warehousing terminology. 0510.00

BUS 236**Records Management in Logistics**

2 units, 2 hours lecture (GR or P/NP)

Introduction to records management utilized in the logistics industry: Core records management principles, procedures, and office skills relating to inventory recordkeeping; standard terminology, practices and technology that are used to maintain and share inventory records. 0510.00

BUS 240**Introduction to Warehouse Operations**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to warehouse operations: Objectives of the warehouse, software information systems used in warehousing, warehouse safety, and practice with hands on activities that are used in a functioning warehouse. 0510.00

BUS 247**Logistics Operations for Transportation**

1 units, 1 hours lecture (GR or P/NP)

Introduction to state-of-the-art logistics technologies: Procedures and terminology relevant to the mobile workforce, worksite environment, and the “virtual office” environment; handheld devices used in inventory and tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, and a survey of the logistics/warehousing industry as well as job opportunities and careers. 0510.00



CHEMISTRY (CHEM)

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

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

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

CHEM 1A

General Chemistry

5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR)

Prerequisite: Satisfactory score on the math assessment or Math 203 or Math 211A-D and Chem 30A or Chem 50 or satisfactory score on the chemistry assessment

Recommended preparation: Chem 30A or 50

Acceptable for credit: CSU, UC

General principles of chemistry: Measurements, atomic theory, chemical nomenclature, chemical composition, stoichiometry, reactions in aqueous solution, thermochemistry, electron configurations, periodic properties, chemical bonding, gases, liquids, solids, and solutions. 1905.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

CHEM 1B

General Chemistry

5 units, 3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR)

Prerequisite: Chem 1A

Acceptable for credit: CSU, UC

General principles of chemistry: Kinetics, equilibrium, acid-base equilibria, buffers, solubility equilibria, entropy and free energy, electro-chemistry, nuclear chemistry, coordination chemistry, and an introduction to organic chemistry. 1905.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

CHEM 30A

Introductory General Chemistry

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

Prerequisite: Math 201 or 208 or 210D

Acceptable for credit: CSU, UC

Fundamental principles of general chemistry: Metric measurements, matter and energy, atomic structure, chemical nomenclature, chemical bonding, chemical reactions, stoichiometry, gas laws, nuclear chemistry, properties of liquids, solids, solutions, acids and bases. 1905.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

CHEM 30B**Introductory Organic and Biochemistry**

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

Prerequisite: Chem 30A

Acceptable for credit: CSU, UC

Introduction to basic organic chemistry and biochemistry: Hydrocarbons; organic functional groups, nomenclature, and reactions; polymers, carbohydrates, proteins, enzymes, lipids, nucleic acids, protein synthesis, and metabolic pathways. 1905.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

CHEM 48AA-FZ**Selected Topics in Chemistry**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 1905.00

CHEM 49**Independent Study in Chemistry**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 1905.00

CHEM 50**Beginning Chemistry**

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

Recommended preparation: Math 201 or 210D

This is a preparatory course for Chem 1A for students who have not had high school chemistry.

Acceptable for credit: CSU, UC

Principles of basic chemistry: Metric measurements, matter and energy, atomic structure, chemical nomenclature, chemical reactions, stoichiometry, chemical bonding, gas laws, properties of liquids, solids, solutions, acids and bases. 1905.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

CHEM 248AA-FZ**Selected Topics in Chemistry**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1905.00



CHINESE (CHIN)

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

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

- Communicate with native speakers at home and worldwide
- Increase employment potential
- Improve memory and cognitive skills
- Enhance travel worldwide
- Become more aware of cultural identities

Beyond acquisition, learning languages can help us to see the world from a different perspective and to understand who we all are as human beings.

Cantonese Program Learning Outcomes:

I. Grammatical Proficiency

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

II. Language Skill Application

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

III. Cultural Knowledge

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

CHIN 9A

Spoken and Written Cantonese

5 units, 5 hours lecture (GR)

Prerequisite: 3 years of high school study of the Chinese language or equivalent

Acceptable for credit: CSU, UC

Pre-elementary Cantonese enabling skills in: understanding, listening, reading, and writing simple Cantonese Chinese; Acquaintance with culture; Focus on differences between spoken and written forms of Cantonese. 1107.00

CHIN 9B

Spoken and Written Cantonese

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Chin 9A

Acceptable for credit: CSU

Continuation of pre-elementary Cantonese strengthening skills in: understanding, listening, reading, and writing simple Cantonese Chinese; Appreciation of Chinese culture; Focus on differences between spoken and written forms of Cantonese. 1107.00

CHIN 10A

Elementary Cantonese A

5 units, 5 hours lecture (GR)

Course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

Introductory study and practice of basic language skills and related Chinese cultural contexts: Basic vocabulary and structures in cultural contexts. 1107.00

AA/AS area 3; CSU area C2; IGETC UC Language

CHIN 10B

Elementary Cantonese B

5 units, 5 hours lecture (GR)

Prerequisite: Chin 10A

Acceptable for credit: CSU, UC

Continuation of CHIN 10A with further study and practice of basic language skills and related Chinese cultural contexts: Grammar and vocabulary building. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3B; IGETC UC Language

CHIN 11A

Intermediate Cantonese A

5 units, 5 hours lecture (GR)

Prerequisite: Chin 10B

Acceptable for credit: CSU, UC

Intermediate level study and practice of all basic language skills: Grammar and vocabulary building, exploration of Cantonese structure, and growth in cultural understanding. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3B; IGETC UC Language

CHIN 11B**Intermediate Cantonese B**

5 units, 5 hours lecture (GR)

Prerequisite: Chin 11A

Acceptable for credit: CSU, UC

Continuation of CHIN 11B with further study and practice of all basic language skills: Grammar, vocabulary building, language structure and use, and further knowledge of cultural understanding and appreciation. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3B; IGETC UC Language

CHIN 12A**Advanced Cantonese Reading and Writing: Modern and Classical Literature**

5 units, 5 hours lecture (GR)

Prerequisite: Chin 11B

Acceptable for credit: CSU, UC

Introduction to modern and classical poems and other literary forms such as novels, prose, drama and songs: Literary-cultural analysis, theories of literary writing and styles, and writing skills; exploration of Chinese history and art. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3B; IGETC UC Language

CHIN 12B**Advanced Cantonese Reading and Writing: Modern and Classical Literature**

5 units, 5 hours lecture (GR)

Prerequisite: Chin 12A

Acceptable for credit: CSU, UC

Continuation of modern and classical poems and other literary forms such as novels, prose, drama, and song: Literary-cultural analysis, theories of literary writing and styles, and reading and writing skills; exploration of Chinese history and art. 1107.00

AA/AS area 3; CSU area C2; IGETC area 3B; IGETC UC Language

CHIN 30A**Conversational Cantonese A**

5 units, 5 hours lecture (GR)

Prerequisite: Chin 10B or 3 years of high school study or equivalent

Acceptable for credit: CSU, UC

Introduction to conversational Cantonese: Listening, speaking and grammar skills; systematic practice of everyday topics of conversation; enhancement of cultural awareness. 1107.00

IGETC UC Language

CHIN 30B**Conversational Cantonese B**

5 units, 5 hours lecture (GR)

Prerequisite: Chin 30A

Acceptable for credit: CSU, UC

Continuation of CHIN 30A: Further development of oral comprehension skills as well as additional growth in cultural awareness. 1107.00

IGETC UC Language



COMMUNICATION (COMM)

What is Communication? Communication focuses on how people use messages to generate meaning in different contexts, cultures, channels, and media. Students will learn why people interact way they do while improving their own verbal and written communication skills.

Why study Communication? Communication skills are among the top qualities employers look for in job candidates. The **Program Learning Outcomes** from communication classes will prepare you to:

- Build greater competence in interpersonal, group, and public communication.
- Improve personal and professional relationships.
- Express ideas and viewpoints with greater clarity.
- Develop conflict management and leadership skills.
- Analyze and adapt to diverse audiences.

Communication careers include but are not limited to: management, social media, customer service, law, sales, consulting, political organizing, broadcasting, marketing, advertising, public relations, human resources, training, education, and many others.

Associate Degrees for Transfer

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

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

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

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

Degree Major Requirements:

Dept/No.	Title	Units
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Required Core (3 units):

COMM 45	Public Speaking	3
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List A (select two): 6 units

COMM 4	Dynamics of Group Discussion (3)	
COMM 20	Interpersonal Communication Skills (3)	
COMM 44	Argumentation (3)	6

List B (select two): 6 units:

COMM 1A	Introduction to Speech (3)	
COMM 2A	Fundamentals of Oral Interpretation of Literature (3)	
COMM 5	Persuasion and Critical Thinking (3)	
COMM 6	Intercultural Communication (3)	
COMM 19	Survey of Mass Media (3)	6

List C (select one): 3 units:

ANTHR 3	Introduction to Social and Cultural Anthropology (3)	
ENGL 1B	Composition and Reading (4)	
ENGL 5	Critical Thinking in Reading and Writing (3)	
PSYCH 1A	Introduction to General Psychology (3)	
SOC 1	Introduction to Sociology (3)	<u>3-4</u>

Total Required Units: 18-19

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

Total Units 46 – 49

COMM 1A**Introduction to Speech**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Rhetorical and argumentative analysis of significant contemporary political and social issues: Developing, stating, organizing, and researching ideas; critical thought and evaluative listening. 1506.00

AA/AS area 4d; CSU area A1; IGETC area 1C

C-ID COMM 180

COMM 2A**Fundamentals of Oral Interpretation of Literature**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of effective delivery, reading aloud, analysis and appreciation of literature: Reading prose, poetry, and drama. 1506.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

C-ID COMM 170

COMM 2B**Fundamentals of Oral Interpretation of Literature**

3 units, 3 hours lecture (GR)

Comm 2A is not prerequisite to Comm 2B.

Acceptable for credit: CSU, UC

Principles of effective delivery, reading aloud, analysis and appreciation of literature: Reading the short story, myths, and fables. 1506.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

COMM 4**Dynamics of Group Discussion**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of communication in a group setting: Emphasis on listening, leadership, and teamwork; theoretical and experiential learning to build on individual communication skills with the goal of understanding and practicing successful group relations. 1506.00

AA/AS area 4d; CSU area A1; IGETC area 1C

C-ID COMM 140

COMM 5**Persuasion and Critical Thinking**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Critical thinking skills: Principles of reasoning and persuasion, and analysis and evaluation of communication; emphasis on structure of arguments, quality of evidence, formal and informal fallacies, and effect of media on argumentation. 1506.00

AA/AS area 3, 4a, 4d; CSU area A3; IGETC area 1B

COMM 6**Intercultural Communication**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Dynamics of intercultural communication as it applies to the diversity of American cultures: Cultural concepts, language style, content, ethnic perspectives, perceptions and stereotypes, symbols, and roles as they facilitate or hinder effective verbal and nonverbal interaction across cultures; analysis of multiple intercultural communication theories. 1506.00

AA/AS area 2, 4d, CSU area D, and IGETC area 4

C-ID COMM 150

COMM 12**Organizational Communication**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Dynamics of organizational communication: Theory and practice of communication in private and public organizations, interpersonal and group communication patterns within organizations, systems of ethical internal and external communication, leadership within organizations, diversity in the workplace, conflict negotiation and the role of communication in achieving organizational goals, and organizational culture's impact on communication locally, nationally, and internationally. 1506.00

AA/AS area 4d

COMM 19**Survey of Mass Media**

3 units, 3 hours lecture (GR)

Acceptable for credit CSU, UC

Survey of traditional and non-traditional mass media in America: Impact of mass media trends and technology into the 21st century; critical analysis of media messages and examination of mass media from historical, political, social, and cultural perspectives. 1506.00

AA/AS area 2; CSU area D

COMM 20**Interpersonal Communication Skills**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Analysis of communication needs and improvement of skills: Listening, perception, nonverbal communication, semantics, and conflict management. 1506.00

AA/AS area 4d

C-ID COMM 130



COMM 44
Argumentation

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of argumentation and persuasion: Practice in creating persuasive communication through finding issues, using evidence, detecting fallacies, and employing argumentative brief writing. 1506.00

AA/AS area 4d

C-ID COMM 120

COMM 45
Public Speaking

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Principles of public speaking: Oral presentations based on political and social issues; critical-thinking, organization, and research. 1506.00

AA/AS area 4d; CSU area A1; IGETC area 1C

C-ID COMM 110

COMM 48AA-FZ
Selected Topics in Speech

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

Acceptable for credit: CSU

See section on Selected Topics. 1506.00

COMM 49
Independent Study in Speech

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 1506.00

COMM 248AA-FZ
Selected Topics in Speech

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR)

See section on Selected Topics. 1506.00



COMPUTER INFORMATION SYSTEMS (CIS)

Computer Information Systems, and why you should study CIS. Computer Information Systems enhances computer literacy. Computer literacy is having knowledge and understanding of computers and their uses. It involves three levels of proficiency (**T-O-P**).

- The First level involves Terminology – ability to read, write, and understand “geek” language.
- The Second level involves Operations – ability to use computers to get work done e.g., word processing, spreadsheets, presentations, and database management.
- The Third level involves Programming – ability to code instructions for computers to operate on desktops, networks, and on the Web.

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

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

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

The Computer Information Systems (CIS) program prepares students for entry level business positions requiring the use of computer applications, and will qualify students in the use of word processing, spreadsheet and database management applications. More advanced students may enroll in telecommunications and computer networking courses. In some instances, students with work experience in the above mentioned areas may challenge courses based on that experience. Students seeking advanced placement must meet with an instructor to verify knowledge and skills.

Computer Information Systems Program Learning Outcomes:

- Develop an understanding of the problems and issues confronting individuals and society in general in the use of computers
- Analyze problems and design solutions using the program life cycle concept, HIPO charts, and program logic flowcharts
- Use and write simple Visual Basic code
- Create presentation-quality charts of several types

Students satisfactorily completing the following required courses will be eligible for the **AA degree** and the **Certificate of Achievement in Computer Information Systems**. Confer with a counselor concerning the specific pattern of requirements for this program and refer to the Degrees and Programs section of the Catalog for information on the Associate in Arts degree.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
CIS 1	Introduction to Computer Information Systems (4)	
	or	
CIS 5	Introduction to Computer Science (5)	4-5
CIS 40	Database Management	4
CIS 42	Spreadsheet Applications	4
BUS 238A	Word Processing I (3)	
	or	
CIS 238A	Word Processing I (3)	3
	Select a minimum of 9-10 units from the following:	
BUS 238B	Word Processing II (3)	
	or	
CIS 238B	Word Processing II (3)	
CIS 23	C# Programming (4)	
CIS 25	Object-Oriented Programming Using C++ (4)	
CIS 36A	Java Programming Language I (4)	
CIS 36B	Java Programming Language II (4)	
CIS 39A	UNIX/LINUX Operating System (4)	
CIS 97A	Oracle SQL and PL/SQL (4)	
CIS 209	Introduction to Windows (1)	
CIS 234A	World Wide Web Publishing I (2)	
CIS 234B	World Wide Web Publishing II (2)	
CIS 234D	Web Authoring (2)	
CIS 234E	Creating an E-Commerce Web Site (2)	
CIS 239	Help Desk Tools and Techniques (2)	<u>9-10</u>
	Total Required Units:	24-26

CERTIFICATE OF PROFICIENCY (CP)

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

DESKTOP SUPPORT TECHNICIAN

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
CIS 1	Introduction to Computer Information Systems	4
CIS 201	Introduction to Computer Hardware	4
CIS 226A	Desktop Support Technician I	3
CIS 226B	Desktop Support Technician II	3
CIS 239	Help Desk Tools and Techniques	<u>2</u>
	Total Required Units:	16

WEB PUBLISHING

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
CIS 233	Introduction to the Internet	2
CIS 234A	World Wide Web Publishing I	2
CIS 234B	World Wide Web Publishing II	2
CIS 234D	Web Authoring	2
CIS 234E	Creating an E-Commerce Web Site	<u>2</u>
	Total Required Units:	10

CIS 1

Introduction to Computer Information Systems

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

Acceptable for credit: CSU, UC

General nature of computer hardware, software and systems: Hands-on applications include introduction to word processing, spreadsheet, database management and presentation software, and a brief introduction to web browsing and e-mail. 0702.00

AA/AS area 4c; CSU area E

CIS 4

Introduction to Geographical Information Systems

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

Acceptable for credit: CSU

Recommended Preparation: CIS 1, CIS 5, CIS 40

Introduction to Geographic Information Systems [GIS]: Fundamental concepts, cartographic principles, hardware and software requirements; Charts, graphs, and full map layouts; Data structures and sources; Spatial databases and analysis. 0702.00

CIS 5

Introduction to Computer Science

5 units, 4 hours lecture, 3 hours laboratory (GR)

Acceptable for credit: CSU, UC

Introduction to computer science: Architecture of digital computers, design of algorithms for solving various problems, and basic skills in computer programming. 0706.00

AA/AS area 4c

CIS 6

Introduction to Computer Programming

5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: CIS 5

Acceptable for credit: CSU, UC

Introduction to computer programming: Algorithm design, flow charting, and debugging; elements of good programming style. Course may be instructed in any programming language. 0707.10

AA/AS area 4c

CIS 23

C# Programming

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

Acceptable for credit: CSU, UC

C# programming: Basic unified modeling language (UML) notation in object-oriented software design and development using the C# programming language in a .Net environment; focus on the program structure, syntax, constructs and keywords of the C# programming language, concepts of intermediate languages (ILs), the common language runtime (CLR), and .Net standard data types. 0707.10

AA/AS area 4c

CIS 25

Object-Oriented Programming Using C++

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

Recommended preparation: CIS 6 or 10 or 26

Acceptable for credit: CSU, UC

Object-oriented methods of software development using C++: Design and implementation of objects, class construction and destruction, encapsulation, inheritance, and polymorphism. 0707.10

AA/AS area 4c

For all program degree and certificate updates, please visit:

<http://alameda.peralta.edu>

CIS 40**Database Management**

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

CIS 42**Spreadsheet Applications**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
 Recommended preparation: CIS 1 or 5 or 200
 Not open for credit to students who have completed or
 are currently enrolled in CIS 42A and/or 42B.
 Eligible for credit by examination.
 Acceptable for credit: CSU
 Principles of electronic spreadsheets using features
 available with current popular spreadsheet software:
 Worksheet creation, formatting and charting; entering
 data and formulas; functions; editing and printing;
 web queries; basic database functions of sorting and
 querying; creating web pages; logical functions; lookup
 tables; Pivot Tables, Pivot Charts, and trendlines; graphic
 design for financial statements; creating templates; using
 macros. 0702.10
 AA/AS area 4c

CIS 48AA-FZ**Selected Topics in Computer Information Systems**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory
 (GR or P/NP)
 Acceptable for credit: CSU
 See section on Selected Topics. 0702.00

CIS 49**Independent Study in Computer Information Systems**

.5-5 units, .5-5 hours lecture (GR)
 Acceptable for credit: CSU
 See section on Independent Study. 0702.00

CIS 70**Introduction to Tableau Analytics**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)
 Acceptable for credit: CSU
 Introduction to Tableau desktop software application
 used for Big Data Analytics and Business Intelligence:
 various operations such as filters, calculations, creating
 sets, charting data, and creating visuals; usage of
 software to help businesses gain insight into trends in
 order to make informed decisions. 0702.10

CIS 97A**Oracle SQL and PL/SQL**

4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
 Prerequisite: CIS 1
 Acceptable for credit: CSU
 Introduction to the design and development of multi-
 user relational database systems: Oracle SQL and
 fundamentals of PL/SQL programming. 0707.20
 AA/AS area 4c

CIS 201**Introduction to Computer Hardware**

4 units, 3 hours lecture, 3 hours lab (GR or P/NP)
 Introduction to computer hardware: Maintaining and
 servicing computer equipment, fundamental concepts
 and architecture, major computer subsystems and
 peripheral devices, common computer problems,
 troubleshooting techniques, repair procedures and
 preventive maintenance; traditional, current and
 emerging computer technologies. 0708.20

CIS 205**Computer Literacy**

1 unit, 14 term hours lecture, 14 term hours laboratory
 (GR or P/NP)
 Also offered as Bus 219. Not open for credit to students
 who have completed or are currently enrolled in
 Business 219.
 Introduction to computers and information technology
 for people with no background in nor knowledge of
 computers. 0701.00
 AA/AS area 4c

CIS 209**Introduction to Windows**

1 unit, .75 hours lecture, .75 hours laboratory
 (GR or P/NP)
 Recommended preparation: CIS 205
 Introduction to graphical user interfaces using Microsoft
 Windows. 0702.00
 AA/AS area 4c

CIS 223A**Introduction to Word**

1 unit, 13.5 term hours lecture, 13.5 term hours laboratory
 (GR or P/NP)
 Introduction to word processing using Microsoft
 Word: Basic functions such as open, close, save, and
 print; creating and editing documents, text and print
 formatting techniques, spell checking, assimilating
 graphs and tables in documents. 0702.10
 AA/AS area 4c

CIS 223B**Introduction to Excel**

1 unit, 13.5 term hours lecture, 13.5 term hours laboratory (GR or P/NP)

Introduction to computerized spreadsheets using Microsoft Excel: Basic functions such as open, close, save and print; formulas and functions, creating charts, and formatting commands for setting up worksheets. 0702.10

AA/AS area 4c

CIS 223C**Introduction to Access**

1 unit, 13.5 term hours lecture, 13.5 term hours laboratory (GR or P/NP)

Introduction to database management using Microsoft Access: Basic functions such as open, close, save and print; creating, maintaining, organizing, sorting, and presenting data using querying, forms and report functions. 0702.10

AA/AS area 4c

CIS 223D**Introduction to PowerPoint**

1 unit, 13.5 term hours lecture, 13.5 term hours laboratory (GR or P/NP)

Introduction to presentation graphics software: Basic concepts such as creating on-screen slides using graphics, tables, charts, and formatted text. 0702.10

AA/AS area 4c

CIS 224**Introduction to the Internet**

1 unit, .75 hours lecture, .75 hours laboratory (GR or P/NP)

Eligible for credit by examination

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

AA/AS area 4c

CIS 226A**Desktop Support Technician I**

3 units, 2 hours lecture, 3 hours lab (GR or P/NP)

Windows Desktop applications: Configuring and troubleshooting, access to resources, hardware devices, desktop and user environments, and network services. 0708.20

CIS 226B**Desktop Support Technician II**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: CIS 1

Windows desktop support: Supporting users and troubleshooting applications. 0708.20

AA/AS area 4c

CIS 227**Word Processing for Legal Professionals**

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Bus 230DEF (Self-Paced).

Students should be able to type 25 words per minute.

Also offered as BUS 227. Not open for credit to students who have completed or are currently enrolled in BUS 227.

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

AA/AS area 4c

CIS 234A**World Wide Web Publishing I**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Recommended preparation: CIS 233 and Grart 112

Creating and publishing Web pages over the Internet using the Hypertext Markup Language (HTML). 0709.00

AA/AS area 4c

CIS 234B**World Wide Web Publishing II**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Prerequisite: CIS 233 and 234A

Recommended preparation: Grart 112

Continuation of CIS 234A: Emphasis on advanced HTML and layout techniques, client-side image maps, CGI scripting, introduction to cascading style sheets and dynamic scripting. 0709.00

AA/AS area 4c

CIS 234D**Web Authoring**

2 units, 1.5 hours lecture, 1.5 hours laboratory
(GR or P/NP)

Recommended preparation: CIS 234A

Art of web design and the power of web authoring in website content management and functionality: Website templates, customization, layout tables, interactive forms, frames, database interface, wizards, source controls, dynamic layers, instant updates, multimedia content, subsite and website management. 0709.00

AA/AS area 4c

CIS 234E**Creating an E-Commerce Web Site**

2 units, 1.5 hours lecture, 1.5 hours laboratory
(GR or P/NP)

Recommended preparation: CIS 234A

Business strategies and programming techniques in the design and development of an electronic commerce web presence: Banner ads, auto responders, product catalogs, shopping carts, cookies, electronic payment systems, online database and website security management. 0709.00

AA/AS area 4c

CIS 239**Help-Desk Tools and Techniques**

2 units, 1.5 hours lecture, 1.5 hours laboratory
(GR or P/NP)

Recommended preparation: CIS 1

Help-desk tools and techniques: Troubleshooting problems on computer systems, both networked and stand-alone; customer-service skills for success; use of help-desk software. 0708.20

AA/AS area 4c

CIS 248AA-FZ**Selected Topics in Computer Information Systems**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory
(GR or P/NP)

See section on Selected Topics. 0702.00



COOPERATIVE WORK EXPERIENCE EDUCATION (COPED)

For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours, subject to the following limitations:

- (1) General Work Experience Education.
A maximum of six semester credit hours may be earned during one enrollment period in general work experience education.
- (2) Occupational Work Experience Education.
A maximum of eight semester credit hours may be earned during one enrollment period in occupational work experience education.

Work experience, in conjunction with a program of instruction, makes it possible for a student to obtain college credit for paid or volunteer experience.

COPED 450

General Work Experience

1-3 units, hours to be arranged (GR)

Acceptable for credit: CSU

Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education.

Supervised employment to assist in acquiring desirable work habits and attitudes, increase educational motivation, and develop improved human relations skills. Employment need not be related to educational or occupational goals. 4932.00

COPED 451

Occupational Work Experience

1-4 units, hours to be arranged (GR or P/NP)

Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to the students' educational or occupational goals. Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 4932.00



COUNSELING (COUN)

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

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

COUN 24 **College Success**

3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Engl 201B
Not open for credit to students who have completed Lrnre 24.

Acceptable for credit: CSU, UC
Identification and development of resources that facilitate college success: High-performance learning utilizing information organization and management, critical-thinking and problem-solving skills, effective time management, learning styles and strategies and memory theory, goal setting and educational planning, and campus/community resources. 4930.10
CSU area E

COUN 30 **Personal Growth and Development**

3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Engl 201B or ESL 21B
Acceptable for credit: CSU

Examination of the psycho-social dynamics of personal growth: Focus on self exploration, learning to make choices, stress and coping, interpersonal relationships, origin and resolution of conflicts and the role of emotions in behavior and health; includes active personal involvement, group interaction, and self-study. 4930.10
AA/AS area 2; CSU area E

COUN 57 **Career and Life Planning**

3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Engl 201B
Not open for credit to students who have completed Lrnre 57.

Acceptable for credit: CSU, UC
In-depth career and life planning: Self-exploration, identifying values, interests, needs and goals; development of skills for assuming careers and lifestyles over the life span, influence of career choice on the quality of life, and the development of a career action plan. Designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. 4930.10
CSU area E

COUN 200A **Orientation to College**

.5 units, .5 hours lecture (GR or P/NP)
Information for new students: College programs, policies and procedures, campus resources and assessment. 4930.10

COUN 200B **Orientation to College**

.5 units, .5 hours lecture (GR or P/NP)
Recommended preparation: Coun 200A
Educational planning and college success skills: Development of a Student Educational Plan (SEP) with a counselor and introduction to topics such as time management, study skills, note-taking, and test-taking techniques. 4930.10

COUN 201 **Orientation to College: Student Success and Support Program**

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

COUN 207A **Career Exploration**

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

COUN 207B**Career Exploration**

1 unit, 1 hour lecture (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in Coun 207.

Occupational assessment tools: Practice in networking, informational interviews, research on employment opportunities and trends, and resources used in job search. 4930.10

COUN 207C**Career Exploration**

1 unit, 1 hour lecture (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in Coun 207.

Job search skills: Resumes, cover letters, telephone skills, and interviewing techniques. 4930.10

COUN 221**Preparing for College/University Transfer**

.5-1 units, .5-1 hours lecture (GR or P/NP)

In-depth information and assistance with the transfer process to four-year colleges and universities: Lower-division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid, and scholarship information. Students will receive the information necessary to develop a Student Educational Plan (SEP) for transfer. 4930.10

COUN 224**College Preparedness**

2-3 units, 2-3 hours lecture (GR or P/NP)

Recommended preparation: Coun 200A and 200B

Acquisition of college success skills: Time management, good study habits, effective note taking, goal-setting strategies, educational planning, and use of library and other learning resources. 4930.10

COUN 230**Strategies for Personal Development**

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

Examination of theories and principles of personal growth and interpersonal effectiveness: Dynamics of relationships in the areas of friendship, love, family, school, occupations and other group relations; emphasis on self exploration and developing positive coping strategies. 4930.10

AA/AS area 2

COUN 501**Counseling Learning Lab**

0 units, 1-5 hours laboratory (Not graded)

Success and retention strategies offered in small groups: Provides assistance to students in overcoming barriers in reaching their educational goals and increasing their successful completion of college courses. Workshop content to cover a variety of topics and students may enroll in more than one lab per semester. 4930.09



DANCE (DANCE)

Dance is self aware movement which begins in solitude and becomes ever more public up to and including being a disciplined art form. It can incorporate movement - with stories, music, and costumes; in various environments and venues; in film or integrating other facets of the larger world of performance art. Dance engages the whole person; at once personal and communal and rooted in the interaction of the body, mind, and spirit. Dance is an activity which activates patterns of mind/body integration with discipline that does not require rules. As such, dance is spiritual & political, emotionally & physically healing, intellectually and emotionally creative and enhancing of one's life.

Dance at College of Alameda is a pursuit of professional training in modern dance and choreography for students of all ages. We seek to convey technical excellence and innovative artistry in our courses some of which are appropriate for transfer. We provide training in ballet and modern techniques for serious dance students and also provide physical challenge for non dancers who just want to stay fit and healthy. We would like to encourage students to develop a cross-cultural understanding through the arts by creating dances from different cultures such as: Chinese, Vietnamese, Cambodian, Latino, and others; for special celebrations contributing to campus life. These include: Chinese New-Year, Black History and Asian Heritage events, Cinco De Mayo, and the Full-Moon Festival. We seek in an ongoing fashion to develop other audiences locally and nationally. We encourage students to take courses in the other fields including: Theater, Music, Apparel Design, and Creative Writing – to broaden their understanding of the pursuit of dance as a holistic performance art.

The Faculty at COA actively perform in the field – having relationships in several communities throughout the South and East Bay to provide students performance opportunities. We work in one-on-one relationship with individual students to mentor them in their progress for the duration of the program. We offer an **extensive performance schedule** with a full performance calendar each year featuring many student- and faculty-produced concerts. This schedule provides students with regular performance opportunities at each stage in their development as a dancer – preparing them for the demands of professional performance in dance productions.

DANCE 12A

Beginning Individual Choreography

3 Units, 2 Hours Lecture, 3 Hours Lab (GR)

Acceptable for credit: CSU, UC

Elements of individual choreography and dance movement through space, time, and dynamics. 1008.00

DANCE 12B

Beginning Group Choreography

3 Units, 2 Hours Lecture, 3 Hours Lab (GR)

Acceptable for credit: CSU, UC

Elements of group choreography and dance movement through space, time, and dynamics. 1008.00

DANCE 25

Ballroom Dance Rumba

1 unit, 3 hours lab (GR or P/NP)

Acceptable for credit: CSU, UC

Study and Development of beginning skills of Rumba dance: Emphasizing beginning techniques of partner Rumba dancing for men and women. Proper body placement, lead and follow techniques, and stylization applied to dance patterns. 1008.00

CSU area E



DANCE 26**Ballroom Dance Tango**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for credit: CSU, UC

Study and Development of beginning skills of Tango dance: Emphasizing beginning techniques of partner American and Argentine Tango dancing for men and women. Proper body & hand placements, lead and follow techniques, and stylization applied to dance patterns. 1008.00

CSU area E

DANCE 27**Ballroom Dance Fox Trot**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for credit: CSU, UC

Study and Development of beginning skills of Fox Trot dance: Emphasizing beginning techniques of partner Fox Trot dancing for men and women. Proper body placement, lead and follow techniques, and stylization applied to dance patterns. 1008.00

CSU area E

DANCE 28**Ballroom Dance Waltz**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for credit: CSU, UC

Study and Development of beginning skills and techniques of American and Viennese dances: Emphasizing the evolution of Ballroom dance forms and rhythm from its origins to present day. 1008.00

<https://www.youtube.com/watch?v=RV8hozxWSP0>

CSU area E

DANCE 29**Ballroom Dance Bolero**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for credit: CSU, UC

Study and Development of beginning skills and technique of Bolero dance: Emphasizing the evolution of Ballroom dance forms and rhythm from its origins to present day. 1008.00

CSU area E

DANCE 48AA-FZ**Selected Topics in Dance**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 1008.00

DANCE 59**Combined Yoga and Pilates for Dance**

1 Unit, .5 Hours Lecture, 1 Hour Lab (GR)

Acceptable for credit: CSU

Elements of Yoga and Pilates for Dance: Techniques to improve body awareness, strength, flexibility, and efficient movement. 1008.00

DANCE 60**Ballet I**

1 unit, 3 hours lab (GR)

Acceptable for credit: CSU, UC

Study and development of beginning skills and techniques of ballet: Including body alignment, placement, positions of the feet, carriage of the arms and musicality. 1008.00

<https://www.youtube.com/watch?v=DU3IRYWW3L4&list=PL4F9DC5DE34FDE28B>

CSU area E

DANCE 61**Ballet II**

1 unit, 3 hours lab (GR)

Prerequisite: DANCE 60

Acceptable for credit: CSU, UC

Intense study and development of the skills and techniques of ballet: Including body alignment, placement, positions of the feet, carriage of the arms, musicality and movement quality. 1008.00

CSU area E

DANCE 62**Ballet III**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Intense study and development of the skills and techniques of ballet of an advanced/intermediate level: Including continued study of classical alignment, adagio, petit and grand allegro. 1008.00



DANCE 63**Ballet IV**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Intense study and development of the skills and techniques of advanced ballet: Including body alignment, placement, advanced adagio, advanced petit and grand allegro, and classical variations. 1008.00

DANCE 68**Modern Dance I**

1 unit, 3 hours lab (GR)

Acceptable for credit: CSU, UC

Study and development of beginning skills and techniques emphasizing the evolution of modern dance from its origins to present day. 1008.00

<https://www.youtube.com/watch?v=sBkO5T38WX4>

CSU area E

DANCE 69**Modern Dance II**

2 units, 1 hour lecture, 3 hours lab (GR)

Prerequisite: DANCE 40

Acceptable for credit: CSU, UC

Study and development of intermediate skills and technique in Modern dance: Emphasizing the evolution of modern dance from its origins to present day and the development of individual movement styles. 1008.00

CSU area E

DANCE 70**Modern Dance III**

2 units, 1 hour lecture, 3 hours lab (GR)

Prerequisite: DANCE 69

Acceptable for credit: CSU, UC

Study and development of advanced/intermediate skills and techniques in Modern dance: Emphasizing proficiency in dance mechanics, dance anatomy, history, the development of choreography, individual movement styles and performance. 1008.00

CSU area E

DANCE 71**Modern Dance IV**

2 units, 1 hour lecture, 3 hours lab (GR)

Prerequisite: DANCE 70

Acceptable for credit: CSU, UC

Study and development of advanced skills and technique in Modern dance: Emphasizing proficiency in dance mechanics, dance anatomy, the historical, philosophical and social evolution of modern dance from its origins to present day, choreography, performance and repertory work. 1008.00

CSU area E

DANCE 92**Salsa I**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for credit: CSU, UC

Study and development of beginning skills and techniques of Cuban and Latin Salsa emphasizing the evolution of Salsa dance from its origins to present day. 1008.00

<https://www.youtube.com/watch?v=D1-Q71mgIX0>

CSU area E

DANCE 93**Salsa II**

1 unit, 3 hours lab (GR or P/NP)

Prerequisite: DANCE 92 or instructor permission

Acceptable for credit: CSU, UC

Examination of roots of salsa: Rumba, cha-cha-cha, mambo, meringue, rueda, casino and club style dancing. Emphasis on dance technique, rhythmic training and culture. 1008.00

https://www.youtube.com/watch?v=gzgLD_VeX0g

CSU area E

DANCE 94**Salsa III**

1 unit, 3 hours lab (GR or P/NP)

Acceptable for credit: CSU, UC

Prerequisite: DANCE 93 or instructor permission

Advanced study and development of Salsa skills: Lead/follow techniques; dance pattern complexity; proper timing; advanced dance combinations. 1008.00

CSU area E

See us on YouTube:

<http://www.youtube.com/watch?v=fsm6MHllqZo>

[http://www.youtube.com/watch?](http://www.youtube.com/watch?feature=endscreen&v=M13TETX2Q5c&NR=1)

[feature=endscreen&v=M13TETX2Q5c&NR=1](http://www.youtube.com/watch?v=wpkljQdgDD4)

<http://www.youtube.com/watch?v=wpkljQdgDD4>

<http://www.youtube.com/watch?v=4Yrn-flMuBI>

<http://www.youtube.com/watch?v=Cje0sMkzxFI>



DANCE 248AA-FZ**Selected Topics in Dance**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP)

See section on Selected Topics. 1008.00

DANCE





DENTAL ASSISTING (DENTL)

The Dental Assisting Program at College of Alameda is a national and state accredited program.

Dental Assisting is the study of the dental healthcare industry. Coursework addresses the various issues surrounding patient dental care and oral health. This program includes California Dental law, ethics, professionalism, infection control, head and neck anatomy, dental radiology, dental materials, chair-side skills, coronal polish, and pit and fissure sealants.

The fall semester courses introduce basic theory and chairside skills, leading to more advanced studies courses during the spring semester, which also include internships and advanced use of technology within dentistry. A **Certificate of Achievement** is awarded upon successful completion of the program. The Dental Assisting Program prepares you for the California Registered Dental Assistant and National Certified Dental Assistant exams.

The program seeks individuals who enjoy interaction with people, teamwork, have good communications skills, enjoy variety in their work and enjoy excellent working opportunities and conditions. Dental Assisting is a rewarding and stable career.

Program Learning outcomes

1. Apply critical thinking to all aspects of the dental field.
2. Communicate in written and verbal form according to terminology of the dental field.
3. Demonstrate knowledge of cultural sensitivity within the field of dental assisting.
4. Demonstrate self discipline to pursue intellectual curiosities with integrity in both personal and professional lives.

This full-time curriculum is designed to meet the requirements of the American Dental Association Council on Dental Education for Dental Assistants. The program includes lecture and laboratory practice in the classroom. Clinical experience is required in the dental clinics of the University of California and the University of Pacific Dental Schools in San Francisco, as well as in private dental offices. Students completing all required courses with a minimum grade of 75% = C or better grade will earn a Certificate of Achievement and be qualified to take the Certification Examination of the DANB, the State of California RDA examinations, and will be prepared to assume the responsibilities of assisting the dentist in all phases of general practice. The program requires 28.5 semester units in Dental Assisting, plus 9 semester units in other general education required courses.



Admission is by special application directly to the Dental Assisting Department. Candidates must possess a high school diploma or the equivalent. All eligibility requirements, including having official transcripts on file, must be completed prior to applying to the program. The application deadline is April 15 of each year for admission into the program starting the following fall semester. Applicants will be notified by mail of acceptance into the Dental Assisting program. Applications received after April 15 will be accepted only on a space-available basis.

The **AS degree in Dental Assisting** will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree listed in the Degrees and Programs section of this Catalog.

Eligibility/Admission/Prerequisite and Degree/Certificate Requirements:

- Possession of a high school diploma or the equivalent prior to application to and admission into the program.
- Official transcripts must be on file in the Admissions and Records Office prior to program application.
- It is **highly recommended** that the following be completed prior to admission into the program and enrollment in Fall term courses:
 - DENTL 251, Dental Terminology
 Completion of HLTED 9, Standard First Aid and Safety (2 units); **and** HLTED 11, CPR (.5 units); **OR** possession of current cards as evidence of completion are required prior to enrollment.
- Physical and dental examinations, and negative TB and hepatitis test results are required to be submitted to the Dental Assisting Department prior to enrollment.
- Completion of all Dental Assisting courses with a grade of 2.0 ("C") or better is required to be eligible for the AS degree and Certificate of Completion in Dental Assisting.

* CPR & First Aid may be taken with a local Red Cross or American Heart Association.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FALL SEMESTER		
DENTL 220A	Infection Control and Oral Health	2
DENTL 220B	Infection Control and Coronal Polish	1
DENTL 221	Professional Standards	.5
DENTL 222	Oral Anatomy, Morphology and Body Systems	3.5
DENTL 223	Chairside Procedures	3
DENTL 224A	Dental Radiology I	3
DENTL 225	Dental Materials and Lab Procedures	<u>3</u>
	Semester Total	16
SPRING SEMESTER		
DENTL 224B	Dental Radiology II	2
DENTL 226	Advanced Chairside Procedures	3
DENTL 227	Biodental Sciences	2
DENTL 228A	Clinical Rotations and Review	2
DENTL 228B	Clinical Rotations and Internship	5
DENTL 229	Practice Management	1.5
DENTL 230	Pit and Fissure Sealants	<u>.5</u>
	Semester Total	16
Complete the following 9 units at any time:		
ENGL 201B*	Preparation for Composition and Reading	3
PSYCH 1A	Introduction to General Psychology	3
COMM 1A	Introduction to Speech (3) or	
COMM 20	Interpersonal Communication (3) or	
COMM 45	Public Speaking (3)	<u>3</u>
	Subtotal	9
	Total Required Units:	41

*A higher level English course, such as Engl 1A, may be substituted for Engl 201B.

DENTL 220A**Infection Control and Oral Health**

2 units, 1.5 hours lecture, 2 hours laboratory (GR) (12 weeks)

Corequisite: Dentl 221 and 222 and 223 and 224A and 225

Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 20 or 45
Introduction to infection control and oral health: Emphasis on infection control and disinfection techniques for patient and occupational protection; disease transmission, microbiology, and application of Cal-DOSH (OSHA) blood-borne pathogens standards, Dental Board Infection Control guidelines, and CDC recommendations for healthcare settings; relationship and value of nutrition in promoting good oral health. 1240.10

DENTL 220B**Infection Control and Coronal Polish**

1 unit, .5 hours lecture, 1.5 hours laboratory (GR) (5 weeks)

Prerequisite: Dentl 220A

Corequisite: Dentl 221 and 222 and 223 and 224A and 225

Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 20 or 45
Introduction to infection control and coronal polish: Emphasis on coronal polish, infection control, sterilization and disinfection techniques, and legal considerations for patient and occupational protection; application of Cal-DOSH (OSHA) blood-borne pathogens standards, Dental Board Infection Control guidelines, and CDC recommendations for healthcare settings; principles of tooth polishing and plaque and stain formation, indications and contra-indications of coronal polishing, polishing agent composition and storage and handling; characteristics, manipulation, and care of dental hand pieces; nutritional information for good oral health and preventative care. 1240.10



DENTL 221**Professional Standards**

.5 units, 6 weeks, 10 term hours lecture (GR)

Prerequisite: Dentl 220

Corequisite: Dentl 222 and 223 and 224A and 225

Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 45

Introduction and hands-on orientation to the dental assisting profession and the career of dentistry: Study of nutrition, health, professionalism, history of dentistry and allied organizations; emphasis on licensure and certification, the duties of chairside assistants, the legal ramifications of dentistry, ethics and jurisprudence. 1240.10

DENTL 222**Oral Anatomy, Morphology and Body Systems**

3.5 units, 3 hours lecture, 1.5 hours laboratory (GR)

Corequisite: Dentl 220 and 221 and 223 and 224A and 225

Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 45

Introduction to general anatomy, body systems, and head and neck anatomy: Emphasis on the teeth and their supporting structures. 1240.10

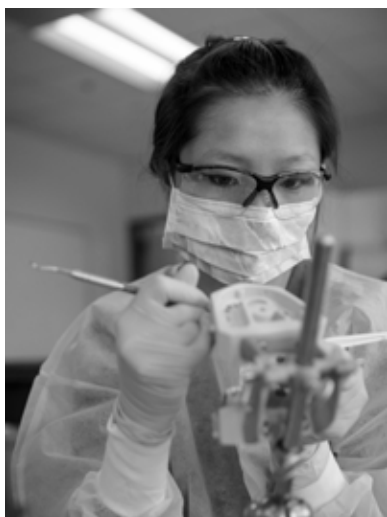
DENTL 223**Chairside Procedures**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Hlted 9 and 11, or current First Aid and CPR cards; and health clearances: physical and dental examinations, and negative TB and hepatitis test results

Corequisite: Dentl 220A and 220B and 221 and 222 and 224A and 225

Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 20 or 45
Principles of chairside assisting: Operative procedures including chairside responsibilities, instrument identification, four-handed techniques, sequences of dental procedures and dental anesthesia; maintenance of dental equipment and operatory systems. 1240.10

**DENTL 224A****Dental Radiology I**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Corequisite: Dentl 220A and 220B and 221 and 222 and 223 and 225

Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 20 or 45
Basic principles of radiation and radiation safety and protection: Elementary anatomic landmarks for exposing dental radiographs on X-ray mannequins using bisecting and parallel techniques; radiological terminology and vocabulary including basic digital radiography; radiologic infection control; and proficiency, through examination, in radiation safety and protection techniques as required by ADA accrediting standards. 1240.10

DENTL 224B**Dental Radiology II**

2 units, 1 hour lecture, 3 hours laboratory (GR)

Prerequisite: Dentl 220A and 220B and 221 and 222 and 223 and 224A and 225

Corequisite: Dentl 226 and 227 and 228A and 228B and 229

Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 20 or 45
Advanced principles of radiation and radiation safety and protection: Intermediate and advanced principles of radiology including film placement, angulations and exposures; anatomical identification and interpretation of radiologic images; specialty radiographic procedures such as digital radiographs, occlusal films, and pedo FMX; experience in exposing film on human subjects and advanced darkroom/processing procedures; and community service project serving underserved population within the local area. 1240.10

DENTL 225**Dental Materials and Lab Procedures**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Corequisite: Dentl 220 and 221 and 222 and 223 and 224A

Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 45

Study and safe manipulation of dental materials used in operative and restorative dental procedures: Use of instruments and lab equipment, safety and health hazards, and patient safety. 1240.10

DENTL 226**Advanced Chairside Procedures**

3 units, 2 hours lecture, 3 hours laboratory (GR)

Prerequisite: Dentl 220A and 220B and 221 and 222 and 223 and 224A and 225

Corequisite: Dentl 224B and 227 and 228A and 228B and 229

Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 20 or 45

Advanced study of dental specialties: Endodontics, pediatrics, oral surgery, orthodontics, and periodontics to reflect Dental Board of California educational requirements and preparation for the California Registered Dental Assistant examination. 1240.10

DENTL 227**Biodental Sciences**

2 units, 2 hours lecture (GR)

Prerequisite: Dentl 222

Corequisite: Dentl 228

Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 45

Introduction to biodental sciences: Emphasis on oral pathology relating to occupational hazards; identification of oral lesions and dental pharmacology; preparation for office emergencies, both medical and dental; legal responsibility of assistants; and patient health and safety. 1240.10

DENTL 228A**Clinical Rotations and Review**

2 units, 2 hours lecture (GR)

Prerequisite: Dentl 220A and 220B and 221 and 222 and 223 and 224A and 225

Corequisite: Dentl 224B and 226 and 227 and 228B and 229

Recommended preparation: Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 20 or 45

Advanced study of specialty areas in dentistry: Restorative and preventative materials, amalgam, composites, sealants, prosthodontics, endodontics, orthodontics, oral surgery, periodontics, and pediatrics. 1240.10

DENTL 228B**Clinical Rotations and Review**

5 units, 16 hours laboratory, 300 off-site clinical hours (GR)

Prerequisite: Dentl 220A and 220B and 221 and 222 and 223 and 224A and 225

Corequisite: Dentl 224B and 226 and 227 and 228A and 229

Application of practical chairside skills in clinical rotations at private dental offices and local dental schools: Manipulation of dental materials, front office skills, and care of the dental patient during dental procedures. 1240.10

DENTL 229**Practice Management**

1.5 units, 1.5 hours lecture, 2 hours laboratory (GR)

Corequisite: Dentl 228

Recommended preparation: Bus 230D-F, and CIS 205, and Dentl 251 and 252, and Engl 201B or higher, and Psych 1A, and Comm 1A or 45

Practice of dental office management duties and responsibilities: Receptionist and office management duties including patient relationships, telephone techniques, inventory control, chart management, dental records, correspondence, filing, appointment and recall systems; computer program skills to include dental software relating to accounts payable/receivable, insurance forms, and banking procedures. 1240.10

DENTL 230**Pit and Fissure Sealants**

0.5 units, 0.34 hour lecture, 0.51 hour laboratory (GR)

Prerequisite: Dentl 220A and 220B and 221 and 222 and 223 and 224A and 225

Corequisite: Dentl 224B and 226 and 227 and 228A and 228B and 229

Recommended preparation: Dentl 251 and 252

Legal requirements and scope of practice as related to Pit and Fissure Sealants: Morphology of the teeth; I identify indication and contraindications of Pit and Fissure Sealants; importance of documentation; infection control, equipment and armamentarium needed as well as instrument grasp, fulcrum techniques and application of materials. 1240.10

DENTL 251**Dental Terminology**

1 unit, 1 hour lecture (GR)

Introduction to dental terminology: Terminology related to body structure, pathological conditions and diseases; operative terms and techniques including laboratory diagnostic procedures. 1240.10

DENTL 252**Overview of the Dental Assisting Program**

1 unit, 1 hour lecture (GR)

Introductory study and basic overview of the dental assisting profession: Professionalism, restorative materials, infection control procedures, and dental techniques including laboratory procedures. 1240.10

DIESEL MECHANICS (DMECH)

Prepare for a well-paying career in Diesel and Truck Mechanics!

Journey-level diesel and truck mechanics are highly respected technical experts in their field. They work independently to solve problems using professional judgment, and take responsibility for the safe operation of the equipment that they repair and maintain.

Diesel and truck mechanics also specialize in a particular field. Areas of specialization include trucks, buses, boats, ships, locomotives, construction machines, and all classifications of support equipment. On the job, diesel and truck mechanics perform a range of duties including the following:

- Diagnosing problems in mechanical, electrical, and electronic systems that require the use of sophisticated computers and other diagnostic test equipment.
- Troubleshooting electronic controls that govern engine performance and horsepower. Transmissions and brake systems are increasingly controlled by electronic systems that interface with engine function.
- Troubleshooting steering, hydraulic, and pneumatic systems as well as brakes, axles, differentials, electric motors, and compressors.

Technical and Professional Skills Developed in the Program (Program Learning Outcomes)

- Apply safe work habits and practices.
- Troubleshoot and perform repairs in mechanical, electrical, and electronic systems.
- Use computers to diagnose equipment and research information.
- Perform preventative maintenance such as engine tune-ups, front-end alignments, and brake adjustments.
- Operate shop machinery and equipment including hoists, overhead cranes, forklifts, hydraulic jacks, steam cleaners, floor jacks, disassembly stands, grinders, drill presses, hydraulic presses, and bead blasters.
- Select and use precision tools such as torque wrenches, micrometers, dial indicators, tap and dies, and bore gauges.
- Maintain professional attitude in challenging working conditions.
- Develop self-confidence and pride in workmanship.
- Think analytically and make professional decisions.

Skills, Background, and Personal Qualities Helpful for Success in the Program

- Proficiency in basic math, reading, communication and personal computers.
- Completion of high school courses in auto, metal, machine shop, and science.
- Mechanical aptitude and ability.
- Self-discipline to learn to carry out precision work to industry standards.
- Good physical condition and coordination.
- Commitment to lifelong learning to keep pace with new technology.
- Experience with equipment and tools.

The Diesel Mechanics program in heavy duty truck and diesel mechanics prepares students to enter the job market as beginning mechanics or apprentices in this field, and allows students to continue their education toward the Baccalaureate degree in advanced schools of technology or as teachers in this field of specialization, or to broaden their skills in areas of management. Instruction includes the use of hand and power tools, elementary through advanced principles of diesel engines theory and operation; maintenance and repair of automotive and marine-type diesel engines and auxiliary equipment; and use of testing equipment.

Upon registering for a class in Diesel Mechanics, the student will receive a list of required basic tools. **In addition, the student will be expected to provide tools that relate to the particular course in which he/she has enrolled.** The purpose of this requirement is to assure that students graduating from the program possess tools in sufficient quantity to enter the trade adequately prepared.

A **Certificate of Achievement in Diesel Mechanics** will be awarded upon satisfactory completion of the major course requirements listed below.

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

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
DMECH 11	Truck Mechanics Chassis Systems I	6
DMECH 20A	Truck Mechanics I	<u>4</u>
	Semester Total	10
SECOND SEMESTER		
DMECH 12	Truck Mechanics Chassis Systems II	6
DMECH 20B	Truck Mechanics II	4
AUTOB 12	Service Welding for Transportation Technology	<u>2</u>
	Semester Total	12
THIRD SEMESTER		
DMECH 14	Diesel Engines I	4
DMECH 21A	Diesel Engines Lecture/Laboratory	6
ATECH 23	Automotive Air Conditioning	<u>4</u>
	Semester Total	14
FOURTH SEMESTER		
DMECH 15	Diesel Engines II	4
DMECH 21B	Diesel Engines Lecture/Laboratory	<u>6</u>
	Semester Total	10
	Total Required Units:	46

Recommended:

Students may wish to take additional courses from the following, in consultation with a counselor:

- Dmech 20C, Truck Mechanics III (4)
- Dmech 20D, Truck Mechanics IV (4)
- Dmech 21C, Diesel Engines Lecture/Laboratory (6)
- Dmech 21D, Diesel Engines Lecture/Laboratory (6)

DMECH 11

Heavy-Duty Truck Chassis, Transmission, and Drive Axles

6 units, 6 hours lecture (GR)

Acceptable for credit: CSU

Operation, service, maintenance, and problem solving of heavy-duty truck chassis systems: Clutches, transmission, rear axles, and front-end alignment; uses Internet- and factory-based computerized research materials. 0947.00

DMECH 12

Heavy-Duty Truck's Electrical System and Brake System

6 units, 6 hours lecture (GR)

Acceptable for credit: CSU

Operation, service, and maintenance of heavy-duty truck brake and electrical systems: Emphasis on critical thinking and problem solving of the air brake and electrical systems, including computer diagnostics and computer on-board networking programs. 0947.00

DMECH 14

Diesel Engines I

4 units, 4 hours lecture (GR)

Acceptable for credit: CSU

Theory and operation of truck diesel engines and related sub-systems: Newest available technology on the commercial market. 0947.00

DMECH 15

Diesel Engines II

4 units, 4 hours lecture (GR)

Acceptable for credit: CSU

Advanced theory and operation of truck diesel engines and related sub-systems: Newest available technology on the commercial market. 0947.00

DMECH 20A

Truck Mechanics I

4 units, 12 hours laboratory (GR)

Corequisite: Dmech 11

Acceptable for credit: CSU

Hands-on experience in diagnosing, servicing, and maintaining heavy-duty truck chassis systems: Clutches, transmission, rear axles, and front-end alignment; uses Internet- and factory-based computerized support programs. 0947.00

DMECH 20B**Truck Mechanics II**

4 units, 12 hours laboratory (GR)

Corequisite: Dmech 12

Acceptable for credit: CSU

Hands-on experience in diagnosing, servicing, and maintaining heavy-duty truck brake and electrical systems: Emphasizes on problem solving and troubleshooting of heavy-duty brake and electrical systems. 0947.00

DMECH 20C**Truck Mechanics III**

4 units, 12 hours laboratory (GR)

Prerequisite: Dmech 20A and 20B

Acceptable for credit: CSU

Advanced practical application of scientific principles of truck mechanics in servicing and repairing the powertrain: Transmission, clutches, hydraulic and rear-axle systems and other components of the chassis. 0947.00

DMECH 20D**Truck Mechanics IV**

4 units, 12 hours laboratory (GR)

Prerequisite: Dmech 20C

Acceptable for credit: CSU

Advanced practical application of scientific principles of truck mechanics in servicing and repairing truck air brake and electrical systems: Air valves, pots, electrical system, starter lighting, computer engine controls and programming. 0947.00

DMECH 20E**Truck Mechanics V**

4 units, 12 hours laboratory (GR)

Prerequisite: Dmech 11 and 20A and 20C

Recommend Preparation: CIS 205 or equivalent, courses in vocational teaching or physical fitness program: heavy-duty mechanic's job duties often required the lifting of objects and tools that weigh over 100 lbs.

Acceptable for credit: CSU

Students work independently in this advanced lab to develop demonstrations and lesson plans in advanced practical application of scientific principles of truck mechanics in servicing and repairing the powertrain: Transmissions, clutches, hydraulic, rear-axle systems and other components of the chassis
. 0947.00

DMECH 20F**Truck Mechanics VI**

4 units, 12 hours laboratory (GR)

Prerequisite: Dmech 11 and 20B and 20D

Recommend Preparation: CIS 205 or equivalent, courses in vocational teaching or physical fitness program: heavy-duty mechanic's job duties often required the lifting of objects and tools that weigh over 100 lbs.

Acceptable for credit: CSU

Students work independently in this advanced lab to develop demonstrations and lesson plans for advanced practical application of scientific principles of truck mechanics in servicing and repairing truck air brake and electrical system: Air valves, pots, electrical systems, starter lighting, computer engine controls and programming. 0947.00

DMECH 21A**Diesel Engine Lecture/Laboratory**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Corequisite: Dmech 14

Acceptable for credit: CSU

Theory, operation, and practical application of truck diesel engines and related sub-systems: Engine oil and filters, fuel system, air-induction system, cooling system, fan belts, engine tune-up, water pump, fuel injectors, fuel pump, and other related components. 0947.00

DMECH 21B**Diesel Engine Lecture/Laboratory**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Corequisite: Dmech 15

Acceptable for credit: CSU

Theory, operation, and practical application of truck diesel engines and related sub-systems: Cylinder head, pistons and liners, main bearings, turbo/blower, Cummins accessory drive, cam timing, and other related components; engine troubleshooting. 0947.00

DMECH 21C**Diesel Engine Lecture/Laboratory**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Prerequisite: Dmech 21A and 21B

Acceptable for credit: CSU

Advanced theory, operation, and practical application of truck diesel engines and related sub-systems: Engine oil and filters, fuel system, air-induction system, cooling system, fan belts, engine tune-up, water pump, fuel injectors, fuel pump, and other related components. 0947.00

DMECH 21D**Diesel Engine Lecture/Laboratory**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Prerequisite: Dmech 21C

Acceptable for credit: CSU

Advanced theory, operation, and practical application of truck diesel engines and related sub-systems: Replacement and removal of cylinder heads, pistons and liners, main bearings, turbo/blower, Cummins accessory drive, cam timing, and other related components; advanced engine troubleshooting. 0947.00

DMECH 48AA-FZ**Selected Topics in Diesel Mechanics**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 0947.00

DMECH 49**Independent Study in Diesel Mechanics**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 0947.00

DMECH 202**Forklift Operation and Certification**

1 units, 1 hours lecture, 3 hours laboratory (GR or P/NP)

Training in forklift operations typically used in the warehousing and distribution industries. Training covers operation, inspection, basic maintenance and safety. 0947.00

DMECH 248AA-FZ**Selected Topics in Diesel Mechanics**

.5-9 units, 0-9 hours lecture, 0-27 hours laboratory (GR or P/NP)

See section on Selected Topics. 0947.00



ECONOMICS (ECON)

The Economics Department at College of Alameda offers students an opportunity to learn introductory concepts of economics in one of the most vibrant economic areas in the nation. Our faculty have incredible academic background in economics, and also a vast experience in teaching economics courses in community colleges and other institutions of higher education in the United States and abroad. Small classes and opportunities to intern in several firms which are enhanced by our great location in Bay Area, as well as our close collaboration with other four year institutions in the Bay Area, California and the rest of the nation, are some of the reasons why you should take introductory economics courses offered by this department.

In addition, our faculty continues to invest in professional development activities and provide some of the best learning tools, pedagogy, and technology which will enable you to select from a variety of classes, being this face to face, web enhanced, hybrid and fully online classes, full term and short term classes and accelerated formats for completing introductory economics courses.

The introductory micro and macroeconomics classes offered by this department give students a rigorous exposure to the principles of micro and macroeconomics. This program is here for students who would like to take these courses to complete a degree/certificate in business, transfer to a four year institution, or who would like to pursue an advanced degree such as a M.B.A or a law degree. If you would like to have a career in business, government or simply have a knowledge base that assists you in better serving your communities, you would like to take courses from this department.

Our **Program Learning Outcomes** as listed below are reflective of the work that we do in the economics department at College of Alameda.

- Evaluate the relationship between economics and the well-being of a family, community, society and the global world and offer viable conclusions, solutions and recommendations for a better community, society and global world.
- Critique the current application of economic theory that justifies the inequalities and injustices in your community, society and the world.
- Apply microeconomic and macroeconomic knowledge in your assessment of economic events.

ECON 1

Principles of Economics (Macro-Economics)

3 units, 3 hours lecture (GR)

Prerequisite: Math 203 or 211D or 205B

Acceptable for credit: CSU, UC

Introductory economic concepts: Measurements of national income and production; causes of inflation, recession and depression; money and banking; government monetary and fiscal (spending and taxation) policies; stabilization techniques; economic growth; history of economic thought and philosophy. 2204.00

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

C-ID ECON 202

ECON 2

Principles of Economics (Micro-Economics)

3 units, 3 hours lecture (GR)

Prerequisite: Math 203 or 211D or 205B

Econ 1 is not prerequisite to Econ 2.

Acceptable for credit: CSU, UC

Principles of micro-economics: Forms of business organization, theory of the firm within competitive and noncompetitive markets, distribution of income, poverty, labor issues, agriculture. 2204.00 AA/AS area 2;

CSU area D; IGETC area 4; C-ID ECON 201

ECON 5

Introduction to Economics

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introduction to macro- and micro-economics: Methods and principles of economics, such as understanding economic behavior, economic decision-making, and government policy. 2204.00

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

ECON 48AA-FZ

Selected Topics in Economics

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 2204.00

ECON 248AA-FZ

Selected Topics in Economics

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 2204.00

ENGLISH (ENGL)

The English Department's mission is to serve the educational and career objectives of our community: We offer a range of classes addressing skills at the basic, developmental and transfer levels and are committed to presenting engaging material that addresses the varied interests and needs of our students.

The English department at College of Alameda is focused on helping students achieve their transfer requirements for a four-year institution, offering the necessary critical thinking and composition and reading courses required by the UC and CSU systems, as well as preparatory courses for students who do not place directly into a transfer course.

Studying English gives students skills in expression and critical thinking that can be applied in many aspects of a student's personal and professional life, and graduating with a BA in English from a four year institution offers flexibility in terms of future careers. Professions for English majors include administration, management, professional writing, teaching, editing, and publishing. The AA-T in English affords students an understanding of the study of writing and literature. The program is an inquiry into the voices of American Literature, including the voice of the student. Both the AA and the AA-T English programs include experience in rhetorical and creative writing, as well as the study of literature.

The evaluation of works of writing and literature, in multiple forms, media, and historic periods, engages the student with prior literary voices as well as contemporary thought. This approach draws on the diversity of experience of writers in general, the multitude of forms literature takes, and the unique voices in American literary art.

Our Faculty members are dedicated, knowledgeable, and committed professionals who advocate for students to succeed. We support the notion of a transfer pathway to success with the AA-T where students may be more successful in transferring, securing a degree, and continuing their occupational aspirations.

Program Learning Outcomes

The programs offer curriculum which develop the following learning outcomes:

- Engage in active, purposeful, critical reading: Theoretical and practical knowledge of the purpose of rhetorical writing and literature; examination of the importance of rhetorical writing and literature in American main- and sub-cultures of the past and present.
- Assess, in writing, the tools and materials given to succeed at the workplace or in the community and be able to suggest changes to increase effectiveness: Assess, evaluate, and interpret ideas found in writing and literature; communicate effectively, reach conclusions, and solve problems concerning the craft and criticism of rhetorical writing and literature.
- Evaluate information critically to develop claims and support them: Engage in meaningful discourse regarding personal identity, goals, and knowledge of the capacity of writing and literature as a means of social influence.
- Develop an understanding and appreciation for worldwide cultures and diverse perspectives through active and purposeful reading and writing: Examine the scope of writing and literature with an appreciation of human values; understand the significance of writing and literature as a social action relative to global issues.

The Student Transfer Achievement Reform Act (Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer". The Associate of Arts in English for Transfer (AA-T) is intended for students planning to transfer to a four-year university with a major in English. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

The following is required for the **Associate of Arts in English for Transfer**:

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

Students should meet early with a Counselor to complete a Student Education Plan (SEP).

The **Associate of Art in English for Transfer** (AA-T) is designed for students planning to transfer into the English major at a California State University. A student pursuing this degree will meet the AB 1440 Transfer Curriculum Model for CSU.

Degree Major Requirements:

Dept/No.	Title	Units
Required Core Courses:		
ENGL 1B	Composition and Reading	4
ENGL 5	Critical Thinking in Reading & Writing	3
List A Minimum of 6 Units:		
ENGL 30A	Introduction to American Literature I	3
ENGL 30B	Introduction to American Literature II	3
List B Minimum of 3 Units:		
ENGL 10A	Creative Writing (3)	
ENGL 47	Children's Literature (3)	3
List C Minimum of 3 Units:		
Any course listed above not already used		
ENGL 79	Introduction to LGBTQ Literature	
ENGL 31	Survey of African-American Literature (3)	
ENGL 32A	Contemporary Women Writers (3)	3
Total Required Units:		19

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

College of Alameda's English major serves students with a wide variety of goals, including transfer to U.C., C.S.U., or other four-year institutions. See a counselor to develop your own program of study.

Degree Major Requirements:

Dept/No.	Title	Units
ENGL 1B	Composition and Reading	4
ENGL 5	Critical Thinking in Reading & Writing	3
Select four courses (12 units) from the following:		
ENGL 10A	Creative Writing (3)	
ENGL 10B	Creative Writing (3)	
ENGL 30A	Introduction to American Literature I (3)	
ENGL 30B	Introduction to American Literature II (3)	
ENGL 31	Survey of African-American Literature (3)	
ENGL 32A	Contemporary Women Writers (3)	
ENGL 47	Children's Literature (3)	12
Total Required Units:		19

ENGL 1A

Composition and Reading

4 units, 4 hours lecture (GR)

Prerequisite: Engl 201B or 264B or ESL 21B or 52B or appropriate placement through multiple-measures assessment process

Acceptable for credit: CSU, UC

Reading and writing expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively. 1501.00

AA/AS area 4a, 4d; CSU area A2; IGETC area 1A

ENGL 1B

Composition and Reading

4 units, 4 hours lecture (GR or P/NP)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Continued expository writing: Careful reading of selected plays, poems, and novels. 1501.00

AA/AS area 3, 4a, 4d; CSU area C2; IGETC area 3

C-ID ENGL 120

ENGL 5

Critical Thinking in Reading and Writing

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

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Development of the ability to analyze, criticize and advocate ideas: Relationship of language to logic, induction and deduction, facts, inferences, judgments, and formal and informal fallacies of language and thought. Instructs in writing about issues of critical thinking to develop both thinking and writing skills. 1501.00

AA/AS area 4a, 4d; CSU area A3; IGETC area 1B

C-ID ENGL 105

ENGL 10A**Creative Writing**

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

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS area 3, 4d; CSU area C2

C-ID ENGL 200

ENGL 10B**Creative Writing**

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

Prerequisite: Engl 1A

Engl 10A is not prerequisite to Engl 10B.

Acceptable for credit: CSU, UC

Continuation of writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00

AA/AS area 3, 4d; CSU area C2

ENGL 30A**Introduction to American Literature I**

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

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Survey of American literary traditions from their beginnings to the second half of the nineteenth century. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

C-ID ENGL 130

ENGL 30B**Introduction to American Literature II**

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

Prerequisite: Engl 1A

Engl 30A is not prerequisite to Engl 30B.

Acceptable for credit: CSU, UC

Continuation of 30A. Survey of American Romanticism to literature of the present. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

C-ID ENGL 135

ENGL 31**Survey of African-American Literature**

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

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Major works in African-American literature: From the earliest literature through the Harlem Renaissance to the present. 1503.00

AA/AS area 3, 4d, 5; CSU area C2; IGETC area 3

ENGL 32A**Contemporary Women Writers**

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

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Survey of contemporary fiction, poetry, and autobiography by women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native-American, Hispanic, Jewish, and Northern European women writers. 1503.00

AA/AS area 3, 4d; CSU area C2; IGETC area 3

ENGL 47**Children's Literature**

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

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Survey of literature for children from infancy through adolescence. Historical overview of traditional literature, modern fantasy, poetry, contemporary and historical fiction. Includes practices for encouraging children's interest in reading. 1503.00

AA/AS area 3, 4d; CSU area C2

ENGL 48AA-FZ**Selected Topics in English**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 1501.00

ENGL 49**Independent Study in English**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 1501.00

ENGL 79**Introduction to LGBTQ Literature**

3 units, 3 hours lecture (GR)

Prerequisite: Engl 1A

Acceptable for credit: CSU, UC

Introduction to diverse forms of world literature, poetry, short fiction, novels, drama, and creative non-fiction: Focus on LGBTQ issues, ideas, and characterization; overview of periods of literature including Antiquity, Middle Ages and Renaissance, American Transcendentalist, Romantic, Late 19th & Early 20th centuries, the Harlem Renaissance, and mid-twentieth century to present day.

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

ENGL 201A**Preparation for Composition and Reading**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite: Engl 250D/267B or 252B or 259D/269B or 292B (or 292EB) or satisfactory multiple-measures assessment of writing skills, and Engl 251D/268B or 252B or 259D/269B or 293B or satisfactory multiple-measures assessment of reading skills.

Introduction to college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/proofreading. 1501.00

AA/AS area 4d

ENGL 201B**Preparation for Composition and Reading**

4 units, 4 hours lecture (GR or P/NP)

Prerequisite: Engl 201A or appropriate placement through multiple measures assessment

Continuation of college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/proofreading. 1501.00

AA/AS area 4d

ENGL 208A**Writing Support**

1 units, 1 hour lecture, 1.5 hours laboratory (GR or P/NP)

Individualized instruction in writing: Thesis control and essay organization. 1501.00

ENGL 210A**Creative Writing**

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

Writing fiction, poetry, drama: Careful analysis of the techniques used by established writers. 1507.00

ENGL 210B**Creative Writing**

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

Continuation of writing fiction, poetry, drama: Careful analysis of the techniques used by established writers. 1507.00

ENGL 248AA-FZ**Selected Topics in English**

.5-5 units, 0-5 hours lecture, 0-15 hours lab (GR or P/NP)

See section on Selected Topics. 1501.00

ENGL 269A**Foundations in Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in Engl 252A-B or 259A-D/269A-B
Non-degree applicable

Foundations in reading and writing to prepare students for success in college: Reading strategies including prereading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20

ENGL 269B**Foundations in Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Prerequisite: Engl 269A or appropriate placement through multiple measures assessment

Not open for credit to students who have completed or are currently enrolled in Engl 252A-B or 259A-D/269A-B
Non-degree applicable

Continuation of ENGL 269A with further study in reading and writing strategies to prepare students for success in college: Reading strategies including pre-reading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20

ENGL 511**Placement Exam Preparation**

0 unit, 1 hour lecture (P/NP)

Preparation for the English Placement Examination: Test-taking strategies and practice; familiarity with question types and testing environment; review of grammar, mechanics, vocabulary, structure; reading strategies review; culminates in students taking the English Placement Exam. 1501.00

ENGLISH AS A SECOND LANGUAGE (ESL)

The major purpose and goal of the ESL program is to provide quality instruction in reading, writing, speaking and critical thinking. The ESL program intends to develop competency in students' understanding and use of the English language so that they may successfully enter and complete either a vocational or college level major and fully participate in the communities in which they live. We offer courses at convenient times (mornings, afternoons, evenings, and Saturdays).

These are the **Program Learning Outcomes**:

- Develop an understanding of American culture, society and history.
- Demonstrate progressive proficiency of the English language in different situations.
- Demonstrate progressive competence in listening, speaking, reading and writing ability in English in all areas of life.

Suggested Guideline for Student Level of Difficulty

Courses	High Beginning	Intermediate	High Intermediate	Advanced
Grammar (4 Units)	284A/B	215A/B	216A/B	217A/B
Listening & Speaking (4 Units)	283A/B	232A/B	233A/B	50A/B
Reading & Writing (6 Units)	285A/B	222A/B	223A/B	52A/B
Pronunciation (3 Units)		257A	257B	
Conversation (3 Units)	258A			
Vocabulary (3 Units)		205A	205B	

ESL 50A

Advanced Listening and Speaking

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 200B or 233B or placement through multiple-measures assessment process

Acceptable for credit: CSU

Advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms, and pronunciation. 4930.86

AA/AS area 4D

ESL 50B

Oral Communication for Advanced ESL Students

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 50A or placement through multiple-measures assessment process

Acceptable for credit: CSU

Continuation of advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms, and pronunciation. 4930.86

AA/AS area 4D

ESL 52A

Advanced Reading and Writing

6 units, 6 hours lecture (GR or P/NP)

Prerequisites: ESL 21A or 223B or placement through multiple-measures assessment process

Acceptable for credit: CSU, UC

Advanced level of reading and writing: Critical thinking skills, critical and analytical reading of college level texts, and writing of research and other academic papers. 4930.87

AA/AS area 4A, 4D



ESL 52B**Advanced Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Prerequisites: ESL 52A or placement through multiple-measures assessment process

Acceptable for credit: CSU, UC

Continuation of advanced level of reading and writing:

Critical thinking skills, critical and analytical reading of college level texts, and writing of research and other academic papers. 4930.87

AA/AS area 4A, 4D

ESL 205A**Vocabulary and Idioms in Context 3**

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

Prerequisite: Appropriate placement through multiple-measures assessment process

Intermediate level of vocabulary: Study of words and idioms as used in context. 4930.81

ESL 205B**Vocabulary and Word Analysis in Context 4**

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

Prerequisite: ESL 205A or appropriate placement through multiple-measures assessment process

High intermediate/low advanced level of vocabulary and content: Focus on vocabulary useful in academic courses; analysis of word derivations. 4930.81

ESL 215A**Intermediate Grammar**

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 252B or 284B or placement through multiple-measures assessment process

Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESL 215B**Intermediate Grammar**

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 215A or placement through multiple-measures assessment process

Continuation of intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESL 216A**High Intermediate Grammar**

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 202A or 215B or placement through multiple-measures assessment process

High intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. 4930.87

ESL 216B**High Intermediate Grammar**

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 216A or placement through multiple-measures assessment process

Continuation of high intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. 4930.87

ESL 217A**Advanced Grammar**

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 202B or 216B or placement through multiple-measures assessment process

Advanced level of English grammar: Expanding, refining, and applying the complex grammar skills used in academic writing, reading, listening, and speaking. 4930.87

ESL 217B**Advanced Grammar**

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 217A or placement through multiple-measures assessment process

Continuation of advanced level of English grammar: Expanding, refining, and applying the complex grammar skills used in academic writing, reading, listening, and speaking. 4930.87

ESL 222A**Intermediate Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Prerequisites: ESL 285B or 251B or placement through multiple-measures assessment process

Intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESL reading materials; expanding paragraphs into simple narratives and essays. 4930.87

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

ESL 222B**Intermediate Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Prerequisites: ESL 222A or placement through multiple-measures assessment process

Continuation of intermediate level of reading and writing; Academic vocabulary and critical thinking skills using intermediate-level ESL reading materials; expanding paragraphs into simple narratives and essays. 4930.87

ESL 223A**High Intermediate Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Prerequisites: ESL 222B or 201A or placement through multiple-measures assessment process

High intermediate level of reading and writing: Critical readings of essays, short academic texts, short stories, and/or a novel; writing well-developed essays and compositions. 4930.87

ESL 223B**High Intermediate Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Prerequisites: ESL 223A or placement through multiple-measures assessment process

Continuation of high intermediate level of reading and writing: Critical readings of essays, short academic texts, short stories, and/or a novel; writing well-developed essays and compositions. 4930.87

ESL 232A**Intermediate Listening and Speaking**

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 250B or 283B or placement through multiple-measures assessment process

Intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 232B**Intermediate Listening and Speaking**

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 232A or placement through multiple-measures assessment process

Continuation of intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 233A**High Intermediate Listening and Speaking**

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 232B or 200A or placement through multiple-measures assessment process

High intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 233B**High Intermediate Listening and Speaking**

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 233A or placement through multiple-measures assessment process

Continuation of high intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 257A**Pronunciation 3**

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

Recommended preparation: ESL 256 or appropriate placement through multiple-measures assessment process

Non-degree applicable

Beginning level pronunciation of American English: Improvement in pronunciation, intonation, and fluency in English for speakers of ESL with practice in the use of standard conversational expressions and styles. 4930.82

ESL 258**Conversation 2**

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

Recommended preparation: Appropriate placement through multiple-measures assessment process

Non-degree applicable

Beginning level of spoken American English: Focus on self-expression and vocabulary needed for daily activities. 4930.82



ESL 283A**High Beginning Listening and Speaking**

4 units, 4 hours lecture (GR or P/NP)

High beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 283B**High Beginning Listening and Speaking**

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 283A or placement through multiple-measures assessment process

Continuation of high beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills. 4930.85

ESL 284A**High Beginning Grammar**

4 units, 4 hours lecture (GR or P/NP)

High beginning level of English grammar: Basic grammar structures, sentence patterns and parts of speech. 4930.87

ESL 284B**High Beginning Grammar**

4 units, 4 hours lecture (GR or P/NP)

Prerequisites: ESL 284A or placement through multiple-measures assessment process

Continuation of high beginning level of English grammar: Basic grammar structures, sentence patterns, and parts of speech. 4930.87

ESL 285A**High Beginning Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

High beginning level of reading and writing: Fiction and non-fiction readings adapted for ESL ; writing short narrative and descriptive paragraphs. 4930.86

ESL 285B**High Beginning Reading and Writing**

6 units, 6 hours lecture (GR or P/NP)

Prerequisites: ESL 285A or placement through multiple-measures assessment process

Continuation of high beginning level of reading and writing: Fiction and non-fiction readings adapted for ESL ; writing short narrative and descriptive paragraphs. 4930.86



GEOGRAPHY (GEOG)

What is Geography? Humans have long pondered their place in the natural world, recognizing both the challenges and opportunities afforded them by the environment and, more recently, the effects of human activities in modifying that environment. This interplay of natural systems and human societies is the subject of the field of geography. **Physical geography** focuses primarily on the operation of earth's systems upon which humans depend; **cultural geography** examines how humans live on the earth: how we modify the landscape, organize space, move about, use resources, and create the economies that sustain us.

Skills learned in the study of geography are useful in many rewarding career paths. **Urban planners** design livable environments in the city; **environmental managers**, employed by government agencies and private industry, work to conserve our natural resources; **hydrologists** manage increasingly scarce water resources; **cartographers** produce maps for both public and private employers; **academic geographers** teach at all levels in our educational system; **geographic information system (GIS) specialists** provide their technical expertise to assist in the planning of structures and projects; **foresters**, many employed by the National Forest Service or the US Department of Agriculture, manage millions of acres of precious woodlands; **park rangers** in state and national parks help to maintain the health and beauty of these places and share their knowledge through public information programs.

“When we try to pick out anything by itself, we find it hitched to everything else in the universe.”

- John Muir 1869

The College of Alameda Geography program recognizes this and takes an integrated, system-based approach to the study of natural processes, sometimes called earth system science. This stress upon the interactions of various components of our system is especially valuable in today's rapidly changing environment.

Field trips. Local and/or long-distance, overnight field trip and field research opportunities may be included in some courses. Students must pay own expenses.

GEOG 1

Physical Geography

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Basic elements of the earth's physical systems and processes: Earth-sun relations, weather, climate, water, plate tectonics, landforms, soils, and ecosystems and their interrelationships and global distribution patterns. 2206.00

AA/AS area 1; CSU area B1; IGETC area 5A

GEOG 1L

Physical Geography Laboratory

1 unit, 3 hours laboratory (GR or P/NP)

Prerequisite or corequisite: Geog 1

Acceptable for credit: CSU, UC

Practical application of basic concepts and principles of physical geography: Earth-sun relationships, weather, climate, geologic processes, landforms, and field observation. 2206.00

CSU area B3; IGETC area 5C

GEOG 2

Cultural Geography

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Basic elements of cultural geography: Interrelationships of people and the land, including study of populations, cultural origins, migration, language and religion, ethnicity, systems of agriculture, urbanization, political units, economic organization and resource exploitation. 2206.00

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

GEOG 14

Introduction to Geographic Information Systems

4 units, 3 hours lecture, 3 hours laboratory

Study of Geographic Information Systems (GIS) science and its applications to spatial data management: Identification and acquisition of GIS data; assessment of vector and raster systems, scale, resolution, map projection, coordinate systems, georeferencing and Global Positioning Systems (GPS); spatial analysis and modeling with GIS. 1901.00

GEOG 48AA-FZ**Selected Topics in Geography**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 2206.00

GEOG 49**Independent Study in Geography**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 2206.00

GEOG 248AA-FZ**Selected Topics in Geography**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP)

See section on Selected Topics. 2206.00

GEOLOGY (GEOL)

GEOL 10

Introduction to Geology

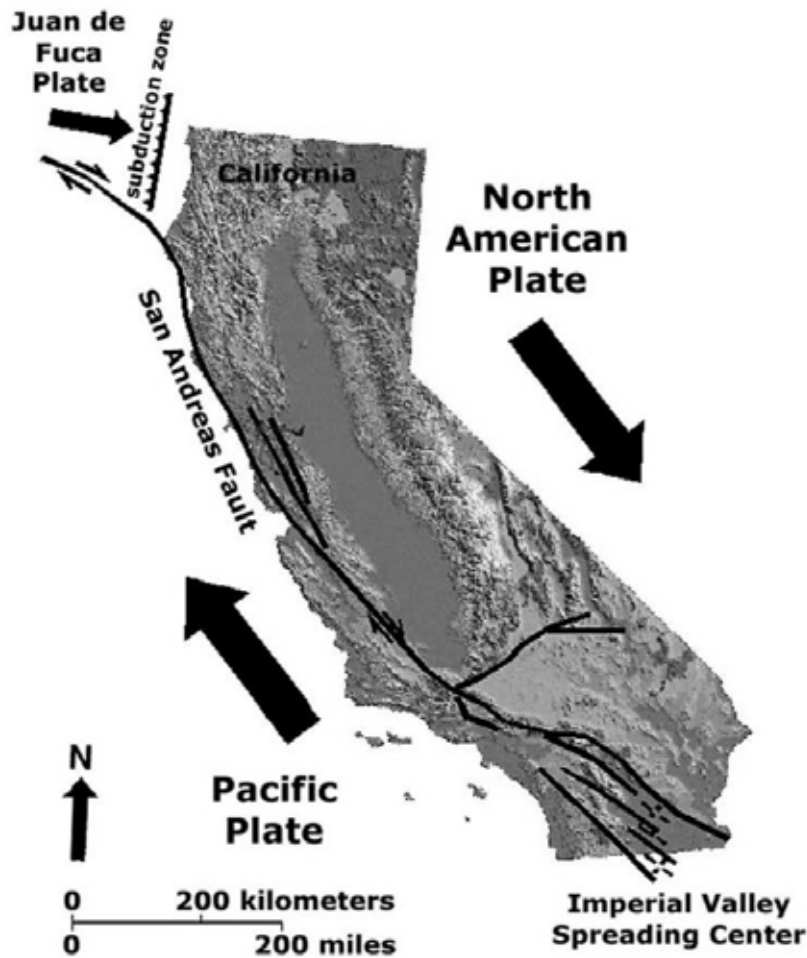
3 units, 3 hours lecture (GR or P/NP)

Not open for credit to students who have completed or are currently enrolled in Geol 1.

Acceptable for credit: CSU, UC

Survey of structure and materials that compose the earth's surface and geologic processes responsible for shaping the earth: Nature and role of rocks and minerals; environmental processes and problems; dynamics of volcanism, earthquakes, plate tectonics, metamorphism, running water, ground water, glaciation, weathering and erosion. 1914.00

AA/AS area 1; CSU area B1; IGETC area 5A



Shaded relief map of California showing the San Andreas Fault system and plate motions.

USGS Bulletin 2195

Rocks and Geology in the San Francisco Bay Region

By Philip Stoffer 2002

<http://pubs.usgs.gov/bul/2195/b2195.pdf>

GERMAN (GERM)

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

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

- Communicate with native speakers at home and worldwide
- Increase employment potential
- Improve memory and cognitive skills
- Enhance travel worldwide
- Become more aware of cultural identities

Beyond acquisition, learning languages can help us to see the world from a different perspective and to understand who we all are as human beings.

German Program Learning Outcomes:

I. Grammatical Proficiency

Speak, write and comprehend German with accuracy as students advance through the course levels.

II. Language Skill Application

Understand and communicate with native speakers in German with cultural fluency through the progressive skill levels and in conjunction with course content.

III. Cultural Knowledge

Demonstrate cultural and historical understanding of the societies associated with German as students advance through the course levels.

GERM 1A Elementary German

5 units, 5 hours lecture (GR or P/NP)

Course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

Study and practice in speaking, reading, and writing German: Elementary grammar, conversation, and readings of German life and culture. 1103.00

AA/AS area 3; CSU area C2; IGETC UC Language

GERM 1B Elementary German

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Germ 1A

Acceptable for credit: CSU, UC

Continuation of GERM 1A: Elementary grammar, conversation, and reading of simple prose. 1103.00

AA/AS area 3; CSU area C2; IGETC area 3; IGETC UC Language

GERM 48AA-FZ Selected Topics in German

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 1103.00

GERM 49 Independent Study in German

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 1103.00

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

HEALTH EDUCATION (HLTED)

HLTED 9

First Aid and Safety

2 units, 2 hours lecture (GR)

Meets American Red Cross First Aid Responding to Emergencies/Adult CPR/AED certification requirements. Acceptable for credit: CSU, UC

Course study under this section may be repeated three times for recertification.

Introduction to first aid and safety: Development of skills and knowledge for immediate and temporary care in case of an accident or sudden illness; preventive measures. 0837.00

HLTED 11

Cardiopulmonary Resuscitation

.5 units, .5 hours lecture (GR)

Meets American Red Cross Adult/Pediatric CPR/AED certification requirements.

Acceptable for credit: CSU

Introduction to CPR: Development of skills and knowledge for administering emergency first aid for respiratory failure and cardiac arrest. 0837.00



HEALTH PROFESSIONS AND OCCUPATIONS (HLTOC)

Courses in this department are most often used to fulfill degree or certificate requirements for majors at Merritt College, including the Emergency Medical Technician program and Radiological Science program. Topics include Medical Terminology and Transcription.

These are the **Program Learning Outcomes**:

1. Apply in written form medical and biological terminology and concepts as to their structural content;
2. Construct Latin and Greek word roots and their meanings as related to medicine and biology;
3. Compare and contrast historical usage of terminology to the language of modern medicine.

HLTOC 201

Medical Terminology I

2 units, 2 hours lecture (GR or P/NP)

Recommended for students majoring in Health Sciences and Allied Health programs.

Study of medical terminology: Basic structure of medical words including prefixes, suffixes, word roots, combining forms, plurals and abbreviations, pronunciation, spelling, and definition of medical terms. 1299.00

HLTOC 202

Medical Terminology II

2 units, 2 hours lecture (GR or P/NP)

Recommended preparation: Hltoc 201

Continued study of medical terminology: Terminology related to body structure, pathological conditions and diseases; operative terms and techniques, including laboratory/radiological diagnostic procedures. 1299.00

HLTOC 203

Medical Transcription I

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Hltoc 201 and 202

Study and practice of medical dictation and transcription: Medical readings; review of anatomy, physiology, and medical terminology; transcription guidelines and tips; proofreading skills; study and use of transcribing tapes, tape machines and computers. 1299.00

HLTOC 204

Medical Transcription II

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: Hltoc 203

Continued study and practice of medical dictation and transcription: Medical readings; review of anatomy, physiology, and medical terminology; transcription guidelines and tips; proofreading skills; terminology challenge; sample reports; transcription practice; error analysis; study and use of transcribing tapes, tape machines and computers. 1299.00

HLTOC 205

Advanced Medical Terminology with Pathophysiology

4 units, 4 hours lecture (GR or P/NP)

Introduction to the nature of disease: Terminology (ICD-9-CM Code) and structural and functional changes of diseases as they affect the systems of the body; discussion of causes, symptoms, and treatments of disease. 1299.00



HISTORY (HIST)

To study History is to study yourself in relationship to the human story. It is the study of the past through the written record of human actions over time. Historians examine and analyze stories of the sequence of human events, attempting to investigate patterns, causal relationships, and the effects this has upon subsequent human events. **George Santayana** said:

“Those who cannot remember the past are condemned to repeat it.”

This is why we study history.

Why Study History at College of Alameda? The faculty and the program in history at College of Alameda are part of a core group of innovative, motivating, and passionate educators. The style, design, and delivering of courses reflects their commitment to offering courses that meet the needs of our students today. Our mission is to meet the educational needs of the community by providing comprehensive and flexible programs that will enable students to transfer to four-year institutions and earn degrees and certificates in selected academic and occupational fields, prepare students for positions in the workforce, improve students' basic learning skills, and expand their general knowledge.

Career Options for History Majors include employment opportunities in a variety of different career areas. The need for teachers in the state of California for elementary, middle, and high schools remains high and college graduates with a history degree will find themselves well suited for opportunities to earn teaching credentials in a variety of subjects. The research and writing skills needed to successfully complete a degree in history offer excellent preparation for careers in law, journalism, public relations, and domestic and foreign government service.

These are the **Program Learning Outcomes**:

- Reason through research and analysis.
- Synthesize ideas from multiple perspectives.
- Communicate reason interpretations.

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

Degree Major Requirements:

Dept/No.	Title	Units
HIST 7A	History of United States to 1877	3
HIST 7B	History of United States Since 1865	3
Select one course from the following:		
HIST 2A	History of European Civilization (3)	3
HIST 2B	History of European Civilization (3)	
Select three courses (9 units) from the following:		
AFRAM 30	African-American History: Africa to 1865 (3)	9
AFRAM 31	African-American History: 1865-1945 (3)	
AFRAM 32	African-American History: 1945 to Present (3)	
HIST 2A	History of European Civilization (3) (if not already selected above)	3
HIST 2B	History of European Civilization (3) (if not already selected above)	
HIST 8A	History of Latin American Civilization (3)	9
HIST 8B	History of Latin American Civilization (3)	
HIST 17	History of the Mexican-American (3)	
HIST 18	20th Century American Protest Movement (3)	
HIST 19	History of California (3)	
Total Required Units		18



Associate of Arts in History for Transfer AA-T Degree

The Associate in Arts in History for Transfer is intended for students who plan to complete a Bachelor's Degree in History at a CSU campus. A major component of the History program mission is for students planning to transfer into the History majors (or a similar major) with an understanding of History as the study of change over time, and we as the manifestation of that change. In other words, History is the study of us, or the various components of the present. Upon completion of an AA-T in History, students will have an understanding of the diversity of the recorded past and an appreciation of the process of historical change. At the same time, a History major will gain critical reading and writing skills, which are valuable in life, and in any employment field they choose to enter.

Degree Major Requirements:

Dept/No.	Title	Units
Required Core (6 Units)		
HIST 7A	History of United States to 1877	3
HIST 7B	History of United States Since 1865	3
List A: Select Two (6 Units)		
HIST 2A	History of European Civilization	3
HIST 2B	History of European Civilization, 1600 to present	3
List B: Select one course from each area (6 units):		
Area 1: (3 Units)		
HIST 5	History of Mexico (3)	
HIST 8A	History of Latin-American Civilization (3)	3
HIST 8B	History of Latin-American Civilization (3)	
Area 2: (3 Units)		
HIST 18	20th Century American Protest Movement (3)	
HIST 19	History of California (3)	<u>3</u>
	Total Required Units	18

HIST 2A**History of European Civilization**

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

Acceptable for credit: CSU, UC

History of Western civilization to 1660: Prehistoric, Ancient, Medieval, and Renaissance periods to 1660. 2205.00

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

C-ID HIST 170

HIST 2B**History of European Civilization**

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

Hist 2A is not prerequisite to Hist 2B.

Acceptable for credit: CSU, UC

History of Western civilization since 1660: Rise of nations, revolutionary eras, European expansion and decline; Europe and its impact on the world; emphasis on ideas and institutions rather than national histories. 2205.00

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

C-ID HIST 180

HIST 5**History of Mexico**

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

Acceptable for credit: CSU, UC

Interpretative survey of Mexican history from the Spanish Conquest to the present: Nature of the Mexican Revolution; problems of contemporary Mexico concentrating on political and economic development. 2205.00

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

HIST 7A**History of the United States to 1877**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History of the United States from colonial days to Reconstruction (1877): Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00

AA/AS area 2; CSU area D, C2; CSU American Institutions; IGETC area 4, 3B

HIST 7B**History of the United States Since 1865**

3 units, 3 hours lecture (GR)

Hist 7A is not prerequisite to Hist 7B.

Hist 7B is not open for credit to students who have completed or are currently enrolled in Hist 15.

Acceptable for credit: CSU, UC

History of the United States from the end of the Civil War to the present: Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00

AA/AS area 2; CSU area D, CSU American Institutions; IGETC area 4

HIST 8A**History of Latin-American Civilization**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

History of Latin America from pre-Columbian times to the outbreak of the wars for independence: The formative period and impact of Spanish civilization upon native societies. 2205.00

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

HIST 8B**History of Latin-American Civilization**

3 units, 3 hours lecture

Recommended preparation: Engl 1A

Acceptable for credit: CSU, UC

Latin-America from 19th century to present: Changing patterns of political, social, and cultural life in Latin America. 2205.00

HIST 11**History and Culture of South-East Asia: Vietnam – An American Tragedy**

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

Acceptable for credit: CSU, UC

History of Vietnam: Relationship to Asia and Asian history; the French Occupation (Indo China), the Civil War, and the involvement of the United States; short-term and long-term results. 2205.00

AA/AS area 2; CSU area C2, D; IGETC area 4

HIST 12**History and Culture of Eastern Asia**

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

Acceptable for credit: CSU, UC

History and culture of eastern Asia: Emphasis on the history and culture of China and its role as a major influence on other Asian nations; eastern Asia in the modern world. 2205.00

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

HIST 17**History of the Mexican-American**

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

Also offered as M/Lat 19. Not open for credit to students who have completed or are currently enrolled in M/Lat 19.

Acceptable for credit: CSU, UC

History of the people of Mexican descent from colonial times to the present: Contemporary status and problems of Mexican-Americans in the United States. 2205.00

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

HIST 18**20th Century American Protest Movement**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Historical examination of protest movements in the United States during the 20th century; with a focus on the symbiotic relationship among various political, cultural, economic, and artistic developments to the protest movements; provide an understanding of the rise and fall of various protest movements and their political and cultural legacies. 2205.00

AA/AS area 2; CSU area D6; IGETC area 4

HIST 19**History of California**

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

Acceptable for credit: CSU, UC

California's multi-ethnic history from the pre-Spanish period to the present. Emphasis on the social and ethnic diversity of past and present California. 2205.00

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

HIST 48AA-FZ**Selected Topics in History**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 2205.00

HIST 49**Independent Study in History**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 2205.00

HIST 50**African-American History: Africa to 1865**

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

Also offered as Afram 30. Not open for credit to students who have completed or are currently enrolled in Afram 30.

Acceptable for credit: CSU, UC

Survey of the experience of African-Americans from their origins to the end of the Civil War: Emphasis on political, social, and cultural development, and change. 2205.00

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

HIST 51**African-American History: 1865 to 1945**

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

Also offered as Afram 31. Not open for credit to students who have completed or are currently enrolled in Afram 31.

Acceptable for credit: CSU, UC

Survey of the experience of African-Americans in the United States from 1865 to 1945: Emphasis on Black Reconstruction, African-American nationalism, racism, and the impact of the Depression and World War II. 2205.00

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

HIST 52**African-American History: 1945 to Present**

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

Also offered as Afram 32. Not open for credit to students who have completed or are currently enrolled in Afram 32.

Acceptable for credit: CSU, UC

Survey of the experience of African-Americans in the United States from 1945 to the present: Emphasis on the Civil Rights movement and other contemporary issues. 2205.00

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

HIST 53A**History and Culture of the Caribbean/Central America**

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

Also offered as M/Lat 18A. Not open for credit to students who have completed or are currently enrolled in M/Lat 18A.

Acceptable for credit: CSU, UC

History, culture, politics, and social and economic make-up of the Caribbean and Central American nations from the pre-Columbian period to 1810: Emphasis on understanding contemporary institutions and events in relation to Anglo America. 2205.00

AA/AS area 2; CSU area D; IGETC area 3B, 4

HIST 53B**History and Culture of the Caribbean/Central America**

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

Also offered as M/Lat 18B. Not open for credit to students who have completed or are currently enrolled in M/Lat 18B.

Acceptable for credit: CSU, UC

History, culture, politics, and social and economic make-up of the Caribbean and Central American nations from 1810 to the present: Emphasis on understanding contemporary institutions and events in relation to Anglo America. 2205.00

AA/AS area 2; CSU area D; IGETC area 3B, 4

HIST 56**Sociology of Women**

3 units, 3 hours lecture (GR)

Also offered as Soc 3. Not open for credit to students who have completed or are currently enrolled in Soc 3.

Acceptable for credit: CSU, UC

Exploration of various conceptual frameworks regarding the status of women: Structure-function, role dynamics, dominant-subordinate minority group interaction, and concepts of oppression-liberation with emphasis on current trends of the movement. 2205.00

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

HIST 248AA-FZ**Selected Topics in History**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 2205.00



HUMANITIES (HUMAN)

What is the Humanities? The Humanities is an interdisciplinary field that involves the study of local and global forms in the creative arts and sciences. The main objective of studying **humanities at College of Alameda** is to explore the aesthetics of everyday life from a variety of disciplinary perspectives. As a form of general education, the humanities encourages students to examine emerging forms of play, creativity, and innovation so that they learn to become more deeply engaged in their own lives and with the world-at-large. Through fun lectures, games, discussions, workshops, and multisensory projects, COA courses in the humanities explore such exciting topics as performance, the visual arts, language, literature, film, media, popular culture, folklore, storytelling, humor, games, religion, music, dance, foodways, fashion, tourism, and technology.

The humanities will prepare you: (1) to transfer to any discipline of your choice at a college or university, and (2) to learn valuable life skills such as creative thinking, cultural competence, social activism, community-building, and conflict resolution. An AA degree in the humanities can be applied to a range of careers in education, the arts, the sciences, business, medicine, nursing, law, psychology, sociology, anthropology, theology, social work, tourism, and grass-roots and nonprofit organizations.

These are the **Program Learning Outcomes:**

- Explore the aesthetics of everyday life.
- Analyze and interpret selected works of creative expression (such as visual, verbal, and kinesthetic arts) in relation to various historical and cultural contexts.
- Explain the meaning of Humanities as a holistic range of disciplines that use different approaches to study forms of art and performance from around the world.
- Examine diverse forms of play, creativity, and innovation around the world.
- Integrate knowledge across disciplines to increase self-awareness and cultural competence.

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

Degree Major Requirements:

Dept/No.	Title	Units
HUMAN 1	Introduction to Humanities	3
Select two courses (6 units) from the following:		
ASAME 45A	Asian-American History to 1945 (3)	
ASAME 45B	Asian-American History: 1945-Present (3)	
HUMAN 2	Human Values (3)	
HUMAN 3	Future Studies (3)	
HUMAN 13A	Myth, Symbol and Folklore (3)	
HUMAN 13B	Myth, Symbol and Folklore (3)	
HUMAN 40	Religions of the World (3)	
HUMAN 51A*	Latin-American Folklore (3)	
or		
M/LAT 2A*	Latin-American Folklore (3)	
HUMAN 51B*	Latin-American Folklore (3)	
or		
M/LAT 2B*	Latin-American Folklore (3)	
HUMAN 51C*	Latin-American Folklore (3)	
or		
M/LAT 2C*	Latin-American Folklore (3)	6
Select one course (3 units) from the following:		
ART 1	Introduction to Art History (3)	
MUSIC 10	Music Appreciation (3)	
MUSIC 12A	Introduction to Music Literature: Birth of Christ to 1827 (3)	
MUSIC 12B	Introduction to Music Literature: Romantic Period to Present (3)	3
Select one course (3 units) from the following:		
MATH 15	Math for Liberal Arts Students (3)	
PHIL 1	Introduction to Philosophy (3)	
PHIL 2	Social and Political Philosophy (3)	
PHIL 4	Philosophy of Religion (3)	
PHIL 5	Ethical Problems (3)	
PHIL 10	Logic (3)	
PHIL 20A	History of Philosophy (3)	
PHIL 20B	History of Philosophy (3)	3
Select one course (3 units) from the following:		
ENGL 30A	Introduction to American Literature (3)	
ENGL 30B	Introduction to American Literature (3)	
ENGL 36	Women in Literature (3)	<u>3</u>
Total Required Units		18

*Credit limited to one course only.

HUMAN 1

Introduction to Humanities

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

Acceptable for credit: CSU, UC

Humanities seen through various forms of expression: The arts and society, such as dance, painting, music, sculpture, and mythology; theory and practice in artistic creation to stimulate personal awareness. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3

HUMAN 2**Human Values**

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

Acceptable for credit: CSU, UC

Study of human values: The individual in relation to the environment as it affects conduct among diverse cultures, past and present. 1599.00

AA/AS area 3; CSU area C2, E; IGETC area 3

HUMAN 3**Future Studies**

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

Acceptable for credit: CSU, UC

The study of how individuals and communities imagine and plan for the future: the exploration of technological trends, scientific discoveries, economic forecasts, religious prophecies, speculative/science fiction, political strategies, architectural design, ecological changes, and emerging lifestyles. 1599.00

AA/AS area 3; CSU area C2, E; IGETC area 3

HUMAN 13A**Myth, Symbol and Folklore**

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

Acceptable for credit: CSU, UC

Study of myths, symbols, and folklore: Psychological basis underlying myths, symbols, and folktales which has assured their perpetuation and which can lead to a deeper understanding of life. 1599.00

AA/AS area 3; CSU area C2, D, E; IGETC area 3, 4

HUMAN 13B**Myth, Symbol and Folklore**

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

Acceptable for credit: CSU, UC

Study of myths, symbols, and folklore: Psychological basis underlying myths, symbols, and folktales which has assured their perpetuation and which can lead to a deeper understanding of life. 1599.00

AA/AS area 3; CSU area C2, D, E; IGETC area 3, 4

HUMAN 15**Popular Culture**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of the meaning and impact of American popular culture in the twentieth century: the cultural evolution of consumerism, amusement, leisure, media, and entertainment industries. 1599.00

Acceptable for credit: CSU

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

HUMAN 40**Religions of the World**

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

Acceptable for credit: CSU, UC

Comparative study of the world's great religions: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam; original sources stressed. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3

HUMAN 48AA-FZ**Selected Topics in Humanities**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 1599.00

HUMAN 49**Independent Study in Humanities**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 1599.00

HUMAN 51A**Latin-American Folklore**

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

Also offered as M/Lat 2A. Not open for credit to students who have completed or are currently enrolled in M/Lat 2A.

Acceptable for credit: CSU, UC

Study of Mexican and Mexican-American folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3

HUMAN 51B**Latin-American Folklore**

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

Also offered as M/Lat 2B. Not open for credit to students who have completed or are currently enrolled in M/Lat 2B.

Acceptable for credit: CSU, UC

Study of Central American and Caribbean folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3

HUMAN 51C**Latin-American Folklore**

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

Also offered as M/Lat 2C. Not open for credit to students who have completed or are currently enrolled in M/Lat 2C.

Acceptable for credit: CSU, UC

Study of South American folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 1599.00

AA/AS area 3; CSU area C2; IGETC area 3

HUMAN 60**Introduction to LGBTQ Studies**

3 Units, 3 Hours Lecture (GR or P/NP)

Acceptable for credit: CSU, UC

Interdisciplinary and multiperspectival overview of LGBTQ Studies: multicultural and global aspects of gay, lesbian, bisexual, transgender/transsexual aspects of history, politics, psychology; examination of same-sex attraction and gender diversity in the natural sciences, law and civil rights; and LGBTQ involvement in the Arts and Humanities.

AA/AS area 2, 3; CSU area C2, D; IGETC area 4

HUMAN 248AA-FZ**Selected Topics in Humanities**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1599.00



KINESIOLOGY & ATHLETICS

(KIN & ATHL)

Kinesiology is an introduction to the interdisciplinary approach to the study of human movement. It provides wellness while introducing sub disciplines, i.e., motor learning control, motor development, biomechanics, exercise physiology, social psychological foundations and sports nutrition.

Why study Kinesiology? It provides each person the opportunity to acquire a strong knowledge base in Kinesiology and its applications that is comparable in rigor to that offered by four year institutions.

What can you do with Kinesiology? Various four-year universities offer degrees in the field of Kinesiology. Many employment opportunities are available through Kinesiology i.e., Allied Health, sports, fitness, teaching and coaching.

At College of Alameda the Kinesiology instructors utilize interval training methods that are characterized by alternating periods of vigorous exercise (work interval) with periods of relief (low density exercise) or rest intervals. The student can increase training methods through flexible workout hours in the fitness center.



ATHL 2**Basketball Foundations**

2 units, 10 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Fundamentals of Intercollegiate Competition: Theory and practice of basketball fundamentals. 0835.00

ATHL 6**Intercollegiate Men's Basketball**

1.5-3 units, 10 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Application of theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50
CSU area E

ATHL 71**Intercollegiate Women's Volleyball**

3 units, 10 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Fundamentals of intercollegiate competition: Theory, team organization, techniques, strategy, and team leadership. 0835.50

CSU area E

ATHL 73**Volleyball Team Pre-season Preparation**

.5 units, 2 hours laboratory (GR)

Intercollegiate Volleyball Team Pre-season training.

The course includes fundamentals of intercollegiate competition: Team competition in volleyball: Advanced skill development, offensive and defensive strategies. 0835.00

KIN 33**Aerobics**

.5-1 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and respiratory fitness through various group exercise activities. 0835.00

CSU area E

KIN 34**Step Aerobics**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of personal fitness using a step platform and step combinations that focus on developing the cardiovascular system. 0835.00

CSU area E

KIN 36**Aerobic Circuits**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: This course will focus on the development of personal fitness with an emphasis on the cardiovascular, muscular and respiratory systems through a variety of exercise activities. 0835.00

CSU area E

KIN 51A**Yoga I - Fundamentals**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Introduction to yoga stretches and postures, conscious breathing patterns and relaxation techniques. Demonstration of modifications for injuries. 0835.00

KIN 51B**Yoga II - Beginning**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Development of beginning yoga stretches, postures, and relaxation techniques. Increased use of conscious breathing patterns. 0835.00

KIN 54A**Cross Fitness I - Fundamentals**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Basic introduction to an individualized program for achieving muscle tone and endurance. 0835.00

KIN 54B**Cross Fitness II - Beginning**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Moderate introduction to an individualized program for achieving muscle tone and endurance. 0835.00

KIN 54C**Cross Fitness III - Intermediate**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: This course employs resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00

KIN 54D**Cross Fitness IV - Experienced**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: This course employs an advanced principle of resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights.

0835.00

KIN 58A**Fitness Center Strength Training I - Fundamentals**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Instruction of fundamentals of techniques for a strength training in the use of resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

KIN 58B**Fitness Center Strength Training II - Beginning**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Instruction for beginners of techniques for a strength training in the use of resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

KIN 58C**Fitness Center Strength Training III - Intermediate**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Instruction for intermediate levels of techniques for a strength training in the use of resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

KIN 58D**Fitness Center Strength Training IV - Experienced**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Instruction of techniques for an experienced training in the use of resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00

KIN 60A**Circuit Training for Strength I - Fundamentals**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Activity Class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system.

0835.00

KIN 60B**Circuit Training for Strength II - Beginning**

1 unit, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

Activity Class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system.

0835.00

KIN 60C**Circuit Training for Strength III – Intermediate**

1-2 units, 3-6 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardio-vascular system.

0835.00

KIN 60D**Circuit Training for Strength IV - Experienced**

1-2 units, 3-6 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardio-vascular system.

0835.00

KIN 67A**Sports Training I - Fundamentals**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Fundamental level of sport specific fitness training to increase sport performance. 0835.00

KIN 74A**Badminton I - Fundamentals**

.5-1 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Basic fundamentals and skills in badminton. 0835.00

CSU area E

KIN 74B**Badminton II - Beginning**

.5 unit, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Beginning principles and fundamentals in badminton. 0835.00

CSU area E

KIN 74C**Badminton III - Intermediate**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate fundamentals and skills in badminton. 0835.00

CSU area E

KIN 74D**Badminton IV - Competitive**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Competitive strategies and skills in badminton. 0835.00

CSU area E

KIN 80A**Basketball I - Fundamentals**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Basic fundamentals and skills in basketball. 0835.00

CSU area E

KIN 80B**Basketball II - Beginning**

.5 unit, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity Class: Beginning level of basketball rules and skills. Includes introductory concepts of offense and defense. 0835.00

CSU area E

KIN 80C**Basketball III - Intermediate**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity Class: Intermediate introduction of basketball fundamentals. Includes introductory concepts of offense and defense. 0835.00

CSU area E

KIN 80D**Basketball IV - Competitive**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity Class: Advance introduction of basketball fundamentals through practice drills. 0835.00

CSU area E

KIN 84A**Bowling I - Fundamentals**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Basic fundamentals and skills in bowling. 0835.00

CSU area E

KIN 84B**Bowling II - Beginning**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity course: Beginning principles and fundamentals of bowling. 0835.00

KIN 84C**Bowling III - Intermediate**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Intermediate fundamentals and skills in bowling. 0835.00

KIN 84D**Bowling IV - Competitive**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Advanced fundamentals and skills in bowling. 0835.00

KIN 103A**Soccer I - Fundamentals**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Covers the fundamental techniques of soccer, terminology, rules, and history. Practice, skills drills, and class competitions are provided to enhance skill development and game strategy. A written final exam and skills exams serve to evaluate student achievement. 0835.00

CSU area E

KIN 103B**Soccer II - Beginning**

.5 units, 2 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Activity class: Covers beginning soccer skills. Through team competition, emphasis is placed upon offensive and defensive tactics and strategies. Develop knowledge and understanding of the current collegiate soccer rules and fitness. 0835.00

CSU area E

KIN 107A**Tennis I - Fundamentals**

.5-1 units, 2 hours laboratory (GR or P/NP)
 Acceptable for credit: CSU, UC
 Activity Class: Fundamentals and Skills in Tennis.
 0835.00
 CSU area E

KIN 107B**Tennis II - Beginning**

1 unit, 4 hours laboratory (GR or P/NP)
 Acceptable for credit: CSU, UC
 Activity Class: Fundamentals and Beginning Skills in
 Tennis. 0835.00
 CSU area E

KIN 120A**Volleyball I - Fundamentals**

.5 units, 2 hours laboratory (GR or P/NP)
 Acceptable for credit: CSU, UC
 Activity class: Fundamentals of volleyball rules and
 skills. 0835.00
 CSU area E

KIN 120B**Volleyball II - Beginning**

.5 units, 2 hours laboratory (GR or P/NP)
 Acceptable for credit: CSU, UC
 Meets AA-T Kinesiology degree requirements
 Activity class: Beginning level of volleyball rules and
 skills, introductory concepts of offense and defense.
 0835.00
 CSU area E

KIN 120C**Volleyball III – Intermediate**

0.5 units, 2 hours laboratory (GR or P/NP)
 Activity Class: Intermediate level of volleyball skills and
 rules. 0835.00

KIN 120D**Volleyball IV – Competitive**

0.5 units, 2 hours laboratory (GR or P/NP)
 Activity class: Advanced level of volleyball skills and
 rules; advanced concepts of offense and defense. 0835.00

KIN 134**Care and Prevention of Athletic Injuries**

3 units, 3 hours lecture (GR or P/NP)
 Acceptable for credit: CSU, UC
 This course provides instruction in the fundamental
 theories and practices in the prevention, care and
 treatment of athletic injuries. 0835.00

KIN 150**Introduction to Kinesiology**

3 units, 3 hours lecture, 1 hour laboratory
 Acceptable for credit: CSU, UC
 Interdisciplinary introduction to the study of human
 movement; importance of the sub-disciplines in
 kinesiology; career opportunities in areas of teaching,
 coaching, allied health, and fitness professions. 0835.00



LEARNING RESOURCES

(LRNRE)

LRNRE 48AA-FZ

Selected Topics in Learning Resources

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 4930.00

LRNRE 86

Introduction to Service Learning

3 units, 3 hours lecture (P/NP)

Acceptable for credit: CSU

Introduction to service learning: practical skills and knowledge required to serve as effective volunteers; discussion of specific problems in the community; conceptualization, design and application of service projects; placement in volunteer projects within community organizations or schools; civic engagement related to coursework with an experiential approach to learning practical applications of course concepts. 4930.32

LRNRE 211

Computer Access

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

No prior computer experience necessary.

Formerly offered as LrnRe 271A-B.

Course study under this section is repeatable as per Title 5 Section 56029 for DSPS classes.

Word processing for individuals with visual, physical, or learning disabilities: Creating business letters, resumes, reports, and flyers using adaptive programs as appropriate, and use of screen-reading software to assist in editing and proofreading written work; introductory Internet skills, including e-mail, basic research, and locating resources on the web; and introduction to presentation software. 4930.30

AA/AS area 4c

LRNRE 213A

Improving Cognitive Skills

1-3 units, .67-2 hours lecture, 1-3 hours laboratory
(GR or P/NP)

Open-entry/open-exit course

Recommended for students with acquired brain injuries and/or learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Formerly offered as LrnRe 270A.

Course study under this section may be repeated two times for a maximum of 3 units for each semester completed.

Computer assisted instruction designed for individuals with learning disabilities or acquired brain injuries utilizing material appropriate for all learners: Improving learning skills by analyzing how learning takes place and investigating individual learning styles; focus on cognitive skills such as attention, memory, sequencing, and pattern identification; investigation of brain-based learning theory. 4930.32

LRNRE 213B

Improving Cognitive Skills

1-3 units, .67-2 hours lecture, 1-3 hours laboratory
(GR or P/NP)

Open-entry/open-exit course

Recommended for students with acquired brain injuries and/or learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Formerly offered as LrnRe 270B.

Course study under this section may be repeated two times for a maximum of 3 units for each semester completed.

Computer assisted instruction designed for individuals with learning disabilities or acquired brain injuries utilizing material appropriate for all learners: Improving learning skills by analyzing how learning takes place and investigating individual learning styles; focus on logical reasoning and strategies for critical thinking, problem solving, and information management with emphasis on application of new skills in school and job-based environments utilizing the Internet. 4930.32

LRNRE 259

Writing Strategies

1-3 units, 1-3 hours lecture (P/NP)

Open-entry/open-exit course

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Non-degree applicable

Designed for students to master techniques and strategies for writing sentences to full essay. 4930.30

LRNRE 263**Vocational Assessment**

.5-2 units, 1-2 hours lecture (P/NP)

Modular, open-entry/open-exit course

Non-degree applicable

Course study under this section is repeatable as per Title 5 Section 56029 for DSPS classes.

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Vocational/Living Skills program for adults with disabilities. Module 1 (.5 units) includes vocational interest assessment, reading and math assessment, job readiness evaluation. Module 2 (.5 units) includes exploration of a variety of vocational options, development of vocational goals and objectives. Module 3 (.5 units) covers an extended exploration of vocational options and workers' rights and responsibilities. Module 4 (.5 units) covers job-search techniques and preparation of a related vita and interview techniques. 4930.30

LRNRE 264**Independent Living Skills**

2 units, 2 hours lecture (GR or P/NP)

Non-degree applicable

Course study under this section is repeatable as per Title 5 Section 56029 for DSPS classes.

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Vocational Living Skills program for adults with disabilities. Information on independent living skills: practical knowledge about housing, food and nutrition, health care, sex education, interpersonal interaction techniques and community resources. 4930.31

LRNRE 266**Preparing for Employment**

2 units, 2 hours lecture (GR or P/NP)

Recommended preparation: Lrnre 263 (may be taken concurrently)

Non-degree applicable

Course study under this section is repeatable as per Title 5 Section 56029 for DSPS classes.

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Vocational Living Skills curriculum for adults with disabilities. Provides practical knowledge about career exploration, interview techniques, preparing a resume, job search strategies, good work habits, grooming, worker responsibilities and employer expectations. 4930.30

LRNRE 268**Money Management**

2 units, 2 hours lecture (GR or P/NP)

Non-degree applicable

Course study under this section is repeatable as per Title 5 Section 56029 for DSPS classes.

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Vocational Living Skills program for adults with disabilities. Introduction to money management: hands on experience in functional money management skills necessary for independent living. 4930.31

LRNRE 269**Job Experience**

1 unit, Short-Term Course: 18 hours of lecture over 2 week period (P/NP)

Open-entry/open-exit course

Non-degree applicable

Course study under this section is repeatable as per Title 5 Section 56029 for DSPS classes.

Recommended for students with disabilities. Enroll through Programs and Services for Students With Disabilities.

Vocational living skills curriculum for adults with disabilities. Emphasis of the class is on job seeking skills and placement. 4930.30

LRNRE 272**Computer Access Projects**

.5-2 units, 1.5-6 hours laboratory (P/NP)

Open-entry/open-exit course

Non-degree applicable

Course study under this section is repeatable as per Title 5 Sec 56029 for DSPS classes.

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Introduction to assistive software: Use of screen-reading, image-enlargement, speech-recognition, scan/read or other software appropriate to the student's disability; application of assistive software to complete assignments for mainstream courses. 4930.30

LRNRE 276**Learning Strategies in Algebra and Geometry**

1-2 units, 1-2 hours lecture (P/NP)

Course study under this section may be repeated as necessary per Title 5, Sectio 56029.

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Non-degree applicable

Introductory concepts in algebra and geometry for students with learning disabilities: Learning strategies for mastering algebra and geometry based on students' individual learning strengths and weaknesses. 4930.32

LRNRE 277**Introduction to Mathematical Concepts and Strategies**

1-2 units, 1-2 hours lecture (P/NP)

Course study under this section may be repeated as necessary per Title 5, Section 56029.

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Non-degree applicable

Mastering quantitative concepts and developing problem solving skills in arithmetic. Students will master learning strategies according to an educational plan developed for each student. 4930.32

LRNRE 279**Communication Strategies**

1-4 units, 1-4 hours lecture (P/NP)

Open-entry/open-exit course

Non-degree applicable

Course study under this section is repeatable as per Title 5 Section 56029 for DSPS classes.

Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.

Vocational/Living Skills for adults with disabilities: Development of appropriate social skills for the workplace; personal social effectiveness (assertiveness) in vocational and social settings; appropriate behaviors for cooperative/community building in the workplace, and goal setting/organizational skills. 4930.30

LRNRE 280**Study Skills**

.5-3 units, 0-3 hours lecture, 0-9 hours laboratory (P/NP)

Open-entry/open-exit course

Non-degree applicable

Course study under this section may be repeated two times for a maximum of 9 units. Students with learning disabilities may exceed repeat limits with prior Disabled Students Programs and Services Counselor approval.

Systematic approach to understanding principles of learning for all academic disciplines: Effective study techniques to give confidence in coping with the college environment; psychological awareness and self-esteem. 4930.14

LRNRE 296**Diagnostic Assessment**

1 unit, 1 hour lecture (P/NP)

Open-entry/open-exit course

Non-degree applicable

Course study under this section may be repeated as needed.

Recommended for students with learning disabilities. Enroll through Programs and Services for Students with Disabilities.

Individual assessment of learning strengths and weaknesses to determine eligibility for services as an adult with a learning disability in California community colleges. Completion of ability/cognitive tests including the Woodcock-Johnson Psycho-educational Battery and/or Wechsler Adult Intelligence Scale and achievement tests including the Woodcock-Johnson, Wechsler Individual Achievement Test, Wide Range Achievement Test and others. Emphasis on identifying learning strengths and weaknesses that can affect a student in the college setting and strategies to improve success. 4930.32

LRNRE 501**Supervised Tutoring (Non-Credit)**

0 units, 1-15 hours laboratory (Not graded)

Open entry/open exit course

Course study under this section may be repeated as necessary.

Students may enroll for assistance in more than one college course per semester.

Supervised tutoring, either individually or in small groups, to improve student success in college courses. 4930.09

LRNRE 502**Tutor Training**

0 units, 1-15 hours laboratory (P/NP, Non-Credit)

Introduction to methods of tutoring specific to the College of Alameda Learning Resources Center: Responsibilities, socratic method, active listening, study skills, multicultural awareness, learning styles and strategies, lab-specific methods and procedures. Required for employment in LRC. NOTE: Successful completion of the course does not imply employment. Open entry/open exit course. 0802.00

LIBERAL ARTS

The **Liberal Arts AA Degree** is designed for students who desire a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". This area of emphasis would be an ideal choice for students planning on transferring to the California State University or University of California as the student can satisfy their general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Please consult with a counselor for specific information regarding your intended major at the specific colleges/university of your choice.

- Choose either option of CSU BREADTH or IGETC for the General Education pattern related to your educational goal.
- Complete requirements in Computer Literacy, Ethnic Studies and Critical Thinking (see catalog for details).
- Complete 18 units in one "Area of Emphasis" from those outlined below. (Note: Courses in the "area of emphasis" may also be counted toward a GE area).
- Refer to www.ASSIST.org for transfer details and see a counselor for additional details.

LIBERAL ARTS AA DEGREE

General Education CSU GE BREADTH/IGETC: 37-39
(Minimum units necessary to meet CSUGE/IGETC Certification requirements)

Areas of Emphasis: 18

- 18 units required from one Area of Emphasis listed below.
- Areas of emphasis include:
 - (1) **Arts and Humanities**
 - (2) **Social and Behavioral Sciences**
 - (3) **Natural Sciences.**
- Courses selected can be used to also fulfill GE areas.

Electives and Other Requirements (Computer Literacy, Ethnic Studies, Critical Thinking): 0-5
(Note: Electives and other requirements may be necessary to total 60 overall units required for the Associate Degree.)

Total Required Units: 60

LIBERAL ARTS WITH EMPHASIS IN ARTS AND HUMANITIES

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. Courses from Art, Chinese, Communication, English, German, Humanities, Mexican and Latin American Studies, Music, Philosophy, Spanish, and Vietnamese are acceptable with a limit of no more than two courses in a single subject area making up the 18 units.

Degree Major Requirements:

Dept/No.	Title	Units
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Select a minimum of 18 units with no more than two courses per discipline from the following:

ART 1	Introduction to Art History (3)	
ART 2	History of Ancient Art (Prehistoric to 1100 A.D.) (3)	
ART 4	History of Modern Art (1800 to Present) (3)	
ART 122	World Art (3)	
CHIN 10A	Elementary Cantonese A (5)	
CHIN 10B	Elementary Cantonese B (5)	
CHIN 11A	Elementary Cantonese A (5)	
CHIN 11B	Elementary Cantonese B (5)	
CHIN 12A	Advanced Cantonese Reading and Writing: Literature (5)	
CHIN 12B	Advanced Cantonese Reading and Writing: Literature (5)	
COMM 1A	Introduction to Speech (3)	
COMM 2A	Fundamentals of Oral Interpretation of Literature (3)	
COMM 2B	Fundamentals of Oral Interpretation of Literature (3)	
COMM 5	Persuasion and Critical Thinking (3)	
ENGL 1B	Composition and Reading (4)	
ENGL 10A	Creative Writing (3)	
ENGL 10B	Creative Writing (3)	
ENGL 30A	Introduction to American Literature (3)	
ENGL 30B	Introduction to American Literature (3)	
ENGL 33A	Introduction to Contemporary Literature (3)	
ENGL 33B	Introduction to Contemporary Literature (3)	
GERM 1A	Elementary German (5)	
GERM 1B	Elementary German (5)	
HUMAN 1	Introduction to Humanities (3)	
HUMAN 2	Human Values (3)	
HUMAN 3	Future Studies (3)	

HUMAN 13A	Myth, Symbol and Folklore (3)	
HUMAN 13B	Myth, Symbol and Folklore (3)	
HUMAN 40	Religions of the World (3)	
HUMAN 51A	Latin-American Folklore (3)	
HUMAN 51B	Latin-American Folklore (3)	
HUMAN 51C	Latin-American Folklore (3)	
M/LAT 2A	Latin-American Folklore (3)	
M/LAT 2B	Latin-American Folklore (3)	
M/LAT 2C	Latin-American Folklore (3)	
MUSIC 9	Introduction to World Music (3)	
MUSIC 10	Music Appreciation (3)	
MUSIC 15A	Jazz, Blues and Popular Music in the American Culture (3)	
MUSIC 15B	Jazz, Blues and Popular Music in the American Culture (3)	
PHIL 1	Introduction to Philosophy (3)	
PHIL 2	Social and Political Philosophy (3)	
PHIL 10	Logic (3)	
SPAN 1A	Elementary Spanish (5)	
SPAN 1B	Elementary Spanish (5)	
SPAN 2A	Intermediate Spanish (5)	
SPAN 2B	Intermediate Spanish (5)	
VIET 1A	Elementary Vietnamese I (5)	
VIET 1B	Elementary Vietnamese II (5)	
VIET 2A	Intermediate Vietnamese (5)	
VIET 2B	Intermediate Vietnamese (5)	
	Total Required Units	18

LIBERAL ARTS WITH EMPHASIS IN NATURAL SCIENCES

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations. Courses from Anthropology, Astronomy, Biology, Chemistry, Geography (excluding cultural studies), Geology and Physics are acceptable with a limit of no more than two courses in a single subject area making up the 18 units.

Degree Major Requirements:

Dept/No.	Title	Units
Select a minimum of 18 units with no more than two courses per discipline from the following:		
ANTHR 1	Introduction to Physical Anthropology (3)	
ASTR 1	Introduction to Astronomy (3)	
BIOL 1A	General Biology (5)	
BIOL 1B	General Biology (5)	
BIOL 2	Human Anatomy (5)	
BIOL 4	Human Physiology (5)	
BIOL 10	Introduction to Biology (4)	
BIOL 11	Principles of Biology (3)	
CHEM 1A	General Chemistry (5)	
CHEM 1B	General Chemistry (5)	
CHEM 30A	Introductory Inorganic Chemistry (4)	
CHEM 30B	Introductory Organic and Biochemistry (4)	
GEOG 1	Physical Geography (3)	
GEOL 10	Introduction to Geology (3)	

PHYS 4A	General Physics with Calculus (5)	
PHYS 4B	General Physics with Calculus (5)	
PHYS 4C	General Physics with Calculus (5)	
PHYS 10	Introduction to Physics (4)	18
	Total Required Units	18

LIBERAL ARTS WITH EMPHASIS IN SOCIAL AND BEHAVIORAL SCIENCES

These courses emphasize the perspective, concepts, theories and methodologies typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics of discussion will stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate. Courses from African-American Studies, Anthropology, Asian and Asian-American Studies, Economics, Education, Geography (excluding physical geography), History, Mexican/Latin American Studies, Political Science, Psychology and Sociology are acceptable with a limit of no more than two courses in a single subject area making up the 18 units.

Degree Major Requirements:

Dept/No.	Title	Units
Select a minimum of 18 units with no more than two courses per discipline from the following:		
AFRAM 30	African-American History: Africa to 1865 (3)	
AFRAM 31	African-American History: 1865 to 1945 (3)	
AFRAM 32	African-American History: 1945 to Present (3)	
ANTHR 2	Introduction to Archaeology and Prehistory (3)	
ANTHR 3	Introduction to Social and Cultural Anthropology (3)	
ANTHR 14	American Mosaic: The Cultures of the United States (3)	
ASAME 45A	Asian-American History to 1945 (3)	
ASAME 45B	Asian-American History from 1945 to the Present (3)	
ECON 1	Principles of Economics (Macro-Economics) (3)	
ECON 2	Principles of Economics (Micro-Economics) (3)	
ECON 5	Introduction to Economics (3)	
EDUC 1	Introduction to the Field of Education (3)	
GEOG 2	Cultural Geography (3)	
HIST 2A	History of European Civilization (3)	
HIST 2B	History of European Civilization (3)	
HIST 7A	History of the United States to 1877 (3)	
HIST 7B	History of the United States since 1865 (3)	
M/LAT 18A	History and Culture of the Caribbean/Central America (3)	
M/LAT 18B	History and Culture of the Caribbean/Central America (3)	
POSCI 1	Government & Politics in the United States (3)	

POSCI 2	Comparative Government (3)	
POSCI 4	Political Theory (3)	
POSCI 26	United States and California Constitution (3)	
PSYCH 1A	Introduction to General Psychology (3)	
PSYCH 1B	Introduction to General Psychology (3)	
PSYCH 7A	Psychology of Childhood (3)	
PSYCH 7B	Adolescent Psychology (3)	
PSYCH 12	Human Sexuality (3)	
PSYCH 18	Psychology of Minority Groups (3)	
PSYCH 24	Abnormal Psychology (3)	
SOC 1	Introduction to Sociology (3)	
SOC 2	Social Problems (3)	
SOC 5	Minority Groups(3)	18
	Total Required Units	18

LIBERAL ARTS: IGETC

If you plan to transfer to the California State University system (CSU) or the University of California system (UC), you are encouraged to pursue a **Certificate of Achievement in Liberal Arts**. You should consult with a counselor to develop your own program of study.

UC or CSU Transfer

You are encouraged to pursue this certificate if you want to apply to transfer to either the University of California system or the California State University system and want to fulfill lower-division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). You will select courses that fulfill the IGETC requirements (with a grade of "C" or better in each course), to total 37 transferable semester units (with an overall GPA of 2.0). Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" and a "Request for General Education or IGETC Certification" with the Admissions and Records Office.

Certificate of Achievement

Complete the following requirements:

- You must complete the course requirements for all areas before IGETC can be certified.
- You must complete all courses with grades of "C" or better.

Area 1: English Communication

CSU requires 3 courses, one course from Group A, B, and C

UC requires 2 courses, one course from Group A and B

Group A: English Composition: One course, 3 semester (4-5 quarter) units.
English 1A

Group B: Critical Thinking-English Composition: One course, 3 semester (4-5 quarter) units.
Communication 5
English 5

Group C: Oral Communication (CSU requirement only): One course, 3 semester (4-5 quarter) units.
Communication 1A, 4, 45

Area 2: Mathematical Concepts and Quantitative Reasoning

One course, 3 semester (4-5 quarter) units.

Mathematics 2, 3A**, 3B**, 3C**, 3E, 3F, 11, 13, 16A**, 16B**

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

Area 3: Arts and Humanities

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

Arts:

Art 1, 2, 3, 4

Music 9, 10, 12A, 12B, 15A, 15B

Humanities:

Chinese 10B++, 11A++, 11B++, 12A, 12B

English 1B, 16, 17A, 17B, 30A, 30B, 31, 32A, 33A, 33B, 36, 79

German 1B++

History 53A*, 53B*

Humanities 1, 2, 3, 13A*+, 13B*+, 40, 51A+, 51B+, 51C+
Mexican and Latin American Studies 2A+, 2B+, 2C+, 3+, 18A*+, 18B*+

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

Political Science 4

Spanish 1B++, 2A++, 2B++

Vietnamese 2A++, 2B++

*Course may not be counted in more than one area.

+Students will receive credit and certification for one course only.

++Course can be used to clear Language Other than English (UC requirement only).

Area 4: Social and Behavioral Sciences

At least three courses from at least two disciplines or an interdisciplinary sequence, 9 semester (12-15 quarter) units.

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

Anthropology 2, 3

Asian and Asian-American Studies 45A, 45B

Communication 6

Economics 1, 2, 5

Geography 2

History 2A, 2B, 5, 7A, 7B**, 8A, 8B, 11, 12, 17, 18, 19, 32, 50+, 51+, 52+, 53A*+, 53B*+, 55A, 56+, 60

Humanities 13A*+, 13B*+

Mexican and Latin-American Studies 18A*+, 18B*+

Political Science 1*, 2, 3, 4, 6, 8, 18, 26, 31, 37

Psychology 1A, 1B, 3, 7A, 7B, 9A, 9B, 12+, 18, 24, 28

Sociology 1, 2, 3+, 5, 120

- *Course may not be counted in more than one area.
- +Students will receive credit and certification for one course only.
- **Transfer credit may be limited by either UC and/or CSU due to course sequencing. See a counselor for information.

Area 5: Physical and Biological Sciences

Complete at least 2 Courses: one course from Group 5A, the Physical Sciences and one course from Group 5B, the Biological Sciences. At least 1 one of the courses must include a laboratory (L)- or one course from Group C: (7-9 Semester Units)-

Group 5A: Physical Sciences:

Astronomy 1
 Chemistry 1A(L), 1B(L), 30A(L)**, 30B(L)**, 50(L)
 Geography 1
 Geology 10
 Physics 4A(L), 4B(L), 4C(L), 10**

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

Group 5B: Biological Sciences:

Anthropology 1
 Biology 1A(L), 1B(L), 2(L), 4(L), 10(L)**, 11**

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

Group 5C: Laboratory Science Requirement:

Geography 1L, Anthropology 1L

Languages Other Than English (UC Requirement Only)

You may demonstrate proficiency as follows:

1. Completion of one course (4-5 semester units) at a college or university, with a grade of "C" or better, that is considered equivalent to 2 years of high school language. See below for approved College of Alameda courses; OR
2. Completion of two years of high school course work in one language other than English with a grade of "C-" or better (verified by official high school transcript); OR
3. Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English; OR
4. Score of 3 or better on the College Board Advanced Placement Examination in a language other than English; OR
5. Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English; OR
6. Satisfactory completion of a proficiency test administered by a community college, university, or other college in a language other than English; OR
7. Completion of two years of formal schooling at the sixth grade level or higher, with grades of "C" or better, in an institution where the language of instruction is not English (confirmed by appropriate documentation).

College of Alameda courses that meet the proficiency level:

Chinese 10A, 10B, 11A, 11B, 12A, 12B, 30A, 30B
 German 1A, 1B
 Spanish 1A, 1B, 2A, 2B
 Vietnamese 1A, 1B, 2A, 2B

Note: Courses above the proficiency level may also be used to meet this requirement and may also be used to clear, if listed, another IGETC area.

Total Minimum Required Units: 37

LIBERAL ARTS: CSU GE BREADTH

If you plan to transfer to the California State University system (CSU), you are encouraged to pursue a **Certificate of Achievement in Liberal Arts**. You should consult with a counselor to develop your own program of study.

CSU Transfer

You are encouraged to pursue this certificate if you plan to apply to transfer to the California State University system and want to complete and have certified the CSU General Education Breadth Requirements. You will select courses that fulfill the CSU General Education Breadth Requirements (completing at least 30 units with a "C" or better to include areas A-1, A-2, A-3 and B-3 and an overall GPA of 2.0), for a total of 39 transferable semester units. Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" form and a "Request for General Education or IGETC Certification" form with the Admissions and Records Office.

Certificate of Achievement

Complete the following requirements:

Area A: Communication in the English Language, and Critical Thinking

Minimum of 9 semester (12-15 quarter) units, one course from each subgroup (A1, A2, and A3) with a grade of "C" or better.

A1: Oral Communication

Communication 1A, 4, 45

A2: Written Communication

English 1A

A3: Critical Thinking*

Communication 5
 English 5
 Philosophy 10

*For some engineering majors, exceptions may apply (see a counselor for details).

Area B: Physical Universe & Its Life Forms

Minimum of 9 semester (12-15 quarter) units, with one course from each subgroup: One from Physical Sciences (B1), one from Life Sciences (B2), and one from Mathematics/Quantitative Reasoning (B4). One lab activity course required from either Physical Sciences or Life Sciences (L=with Lab), or other lab activity course listed.

B1: Physical Sciences

Astronomy 1
Chemistry 1A(L), 1B(L), 30A(L), 30B(L), 50(L)
Geography 1, 1L
Geology 10
Physics 4A(L), 4B(L), 4C(L), 10

B2: Life Sciences

Anthropology 1
Biology 1A(L), 1B(L), 2(L), 4(L), 10(L), 11

B3: Laboratory Activity

One course from either B1 or B2 with a laboratory (L), or one of the following:

Anthropology 1L
Geography 1L

B4: Mathematics/Quantitative Reasoning: (Must be completed with a grade of "C" or better.)

Mathematics 2, 3A, 3B, 3C, 3E, 3F, 11, 12, 13, 15, 16A, 16B, 50

Area C: Arts, Literature, Philosophy, and Foreign Languages

Minimum of 9 semester (12-15 quarter) units, at least one course from Arts (C1), one course from Humanities (C2), and one course from either the Arts or Humanities.

C1: Arts

Art 1, 2, 3, 4, 122
Music 9, 10, 12A, 12B, 15A, 15B

C2: Humanities

Chinese 10A, 10B, 11A, 11B, 12A, 12B
Communication 2A, 2B
English 1B, 10A, 10B, 17A, 17B, 30A, 30B, 31, 32A, 33A, 33B, 47, 79
German 1A, 1B
History 11*
Humanities 1, 2*, 3*, 13A*+, 13B*+, 15, 40, 51A+, 51B+, 51C+, 60
Mexican and Latin-American Studies 2A+, 2B+, 2C+, 3+
Philosophy 1, 2, 4, 5, 20A, 20B
Spanish 1A, 1B, 2A, 2B
Vietnamese 1A, 1B, 2A, 2B

*Course may not be counted in more than one area.

+Students will receive credit and certification for one course only.

Area D: Social, Political, and Economic Institutions and Behavior, and Historical Background

Minimum of 9 semester (12-15 quarter) units from at least two disciplines.

African-American Studies 5, 30+, 31+, 32+
Anthropology 2, 3
Asian and Asian-American Studies 45A, 45B
Communication 6, 19
Economics 1, 2, 5
Geography 2
History 2A, 2B, 5, 7A, 7B**, 8A, 8B, 11*, 12, 17, 18, 19, 32, 50+, 51+, 52+, 53A+, 53B+, 56+
Humanities 13A+, 13B+, 60
Mexican and Latin-American Studies 18A+, 18B+
Political Science 1, 2, 3, 4, 6, 8, 16, 18, 26, 31, 37
Psychology 1A*, 1B*, 3, 7A, 7B, 12*+, 18*, 24, 28, 29
Sociology 1, 2, 3+, 5

*Course may not be counted in more than one area.

+Students will receive credit and certification for one course only.

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

Area E: Lifelong Understanding and Self-Development

Minimum of 3 semester (4-5 quarter) units.

ATHL 6, 71
Biology 31
Computer Information Systems 1
Counseling 24, 30, 57
Dance 12A, 12B, 24, 25, 26, 27, 28, 30, 31, 40, 43, 44, 45, 60, 61, 64, 65, 66, 67, 68, 69, 70, 71, 88, 89, 92, 93, 94
Humanities 2*, 3*, 13A*+, 13B*+
Kinesiology 21, 33, 34, 36, 74A, 74B, 74C, 74D, 80A, 80B, 80C, 80D, 84A, 96, 103A, 103B, 107A, 107B, 120A, 120B
Political Science 35
Psychology 1A*, 1B*, 3*, 9A, 9B, 12*+, 18*

*Course may not be counted in more than one area.

+Students will receive credit and certification for one course only.

UNITED STATES HISTORY, CONSTITUTION, AND AMERICAN IDEALS (CSU Graduation Requirement)

This is not a CSU transfer requirement; however, these courses may be completed prior to transferring to any CSU campus.

Students must take one 3 unit course in "US HISTORY" AND one 3 unit course in "US (CALIFORNIA) GOVERNMENT" to satisfy the American History and Institutions CSU graduation requirement from the list below:

US HISTORY

AFRAM 30*, 31**; HIST 7A ¹, 50*, 51**;

AND

US (CALIFORNIA) GOVERNMENT

POSCI 1, 16, 26; HIST 7A ¹, HIST 7B

Please note: Courses with * and ** are the same course.

Courses with ¹ can only be used once for either US HISTORY or US (CALIFORNIA) GOVERNMENT, not both.

NOTE: Courses used to meet this requirement may also be used to satisfy the requirement of CSU GE/Breadth Area D, (at the option of the receiving CSU campus), although units are counted once. Students are encouraged to check with counselors for any recent changes.

Note: Students must request certification of CSU General Education requirements from Admissions and Records **prior to transfer**. For full certification of GE requirements, student must complete 9 units from area A, a minimum of 9 units from areas B, C, and D, and 3 units from area E for a total of 39 units.



LIBRARY INFORMATION STUDIES (LIS)

Library Information Studies enables students to become more successful by learning to recognize the extent and nature of information needed for research, then locate, evaluate, effectively use, and present information to solve problems. After completing library research classes and workshops, students will know how to make more informed decisions, adapt to new technologies, and remain independent learners for life. In a twenty-first century information economy, information literacy provides a critical set of skills often listed among the top ten job skills sought by employers.

Library Information Studies Program Outcomes:

- **Information Need:** Articulate a problem, issue, or search question.
- **Identify Tools and Resources:** Identify potential sources and types of information tools based on the scope and type of information needed.
- **Search Strategies:** Develop successful search strategies appropriate for specific tools.
- **Search Results:** Locate, evaluate, synthesize, organize and present credible information that fulfills the identified information need.
- **Ethical and Legal Issues:** Identify ethical and legal issues that affect information and documentation.
- **Further Learning:** Apply information literacy skills to enable further learning.



LIS 48AA-FZ

Selected Topics in Library Information Studies

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU.

See section on Selected Topics. 0801.00

LIS 85

Introduction to Information Resources

2 units, 2 hours lecture (GR or P/NP)

Recommended preparation: Engl 201A or 264A or appropriate placement through multiple-measures assessment, and CIS 1 or 200 or 205 or Bus 219

Acceptable for credit: CSU, UC

Introduction to the basic concepts and tools used in information research: Emphasis on how to develop a research topic and find, locate, evaluate, and use information; search strategies for print and online resources including reference books, catalogs, indexes, specialized databases, and the Internet. 1699.00
AA/AS area 4C

LIS 248AA-FZ

Selected Topics in Library Information Studies

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 0801.00

LIS 348AA-FZ

Selected Topics in Library Information Studies

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 0801.00

LIS 500

Computer Laboratory for Library Information Studies

0 units, 1 – 15 lab hours

Open-entry, open-exit library information research computer laboratory. 4930.14

MATHEMATICS

(MATH)

What is Mathematics? Studying math is an exploration of the “science of numbers and their operations, interrelations, combinations, generalizations, and abstractions and of space configurations and their structure, measurement, transformations, and generalizations.” (Merriam-Webster)

Why Study Mathematics? Today’s world has many fields that need specialists in mathematics. Careers in mathematics include: scientists, researchers, space technicians, mathematics teachers, actuaries and insurance specialists, and people who can combine mathematical knowledge with a scientific, computer, or business background.

These are the **Program Learning Outcomes**:

- Use quantitative reasoning to solve everyday mathematical problems in the workplace and in the home.
- Read, write, and critique technical writings and analytical arguments.
- Convey and interpret information through visual representations.

At **College of Alameda** we offer you a variety of courses intended for those who want to pursue a degree or certificate in mathematics as well as those who wish to develop quantitative and problem-solving skills for use in other fields. We teach according to the motto:

Education anytime anywhere by offering a wide range of Math classes designed to fit around anyone’s busy schedules.

The faculty and staff in mathematics at College of Alameda are dedicated to working hard with you—helping you succeed in a positive atmosphere that is conducive to your learning math in the most enjoyable and competent manner possible.

College of Alameda offers the following two degrees in Mathematics:

A.S. Degree in Mathematics

The AS degree in Mathematics will be awarded upon completion of the major course designed to prepare students for transfer into the mathematics major at any university in the University of California (UC) and California State University (CSU) systems.

Degree Major Requirements:

Dept/No.	Title	Units
MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 3C	Calculus III	5
MATH 3E	Linear Algebra	3
MATH 3F	Differential Equations	3

Select one course (4 units) from the following:

MATH 11	Discrete Mathematics (4)	
MATH 12	Symbolic Logic (4)	
MATH 13	Introduction to Statistics (4)	<u>4</u>
Total Required Units		25

(Total: 25 units – transfers to math major at both UC and CSU systems)

Outcome 1 - Problem Solving

Use quantitative reasoning to solve everyday mathematical problems in the workplace and in the home.

Outcome 2 - Solve Equations

Read, write, and critique technical writings and analytical arguments.

Outcome 3 - Graphing

Convey and interpret information through visual representations.

AS-T Degree in Mathematics

The AS-T degree in Mathematics is designed to prepare students for transfer into the mathematics major at any university in the CSU system. It requires fewer units than the AS degree and allows students to a wider range of choices to complete the degree requirements.

The AS-T degree in Mathematics will be awarded upon completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree listed in the Degrees and Programs section of this Catalog.

Degree Major Requirements:

Dept/No.	Title	Units
MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 3C	Calculus III	5
MATH 3E	Linear Algebra	3

Choose one class from this list to complete at least 21 units for the major:

MATH 3F	Differential Equations (3)	
MATH 11	Discrete Mathematics (4)	
MATH 12	Symbolic Logic (4)	
MATH 13	Introduction to Statistics (5)	
PHYS 4A	General Physics with Calculus (5)	<u>3-5</u>

Minimum Required Units: 21

MATH 1

Pre-Calculus

4 units, 4 hours lecture

Prerequisite: Math 203 or Math 211D

Acceptable for Credit: CSU, UC

Not open for credit to students who have completed or are currently enrolled in MATH 3A/3B or MATH 4A/4B/4C.

Preparation for the calculus sequence or other courses requiring a sound algebraic background: Inequalities, theory of equations, sequences and series, matrices, functions and relations, logarithmic and exponential functions; function concept used as a unifying notion.

1701.00

AA/AS area 4B

MATH 2

Pre-Calculus with Analytic Geometry

5 units, 5 hours lecture (GR)

Prerequisite: Math 50

Acceptable for credit: CSU, UC

Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential, logarithmic, and inverse functions; determinants, matrices and linear systems; zeros to polynomials, arithmetic and geometric sequences, mathematical induction; permutations and combinations, binomial theorem; vectors, conic sections, translation and rotation of axes, polar coordinates, lines and surfaces in space, quadric surfaces. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

MATH 3A

Calculus I

5 units, 5 hours lecture (GR)

Prerequisite: Math 2, or Math 1 and 50

Acceptable for credit: CSU, UC

Theorems on limits and continuous functions, derivatives, differentials and applications: Fundamental theorems of calculus and applications; properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

C-ID MATH 210

MATH 3B

Calculus II

5 units, 5 hours lecture (GR)

Prerequisite: Math 3A

Acceptable for credit: CSU, UC

Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite and power series. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

MATH 3C

Calculus III

5 units, 5 hours lecture (GR)

Prerequisite: Math 3B

Acceptable for credit: CSU, UC

Partial differentiation: Jacobians, transformations, multiple integrals, theorems of Green and Stokes, differential forms, vectors and vector functions, geometric coordinates, and vector calculus. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

C-ID MATH 230

MATH 3E

Linear Algebra

3 units, 3 hours lecture (GR)

Prerequisite: Math 3A

Not open for credit to students who have completed or are currently enrolled in Math 3D.

Acceptable for credit: CSU, UC

Linear algebra: Gaussian and Gauss-Jordan elimination, matrices, determinants, vectors in R^2 and R^3 , real and complex vector spaces, inner product spaces, linear transformations, eigenvalues, eigenvectors, and applications. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

C-ID MATH 250

MATH 3F

Differential Equations

3 units, 3 hours lecture (GR)

Prerequisite: Math 3B and 3E

Recommended Preparation: Math 3C

Math 3E plus 3F are equivalent to Math 3D.

Not open for credit to students who have completed or are currently enrolled in Math 3D.

Acceptable for credit: CSU, UC

Ordinary differential equations: First-order, second-order, and higher-order equations; separable and exact equations, series solutions, Laplace transformations, systems of differential equations. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

C-ID MATH 240

MATH 11

Discrete Mathematics

4 units, 4 hours lecture (GR or P/NP)

Prerequisite: Math 3B

Acceptable for credit: CSU, UC

Discrete mathematics: Mathematical induction, finite series, sets, relations and functions, introduction to trees, combinatorics, algebraic structures, and probability. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

MATH 12**Symbolic Logic**

4 units, 4 hours lecture (GR)

Prerequisite: Math 203 or 211D

Acceptable for credit: CSU, UC

Introduction to symbolic logic: Valid reasoning, logical truth, consistency premises, symbolizing everyday language, general theory of inference for predicate calculus, consistency and independence of axioms, theorems of logic, axiomatic systems, mathematical induction and direct proofs, sentential and predicate logic. 1701.00

AA/AS area 4b; CSU area B4

MATH 13**Introduction to Statistics**

4 units, 4 hours lecture (GR)

Prerequisite: Math 203 or 211D or Math 206

Acceptable for credit: CSU, UC

Introduction to theory and practice of statistics: Collecting data: Sampling, observational and experimental studies. Organizing data: Univariate and bivariate tables and graphs, histograms. Describing data: Measures of location, spread, and correlation. Theory: Probability, random variables; binomial and normal distributions. Drawing conclusions from data: Confidence intervals, hypothesis testing, z-tests, t-tests, and chi-square tests; one-way analysis of variance. Regression and non-parametric methods. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

C-ID MATH 110

MATH 16A**Calculus for Business and Life/Social Sciences**

3 units, 3 hours lecture (GR)

Prerequisite: Math 2

Acceptable for credit: CSU, UC

Introduction to analytic geometry and differential and integral calculus of algebraic functions with particular attention paid to simple applications. 1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

MATH 48AA-FZ**Selected Topics in Mathematics**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 1701.00

MATH 49**Independent Study in Mathematics**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 1701.00

MATH 50**Trigonometry**

3 units, 3 hours lecture (GR)

Prerequisite: Math 202, and 203 or 211D

Not open for credit to students who have completed or are currently enrolled in Math 52ABC.

Acceptable for credit: CSU

Introduction to functional trigonometry: Basic definitions, identities, graphs, inverse functions, trigonometric equations and applications, solution of triangles and applications, polar coordinates, complex numbers, and De Moivre's Theorem. 1701.00

AA/AS area 4b; CSU area B4

MATH 201**Elementary Algebra**

4 units, 5 hours lecture (GR)

Prerequisite: Math 225, 250 or 253 or appropriate placement through multiple measures assessment process

Not open for credit to students who have completed or are currently enrolled in Math 210ABCD.

Basic algebraic operations: Linear equations and inequalities, relations and functions, factoring quadratic polynomials, solving quadratic equations, fractions, radicals and exponents, word problems, graphing, and number systems. 1701.00

MATH 202**Geometry**

3 units, 3 hours lecture (GR)

Prerequisite: Math 201 or 210D or appropriate placement through multiple-measures assessment process

Introduction to plane geometry emphasizing mathematical logic and proofs: Geometric constructions, congruent triangles, parallel lines and parallelograms, proportions, similar triangles, circles, polygons, and area. 1701.00

AA/AS area 4b

MATH 203**Intermediate Algebra**

4 units, 5 hours lecture (GR)

Prerequisite: Math 201 or 210D or appropriate placement through multiple-measures assessment process

Recommended preparation: Math 202

Not open for credit to students who have completed or are currently enrolled in Math 211ABCD.

Intermediate algebraic operations: Real number properties and operations; solutions and graphs of linear equations in one and two variables; absolute value equations; advanced factoring; complex numbers; quadratic equations and systems of quadratic equations; conics; determinants; solutions and graphs of first-degree, quadratic, and rational inequalities; exponential and logarithmic functions; and sequences and series. 1701.00

AA/AS area 4b

MATH 206**Algebra for Statistics**

5 units, 6 hours lecture (GR)

Prerequisite: Math 253 or appropriate placement through multiple measures assessment process

Integrated mathematics for statistics: Exploratory data analysis and principles of data collection and calculation; ratios, rates, and proportional reasoning; fractions, decimals and percents; evaluating expressions; analyzing algebraic expressions of statistical measures; modeling bivariate data with linear and exponential functions; graphical and numerical descriptive statistics for quantitative and categorical data. Not recommended for science, technology, engineering, mathematics, nursing or business majors. 1701.00

MATH 213**Support for Statistics**

2 units, 2 hours lecture (P/NP)

Corequisite: Math 13

Competencies and concepts needed in statistics: arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics; descriptive data analysis, solving and graphing linear equations, and modeling with linear functions. Intended for students who are concurrently enrolled in MATH 13. 1702.00

MATH 225**Mathematics for Technicians**

3 units, 3 hours lecture (GR)

Prerequisite: Math 250 or 251D or 253 or appropriate placement based on a multiple-measure assessment process

Mathematics for technicians: Signed numbers, formulas, fractions, English and metric measurements, decimals, accurate readings of scales, errors, simple algebra and geometry, reading graphs, and use of the calculator. 1701.00

MATH 230**Elementary and Intermediate Algebra for Business or STEM majors**

6 units, 6 hours lecture (GR)

Prerequisites: Math 253 or 250 or 225 or appropriate placement through multiple measures assessment process

A combined course in algebra: Systems of equations; inequalities, graphs and functions; radicals, quadratic polynomials, rational expressions; exponential and logarithmic functions, and problem solving, with emphasis on knowledge skills appropriate for students pursuing a major in STEM (Science, Technology, Engineering, Mathematics) or Business. 1701.00

MATH 248AA-FZ**Selected Topics in Mathematics**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1701.00

MATH 250**Arithmetic**

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

Not open for credit to students who have completed or are concurrently enrolled in Math 251ABCD.

Non-degree applicable

Refresher course in the fundamental processes of arithmetic: Whole numbers, fractions, decimals and percents; metric system introduced and incorporated throughout the arithmetic material. 4930.41

MATH 253**Pre-Algebra**

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

Recommended preparation: Math 250 or appropriate placement through multiple-measures assessment process

Non-degree applicable

Fundamentals of pre-algebra: Properties of real numbers, factoring and multiples, ratio and proportion, signed numbers, linear equations and formulas, powers and roots, percents and averages, and English and metric measurements. 1701.00

MEXICAN AND LATIN-AMERICAN STUDIES

(M/LAT)

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

Degree Major Requirements:

Dept/No.	Title	Units
HIST 5	History of Mexico	3
HIST 8A	History of Latin-American Civilization	3
HIST 8B	History of Latin-American Civilization	3
HIST 17	History of the Mexican-American	3
Select one course (3 units) from the following:		
HUMAN 51A*	Latin-American Folklore (3)	
	or	
M/LAT 2A*	Latin-American Folklore (3)	
HUMAN 51B*	Latin-American Folklore (3)	
	or	
M/LAT 2B*	Latin-American Folklore (3)	
HUMAN 51C*	Latin-American Folklore (3)	
	or	
M/LAT 2C*	Latin-American Folklore (3)	3
Select 3-5 units from the following:		
ART 8A	Ethnic Arts of Middle America (3)	
ART 8B	Ethnic Arts of Middle America (3)	
HIST 53A**	History and Culture of the Caribbean/ Central America (3)	
	or	
M/LAT 18A**	History and Culture of the Caribbean/ Central America (3)	
HIST 53B**	History and Culture of the Caribbean/ Central America (3)	
	or	
M/LAT 18B**	History and Culture of the Caribbean/ Central America (3)	
M/LAT 3	Latin-American/Chicano Authors (3)	
POSCI 8	Tenant/Marriage/Consumer (3)	
SPAN 1A***	Elementary Spanish (5)	
SPAN 1B***	Elementary Spanish (5)	
SPAN 2A	Intermediate Spanish (5)	
SPAN 2B	Intermediate Spanish (5)	
SPAN 30A	Conversational Spanish (3)	
SPAN 30B	Conversational Spanish (3)	
	<u>3-5</u>	
	Total Required Units	18-20

*Credit limited to one course only.

**Credit limited to one course only.

***Proficiency through the level of SPAN 1B is strongly recommended.

M/LAT 2A

Latin-American Folklore

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

Also offered as Human 51A. Not open for credit to students who have completed or are currently enrolled in Human 51A.

Acceptable for credit: CSU, UC

Study of Mexican and Mexican-American folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 2203.04

AA/AS area 3; CSU area C2; IGETC area 3

M/LAT 2B

Latin-American Folklore

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

Also offered as Human 51B. Not open for credit to students who have completed or are currently enrolled in Human 51B.

Acceptable for credit: CSU, UC

Study of Central American and Caribbean folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 2203.04

AA/AS area 3; CSU area C2; IGETC area 3

M/LAT 2C

Latin-American Folklore

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

Also offered as Human 51C. Not open for credit to students who have completed or are currently enrolled in Human 51C.

Acceptable for credit: CSU, UC

Study of South American folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 2203.04

AA/AS area 3; CSU area C2; IGETC area 3

For all program degree and certificate updates, please visit:

<http://alameda.peralta.edu>

M/LAT 3**Survey of Latin-American/Chicano Authors**

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

Also offered as Span 51. Not open for credit to students who have completed or are currently enrolled in Span 51.

Acceptable for credit: CSU, UC

Chronological study of selected pre-Hispanic, Spanish colonial, and contemporary Latin literature in translation: Focus on contemporary Chicano, Puerto Rican, and Mexican authors with emphasis on Latin-American literary trends. 2203.04

AA/AS area 3, 4D; CSU area C2; IGETC area 3

M/LAT 18A**History and Culture of the Caribbean/Central America**

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

Also offered as Hist 53A. Not open for credit to students who have completed or are currently enrolled in Hist 53A.

Acceptable for credit: CSU, UC

History, culture, politics, and social and economic make-up of the Caribbean and Central American nations from the pre-Columbian period to 1810: Emphasis on understanding contemporary institutions and events in relation to Anglo America. 2203.04

AA/AS area 2; CSU area D; IGETC area 3, 4

M/LAT 18B**History and Culture of the Caribbean/Central America**

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

Also offered as Hist 53B. Not open for credit to students who have completed or are currently enrolled in Hist 53B.

Acceptable for credit: CSU, UC

History, culture, politics, and social and economic make-up of the Caribbean and Central American nations from 1810 to the present: Emphasis on understanding contemporary institutions and events in relation to Anglo America. 2203.04

AA/AS area 2; CSU area D; IGETC area 3, 4

M/LAT 48AA-FZ**Selected Topics in Mexican/Latin-American Studies**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU.

See section on Selected Topics. 2203.04

M/LAT 248AA-FZ**Selected Topics in Mexican/Latin-American Studies**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 2203.04



MUSIC (MUSIC)

The primary mission of the College of Alameda Music Department is to provide pathways to broader understanding of the influence of diverse cultures on musical expression. We offer courses for the aspiring performer/musician as well as for those seeking to better understand the inner workings of the music industry and its history. Our staff is comprised of experienced professionals who are committed to the personal growth and development of each and every student and bring both academic integrity and first-hand experience to the classroom.

MUSIC 1A

Musicianship

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

Acceptable for credit: CSU, UC

Study of music theory: Clefs, key signatures, scales, intervals (diatonic and chromatic), chord structures (triads and dominant sevenths), and rhythm. 1004.00

MUSIC 1B

Musicianship

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

Recommended preparation: Music 1A and 38A

Acceptable for credit: CSU, UC

Study of chord structures: Triads, seventh chords and their extensions; proper notation and function, theory of rhythmic design explored through the study of proper notation, manuscript considerations, and rhythmic drills, dictation, written and performance skills. 1004.00

MUSIC 9

Introduction to World Music

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

Acceptable for credit: CSU, UC

Understanding and appreciation of world music through informed listening, analysis and discernment of musical elements, form and repertoire: Covers a rich diversity of styles (popular, folk, classical), periods and cultures. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3A

MUSIC 10

Music Appreciation

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

Acceptable for credit: CSU, UC

Survey designed to enhance the enjoyment of music with emphasis on listening: Historical overview of the development of musical form through the centuries. 1004.00

AA/AS area 3; CSU area C1; IGETC area 3

MUSIC 15A

Jazz, Blues and Popular Music in the American Culture

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

Acceptable for credit: CSU, UC

Historical and critical analysis of unique American music: Focus on environments from which its many forms have emerged and its role in social history; development of blues, folk, jazz, rock and other popular music forms in the twentieth century. 1004.00

AA/AS area 3, 5; CSU area C1; IGETC area 3

MUSIC 15B

Jazz, Blues and Popular Music in the American Culture

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

Music 15A is not prerequisite to Music 15B.

Acceptable for credit: CSU, UC

Study of the contemporary music scene with in-depth investigation of trends in artistic expression: Music as a revolutionary force, the role of the music industry, analysis of performances and interviews. 1004.00

AA/AS area 3, 5; CSU area C1; IGETC area 3

MUSIC 23

Stage Band

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: Ability to play a jazz-oriented instrument proficiently and some knowledge of improvisation

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and performance of "Big Band" jazz arrangements. Participation in public performance required. 1004.00



MUSIC 25**College Choir**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Prerequisite: Ability to sing acceptably determined by instructor through audition

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and interpretation of a wide variety of accompanied and unaccompanied choral literature. Participation in public performances required. 1004.00

MUSIC 28**Small Ensemble Improvisation/Jazz Theory**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study and performance of jazz, blues and improvisation: Emphasis on the blues using representative compositions of the blues and standard jazz repertoire from 1883 to the present. 1004.00

MUSIC 36**Contemporary Jazz Band Studies**

2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Prerequisite: Ability to play a jazz-oriented instrument proficiently

Acceptable for credit: CSU, UC

Course study under this section may be repeated three times.

Study of materials and techniques unique to the contemporary jazz ensemble: Addition of jazz fusion, Latin, Bossa Nova, Samba and various other African/American styles to the more traditional Big Band Swing. 1004.00

MUSIC 48AA-FZ**Selected Topics in Music**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 1004.00

MUSIC 49**Independent Study in Music**

.5-5 units, .5-5 hours lecture (GR or P/NP)

Acceptable for credit: CSU

See section on Independent Study. 1004.00

MUSIC 109**Beginning Winds I**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Acceptable for credit: CSU, UC

Individualized study of level I Woodwind technique and theory: Instrument assembly, breath support, instrument position, embouchure, tone production, articulation, and lip slurs. Emphasis on the progressive development of skills needed for solo performance. 1004.00

MUSIC 110**Beginning Winds II**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Prerequisite: MUSIC 109

Acceptable for credit: CSU, UC

Individualized study of level II Woodwind technique and theory: Balance and blending, basic improvisation, tone production, embouchure, instrument position, and basic woodwind technique. Emphasis on the progressive development of skills needed for solo performance. 1004.00

MUSIC 111**Beginning Winds III**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Recommended Preparation: MUSIC 110

Acceptable for credit: CSU, UC

Individualized study of level III Woodwind technique and theory: Efficient practice strategies, introduction to pedagogy, performance issues, instrumental technique. Emphasis on the progressive development of skills needed for solo performance. 1004.00

MUSIC 112**Beginning Winds IV**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Recommended Preparation: MUSIC 111

Acceptable for credit: CSU, UC

Individualized study of level IV Woodwind technique and theory: Doubling, performance issues, pedagogy, solo repertoire. Emphasis on the progressive development of skills needed for solo performance. 1004.00

MUSIC 113**Beginning Percussion I**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Acceptable for credit: CSU, UC

Individualized study of level I percussion techniques and theory: Rhythmic notation, fundamentals of snare performance, fundamentals of 3-line notational instruments, introduction to keyboard-percussion instruments, introduction to world percussion instruments, introduction to orchestral percussion. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 114**Beginning Percussion II**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Recommended Preparation: MUSIC 113

Acceptable for credit: CSU, UC

Individualized study of level II percussion techniques and theory: basic hand technique, foot technique, reading percussion notation, improvisation, and introduction to World Music drumming styles. Emphasis on the progressive development of skills needed for solo performance. 1004.00

MUSIC 115**Beginning Percussion III**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Recommended Preparation: MUSIC 114

Acceptable for credit: CSU, UC

Individualized study of level III percussion techniques and theory: advanced level solos for snare drum, and keyboard-mallet percussion instruments, advanced meter precision and rhythmic skills, advanced techniques for performing hand percussion instruments, rhythmic accompanying. Emphasis on the progressive development of skills needed for solo performance. 1004.00

MUSIC 116**Beginning Percussion IV**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Recommended Preparation: MUSIC 115

Acceptable for credit: CSU, UC

Individualized study of level IV percussion techniques and theory: odd meters, Brazilian, Cuban, Caribbean, brush technique. Emphasis on the progressive development of skills needed for solo performance. 1004.00

MUSIC 117**Voice I**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Acceptable for credit: CSU, UC

Individualized study of beginning vocal techniques and theory: Posture, breathing, phonation, resonance, and preparation of lyrics. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 118**Voice II**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Recommended Preparation: MUSIC 117

Acceptable for credit: CSU, UC

Individualized study of level II vocal techniques and theory: Postures other than standing, vowel color, vocal range, intonation, and changes of register. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 119**Voice III**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Recommended Preparation: MUSIC 118

Acceptable for credit: CSU, UC

Individualized study of level III beginning vocal techniques and theory: Anatomy of registers and pitch, consonants, pharyngeal adjustment, vibrato, and special registers in women and men. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 120**Voice IV**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Recommended Preparation: MUSIC 122

Acceptable for credit: CSU, UC

Individualized study of level IV vocal techniques and theory: Vocal initiation and glottal tension, vowel placement, preparing songs in German or French, voice classification, and ensemble singing. Emphasis is on the progressive development of skills need for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 130**Elementary Piano I**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Individualized study of level I beginning piano techniques and theory: Five-finger technique in C Major and D Minor, elementary rhythm, legato, staccato, coordination of both hands, beginning theory related to keyboard music, progressive development of skills. Performance evaluation by music faculty.

MUSIC 131**Elementary Piano II**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Individualized study of level II beginning piano techniques and theory: Five-finger technique in G Major, F Major and E Minor extending to a sixth, finger crossing and chord playing, use of damper pedal, meters with half note and eighth note beats, beginning theory related to level II keyboard music, progressive development of skills. Performance evaluation by music faculty.

MUSIC 132**Elementary Piano III**

1 unit, 1 hour lecture, 2 hours lab (GR or P/NP)

Acceptable for Credit: CSU, UC

Individualized study of level III beginning piano techniques and theory: Five-finger technique in C Major and D Minor, elementary rhythm, legato, staccato, coordination of both hands, beginning theory related to keyboard music, progressive development of skills. Performance evaluation by music faculty.

MUSIC 133**Elementary Piano IV**

1 unit, 1 hour lecture (GR or P/NP)

Acceptable for Credit: CSU, UC

Individualized study of level IV beginning piano techniques and theory: Scale-playing, reading of notation, and performance in Bb and A Major; A, E, B, D, and G Minor; introduction to chromaticism, diminished, and augmented triads; reading and performance of rhythms including sixteenth notes and triplets; Music History relating to keyboard music; progressive development of skills needed for solo performance. Performance evaluation by music faculty.

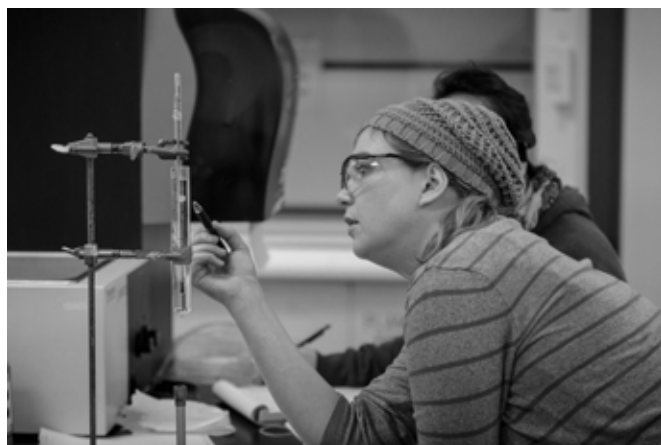
MUSIC 248AA-FZ Selected Topics in Music

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1004.00

NATURAL SCIENCES

See listing for **Liberal Arts with Emphasis in Natural Sciences**.



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

PHILOSOPHY (PHIL)

What is Philosophy? Philosophy is a discipline that examines fundamental questions about everyday life and the natural world. The main objectives of studying **philosophy at College of Alameda** are: (1) to critically analyze ideas, texts, arguments, traditions, and contemporary culture, and (2) to synthesize knowledge for the purposes of inspiring personal and social change. By studying philosophy, you will gain wisdom, clarity, and awareness about a wide variety of philosophical issues that arise within different cultural and historical contexts.

Philosophy will prepare students to transfer to any discipline of their choice within the humanities and social sciences at a college or university. In addition, you will learn valuable life skills such as critical thinking, cultural competence, social activism, community-building, and conflict resolution. Course work in philosophy can be applied to a range of careers in law, education, business, medicine, nursing, law, psychology, sociology, anthropology, theology, social work, and grass-roots and nonprofit organizations.

PHIL 1

Introduction to Philosophy

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of selected classic examples of original works of philosophers: Literature of the discipline and analytical methods, aims, goals, and types of problems peculiar to philosophers and philosophical inquiry; metaphysics, epistemology, valuing and axiology, aesthetics, and religion. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3

PHIL 2

Social and Political Philosophy

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Focus on classic examples of social and political philosophy in Western civilization: Original writings by classic Greeks (Plato and Aristotle), Americans (Hamilton, Madison, and Jefferson), modern Europeans (Marx and Mill), and appropriate contemporary philosophers. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3

PHIL 4

Philosophy of Religion

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Philosophy of religion from both an existential and historical perspective: Existentially, through an examination of "religion" as personal, social and theological; and historically, through an examination of common doctrines in the Semitic, Vedic and East Asian religions. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3

PHIL 5

Ethical Problems

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Analysis of ethical problems such as violence, sex, war and oppression: Imaginative literature, cinema, current events reported in the media, and great traditions of Western civilization. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3

PHIL 10

Logic

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Consideration of logical problems of language: Deduction and induction, fallacies, theory of argument and the scientific method, and study of correct reasoning in Aristotelian and modern logic. 1509.00

AA/AS area 3; CSU area A3

PHIL 20A

History of Ancient Greek Philosophy

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Chronological development of leading philosophical perspectives that have been associated with Western civilization from the Ionians to the Scholastics. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3

PHIL 20B

History of Modern European Philosophy

3 units, 3 hours lecture (GR)

Phil 20A is not prerequisite to Phil 20B.

Acceptable for credit: CSU, UC

Chronological development of leading philosophical perspectives of Modern Europe from the Renaissance to present. 1509.00

AA/AS area 3; CSU area C2; IGETC area 3

PHYSICAL EDUCATION

See listing for **Kinesiology & Athletics**.

PHIL 48AA-FZ**Selected Topics in Philosophy**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 1509.00

PHIL 49**Independent Study in Philosophy**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 1509.00

PHIL 248AA-FZ**Selected Topics in Philosophy**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP)

See section on Selected Topics. 1509.00



PHYSICS (PHYS)

The study of Physics is the study of the universe, beginning with the fundamental structures of nature such as energy and matter. Ideas in physics have led to great developments such as such as relativity, superconductivity, the semiconductor chip, lasers, and string theory.

Careers in physics include: basic and applied research, engineering, science education, and almost any field requiring you to think analytically about whole systems. It is also excellent preparation for higher educational pursuits in professional schools in medicine and patent law.

In the **Physics Department at College of Alameda**, conceptual understanding, problem-solving, and laboratory exercises are well integrated in the curriculum. You will spend time working with other students in class, discussing physics concepts and solving problems together.



These are the **Program Learning Outcomes**:

1. Students apply the concepts of physics to everyday situations.
2. Students develop descriptions of physical systems using mathematics and calculate measurable quantities.
3. Students set up laboratory equipment safely, plan and carry out experimental procedures, identify possible sources of error, reduce and interpret data, and prepare clear written reports.

PHYS 4A

General Physics with Calculus

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite: Math 3A

Recommended preparation: Phys 10

Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, and sound. 1902.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

C-ID PHYS 205

PHYS 4B

General Physics with Calculus

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite: Phys 4A and Math 3B

Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Thermodynamics, electric forces and fields, magnetic forces and fields, electricity, and AC and DC circuits. 1902.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

PHYS 4C**General Physics with Calculus**

5 units, 4 hours lecture, 3 hours laboratory (GR)

Prerequisite: Phys 4B and Math 3C

Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Light, interference, relativity, quantum physics, atoms, molecules, and nuclei. 1902.00

AA/AS area 1; CSU area B1, B3; IGETC area 5A/5C

PHYS 10**Introduction to Physics**

4 units, 4 hours lecture (GR or P/NP)

Recommended preparation: Math 201 or 210D, and Math 202

Not open for credit to students who have completed or are currently enrolled in Phys 2A-2B or 4A-4B-4C.

Acceptable for credit: CSU, UC

Elementary study of major topics of physics: motion, forces, energy, momentum, rotation, oscillation, sound, electromagnetics, light, quantum physics, atoms, nuclei, and relativity. 1902.00

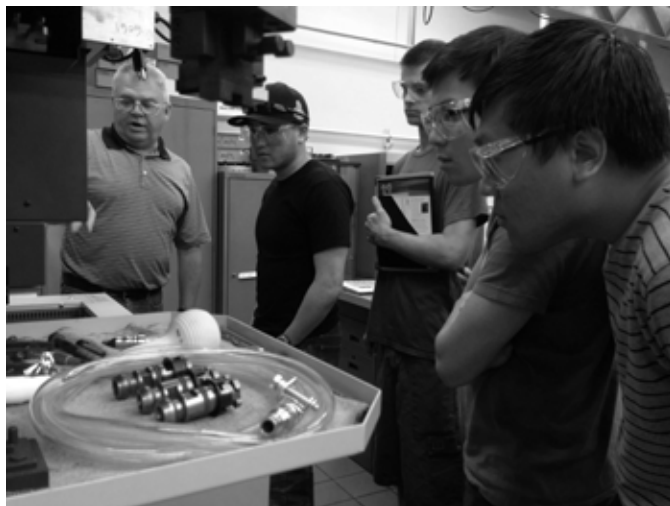
AA/AS area 1; CSU area B1; IGETC area 5A

PHYS 48AA-FZ**Selected Topics in Physics**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 1902.00

**PHYS 49****Independent Study in Physics**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 1902.00

PHYS 248AA-FZ**Selected Topics in Physics**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1902.00



POLITICAL SCIENCE (POSCI)

Politics rules over everything you do as a human being and gives you an understanding that enables you to have more control over your own life. John Adams argued that the reason to study politics is so our children may have the liberty to engage in commerce in order to give their children a right to pursue painting, poetry, and music.

Political Science is the study of politics using the skills of social scientific inquiry. Politics is about power in relationships and the structures operating human society. Inquiry into politics explores the exercise of power in its myriad forms and consequences for people as individuals, in groups, and in society. It is the study of the unfolding of the human story on Planet Earth and just who it is we humans are going to become. This study of power is an integrated field of study drawing upon all the disciplines including most notably sociology, anthropology, philosophy, psychology, economics, urban and organizational studies, and futures studies.

Studying “politics” at College of Alameda prepares you to be an effective global citizen in a twenty-first century knowledge economy guided by the democratic ideal, an ethic of service and the principles of sustainable life and framed within the context of futures consciousness. We offer a pathway to success for you in our partnerships with local nonprofit organizations and relationships with Bay Area universities.

What you will be able to do with what you learn here...

Upon completion of an AA in Political Science at College of Alameda, you will be better able to: 1) demonstrate an overall working knowledge of the principles of governance; 2) demonstrably be able to utilize critical political thinking and “futures consciousness”; and 3) articulate an appreciation of how to apply what you’ve learned here in a manner useful to you in your own life. This set of life skills will enable you to become a more engaged citizen. Being effective in this, you will be better able to face the challenges of the twenty-first century and to adapt to the global social, economic, and environmental challenges we all face.

Careers in Political Science Careers often pursued by persons with training and degrees in political scientists include (but are not limited to): multiple levels of public service and leadership, attorney, diplomat, FBI/CIA Agent, foreign-service officer, labor organizer/union representative, legislative aide, politician, public intellectual, research specialist, and teacher. Other career options in Public Administration include: government management (City, County, Regional, State or Federal Levels); administrative and policy analysis; policy analysis; non-profit administration; and planning and resources development.

The College of Alameda “Politics” Department Program Learning Outcomes are a set of complex life skills. These allow student to use what they learn in our program in their lives beyond school. These are as follows:

- **Demonstrate a degree of knowledge mastery** representing the state of the discipline of political science (theoretical and practical knowledge of the historical background and the foundational principles of government and governance (utilizing: description, definition, summarization & explanation)); and a working knowledge of these in use; with respect to inter-relatedness of humans in the environment, engaging with people from diverse backgrounds, and in understanding and acknowledging the significance of daily individual and social actions relative to global issues and the emergence of our shared future.
- **Demonstrate a degree of critical political thinking proficiency;** as a set of at the life skills applied knowledge of the political grounded in futures consciousness; thus enabling one to better access, evaluate, and interpret ideas found in political philosophy and theory and information enabling people so disciplined to communicate effectively, reach conclusions, and solve problems as citizens – part of the governance structure of a political world – such that they may apply these in their professional pursuits should they choose a path of public service or community leadership, of simply community participants.
- **Demonstrate a degree of capacity to assume personal & political efficacy and responsibility** consistent with democratic republican values – in the application of socio-political concepts explored in this learning experience (class, classes, program) in a meaningful manner to a person’s own self defined reality in the public, private and social sectors; as part of their everyday life as engaged citizens in the modern world system; and in the context of global environmental (and other) challenges.

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

Degree Major Requirements:

Dept/No.	Title	Units
POSCI 1	Government and Politics in the United States	3
POSCI 2	Comparative Government	3
POSCI 4	Political Theory	3
POSCI 6	The U.S. Constitution and Criminal Due Process (3)	
	or	
POSCI 26	U.S. and California Constitution (3)	3
Select two courses (6 units) from the following:		
ANTHR 3	Introduction to Social and Cultural Anthropology (3)	
GEOG 2	Cultural Geography (3)	
HIST 7A	History of the United States to 1877 (3)	
HIST 7B	History of the United States Since 1865 (3)	
HIST 32	The United States Since 1945 (3)	
HUMAN 3	Future Studies (3)	
PHIL 2	Social and Political Philosophy (3)	
POSCI 3	International Relations (3)	
POSCI 8	Law and Democracy (3)	
POSCI 16	State and Local Government (3)	
POSCI 18	The American Presidency (3)	
SOC 1	Introduction to Sociology (3)	
SOC 2	Social Problems (3)	
SOC 3	Sociology of Women (3)	
SOC 5	Minority Groups (3)	
	Total Required Units:	<u>6</u> 18

Associate of Arts in Political Science for Transfer Degree AA-T Degree

The Associate in Arts in Political Science for Transfer Degree (AA-T) is designed for students planning to transfer into the political science major. Political Science is the study of politics using the skills of social scientific inquiry. Political inquiry examines the human use of power in relationships creating the structures operating human society. Inquiry into politics explores power in its myriad forms and consequences for people as individuals, in groups, and in society. This realm of psycho-socio-political inquiry is an integrated field of study drawing upon all the disciplines of the Social and Behavioral Sciences as well as in the Arts and Humanities. Upon completion of an AA-T in Political Science, persons have an increased capacity to: demonstrate an overall working knowledge of the principles of governance; demonstrably be able to utilize critical political thinking; and articulate an appreciation of how to apply what is learned in a manner useful in day to day life. This set of outcomes of learning enables students to become more effective citizens in the context of challenges faced by humans in the Modern World System. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in political science or similar major. Students interested in the AA for transfer degree in political science should consult with the departmental faculty chair.

Degree Major Requirements:

Dept/No.	Title	Units
Required Core Course (3 units):		
POSCI 001	Government and Politics in the United States	3
List A: Three courses (9 units):		
POSCI 2	Comparative Government	3
POSCI 3	International Relations	3
POSCI 4	Political Theory	3
List B: Select two (2) courses (6 units) from the following:		
POSCI 6 *	The U.S. Constitution and Criminal Due Process (3)	
POSCI 26 *	U.S. and California Constitution (3)	
POSCI 35	Introduction to Community Violence Prevention (3)	
POSCI 16	State and Local Government (3)	
HIST 18	20 TH Century American Protest Movements (3)	
POSCI 31	Introduction to Public Administration (3)	
POSCI 37	Transformative Social Change and Futures Studies (3)	
SOC 1	Introduction to Sociology (3)	
SOC 2	Social Problems (3)	
	Total Required Units:	<u>6</u> 18

*Credit is only allowed for either POSCI 6 or POSCI 26, but not both.

Violence Prevention Certificate of Proficiency:

The **Certificate of Proficiency** is an exploration of leadership, prevention and intervention knowledge and skills relative to the field of violence prevention and local community peace building; classroom and field based learning through peer group and individual projects, community based action research, and internships; curriculum contextualized to student career goals; designed for college ready individuals who are interested in working in the field of violence prevention; completion of two 3 unit courses in addition to 2-4 units of internship and/or employment experience in the field. The program includes training in conflict resolution and mediation, self-care, theories and methods for social change as well as coaching through professional development areas identified through a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis completed every semester.

Career Opportunities in Violence Prevention

For individuals interested in careers and leadership opportunities in the field of violence prevention. Bloomberg Business, Idealist.org and Cal Jobs (State of California) all show an increasing need for skilled employees that have the knowledge and skills to navigate through systems and communities to prevent violence. A variety of positions can be acquired by someone with a Certificate in Violence Prevention Strategies. According to the labor market data for the State of California, there is a 6.9% projected increase for Child, Family and School Social Workers, an 11.8% increase for Clergy members, a 13% increase among Counselors, Social Workers and other Specialists. Some other potential careers that see an increase, that we also know are directly related to preventing violence in our communities are Health Educators, with a projected 16% increase and Police and Sheriff Patrol Officers at a 7.7% increase. This certificate program will help prepare individuals in the job market to meet the growing needs of social support and care giving that professions listed above provide.

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
POSCI 35	Introduction to Community Violence Prevention	3
POSCI 36	Applied Peacebuilding and Violence Prevention	3
COPED 451	Occupational Work Experience	<u>2-4</u>
Total Required Units:		8-10

POSCI 1**Government and Politics in the United States**

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

Acceptable for credit: CSU, UC

Introduction to principles and the political process of national, state, and local government: Emphasis on national government and the Constitution. 2207.00

AA/AS area 2; CSU area D, CSU American Institutions; IGETC area 4

C-ID POLS 110

POSCI 2**Comparative Government**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Comparative analysis in government and politics: Political leadership, citizenship participation, centers of power, and political problems of selected governments. 2207.00

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

C-ID POLS 130

POSCI 3**International Relations**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Nature of relations among nation-states: Analysis of basic forces affecting the formulation of foreign policy, dynamics of international politics, survey of rise and development of the nation-state system, problems of nationalism and imperialism with emphasis on development since World War II, and evolution and operation of the United Nations. 2207.00

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

C-ID POLS 140

POSCI 4**Political Theory**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Examination of various theoretical approaches that explore basic political problems and proposed solutions: Analysis of selected theories and their relevance to contemporary socio-political concerns. 2207.00

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

C-ID POLS 120

POSCI 6**The U.S. Constitution and Criminal Due Process**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Survey and analysis of people's rights under criminal and civil law: Procedural civil liberties and rights (defendants, court personnel, and police), concepts of due process and equal protection, search and seizure, and applications of principles and practices to everyday life. 2207.00

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

POSCI 8**Law and Democracy**

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

Acceptable for credit: CSU, UC

Introduction to legal concepts in American democracy and contemporary issues: Theories of historical social injustice and movements; examination of law, social justice, democracy, government, civil rights, civil liberties, and citizenship. 2207.00

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

POSCI 16**State and Local Government**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU

Survey of government institutions and politics in California and the San Francisco Bay Area: Development of Public Policy and current issues such as federalism, elections, land uses, and political parties. 2207.00

AA/AS area 2; CSU area D, CSU American Institutions

POSCI 26**U.S. and California Constitution**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Introductory survey of philosophy, theory, and application of constitutional principles: Role of major institutions of the American Republic, historical background and concepts underlying public law and due process, civil liberties and rights, applications of principles and practices in Constitutional interpretation, structure of the California Constitution, comparative analysis and concepts of U.S. and California Constitutions, and impact upon the lives of citizens. 2207.00

AA/AS area 2; CSU area D; CSU American Institutions; IGETC area 4

POSCI 31**Introduction to Public Administration**

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

Acceptable for credit: CSU, UC

Introduction to the field of public administration: The role of the public sector in American society, the historic development of the public service, issues related to management and leadership in modern governance, issues in human resources and personnel administration, public sector budgeting, and strategies and apparatus of administrative responsibility; survey of the essential competencies, values, and issues which are central to the theory and practice of public administration and policy at the local, state, national and international levels. 2102.00

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

POSCI 32**Learning Organization Governance**

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

Acceptable for credit: CSU

Examination of various theories and practices of shared governance in social/civil sector learning organizations: management, administration, and leadership. Service learning format involving the following areas: Planning, Organizing, Staffing, Directing, Coordinating, Reporting, and Budgeting within an organizational setting. 2102.00

AA/AS area 2

POSCI 35**Introduction to Community Violence Prevention**

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

Acceptable for credit: CSU

Introduction to social history and political consciousness around the conditions that create and perpetuate violence in urban communities: Historical and contemporary issues around violence and the variety of impacts its impact on society; review of approaches toward healing and revitalizing communities that are affected by violence; overview of the field of violence prevention; and intervention strategies to prevent violence and build healthy communities. 2207.00

CSU area E

POSCI 36**Applied Peacebuilding and Violence Prevention**

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

Acceptable for credit: CSU

Introduction to theories and various intervention strategies to prevent violence and build healthy communities: Identification of methods to prevent violence and develop the capacity of impacted people in urban centers to take a leadership role in community development. 2207.00

POSCI 37**Transformative Social Change and Futures Studies**

3 Units, 3 Hours Lecture, (GR or P/NP)

Acceptable for credit: CSU, UC

Introduction to alternative futures studies: Scientific and humanities approaches to studying how past and present images of the future influence human action; exploration of contemporary socio-political dilemmas faced by political communities and individuals with respect to war, peace, and international conflicts; Includes questions of human nature, political economy, morality, genocide, terrorism, ethnic/religious violence, and alternatives to conflicts.

AA/AS area 2, CSU area D

POSCI 41**Service Learning: Law, Democracy, and Public Administration**

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

Acceptable for credit: CSU

Service learning in community, civic or legal settings: Focus upon specific problems in the community; Conceptualization, design and application of projects in real world placements in public and social sector organizations; Civic engagement related to coursework utilizing practical applications of course concepts; Application of skills and knowledge for public service careers. 2207.10

AA/AS Area 2

POSCI 48AA-FZ**Selected Topics in Political Science**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 2207.00

POSCI 49**Independent Study in Political Science**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 2207.00

POSCI 248AA-FZ**Selected Topics in Political Science**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 2207.00

PSYCHOLOGY (PSYCH)

What is Psychology? It is the scientific study of behavior and mental processes. By receiving an A.A. degree in Psychology from COA, we seek to offer you an enhanced life & interpersonal skills helping you with improved self-awareness to empower you in your personal and professional relationships. We also seek to prepare you to enter psychology related fields and transfer to a four-year undergraduate psychology program.

In studying psychology at College of Alameda, you will learn from caring faculty that recognize understanding of the body-mind connection as critical to the transformation of self, culture, and our planet. We encourage students to examine their own psychological issues and develop a keen understanding of who they are, their place in the world and what they will bring to their work with others by emphasizing cognitive and emotional development through self-reflection, academic rigor and experiential practice.

Through taking psychology at College of Alameda, you will take the following life skills with you, which fall under our **Program Learning Outcomes** (PLOs); the ability to:

1. Apply multiple schools of psychology (e.g. psychodynamic, behavioral, cognitive, humanistic, biological, and transpersonal) to living situations.
2. Demonstrate effective communication and interpersonal relationship skills rooted in psychological perspectives and exhibiting an awareness of psychological dynamics in inter-relationship.
3. Increase awareness of self, others, and the environment in order to have greater agency and authentic expression.

The study of Psychology enables you to better comprehend how people think, perceive, learn, develop unique personalities, manage stress, and interact with one another. **Psychology careers include:** jobs in therapy and counseling, schools, hospitals, prisons, courtrooms, community health and rehabilitation centers, sports and corporate offices. The study of psychology is good preparation for many professions, as well as, for one's life.

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

Degree Major Requirements:

Dept/No.	Title	Units
PSYCH 1A	Introduction to General Psychology	3
PSYCH 1B	Introduction to General Psychology	3
Select four courses (12 units) from the following:		
PSYCH 3	Introduction to Personality Theory (3)	
PSYCH 7A	Psychology of Childhood (3)	
PSYCH 7B	Adolescent Psychology (3)	
PSYCH 9A	Interpersonal Relations (3)	
PSYCH 9B	Interpersonal Relations (3)	
PSYCH 12	Human Sexuality (3)	
PSYCH 18	Psychology of Minority Groups (3)	
PSYCH 24	Abnormal Psychology (3)	<u>12</u>
Required Semester Units		18

Associate in Arts in Psychology for Transfer AA-T Degree

The Associate in Arts in Psychology for Transfer Degree is designed for students planning to transfer into the psychology major. A study of psychology is built upon the scientific study of human behavior and mental processes. Students pursuing the AA for transfer into the psychology major will study the nature of consciousness and the development of the person, basic processes of human perception, learning, cognition and motivation; the relationship of behavior to physiology; and the nature of psychological disorders and how psychologists use their knowledge to help improve the quality of people's lives. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in psychology or similar major. The Associate transfer degrees (AA-T) require the completion and certification of the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, as well as the specific Associate for transfer (AA-T) major degree requirements. The AA-T does not require any additional college specific General Education requirements. Students interested in the AA for transfer degree in psychology should consult with the Social Sciences Department Chair and a counselor.

Degree Major Requirements:

Dept/No.	Title	Units
Required Core:		
PSYCH 1A	Introduction to General Psychology	3
PSYCH 28	Introduction to Research Methods in Psychology	3
MATH 13	Introduction to Statistics	4
List A: Select one		
BIOL 10	Introduction to Biology	4
List B: Select one (3-4 units)		
PSYCH 1B	Introduction to General Psychology (3)	
ENGL 5	Critical Thinking in Reading and Writing (3)	
ENGL 1B	Composition and Reading (4)	4
List C: Select one (3 units)		
PSYCH 3	Introduction to Personality Theory (3)	
PSYCH 7A	Psychology of Childhood (3)	
PSYCH 7B	Adolescent Psychology (3)	
PSYCH 9A	Interpersonal Relations (3)	
PSYCH 9B	Interpersonal Relations (3)	
PSYCH 12	Human Sexuality (3)	
PSYCH 18	Psychology of Minority Groups (3)	
PSYCH 24	Abnormal Psychology (3)	
PSYCH 29	Introduction to Forensic Psychology (3)	
PSYCH 34	Psychology of Resiliency, Stress Management, and Personal Growth (3)	3
Required Semester Units		20-21

PSYCH 1A**Introduction to General Psychology**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Scientific principles of psychology: Application of scientific research in understanding learning, human development, biological processes, personality, behavior disorders, social psychology, and adjustment of the human organism. 2001.00

AA/AS area 2; CSU area D, E; IGETC area 4; C-ID PSY 110

PSYCH 1B**Introduction to General Psychology**

3 units, 3 hours lecture (GR)

Psych 1A is not prerequisite to Psych 1B.

Acceptable for credit: CSU, UC

Continuation of PSYCH 1A: Psychological research methods and principles of behavior modification. 2001.00

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

PSYCH 3**Introduction to Personality Theory**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Classical and contemporary personality theories. Theorists from each of the major forces in psychology: Psychoanalytical (Freud, Jung, Adler); behavioral (Skinner, Bandura); humanistic (Maslow, Rogers). 2001.00

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

PSYCH 7A**Psychology of Childhood**

3 units, 3 hours lecture (GR)

Not open for credit to students who have completed or are currently enrolled in Psych 7L.

Acceptable for credit: CSU, UC

Physical, intellectual, and emotional growth of children from conception to puberty: Factors of heredity and environment as determinants of this development. 2001.00

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

PSYCH 7B**Adolescent Psychology**

3 units, 3 hours lecture (GR)

Psych 7A is not prerequisite to Psych 7B.

Acceptable for credit: CSU, UC

Study of adolescence: Emphasis on psycho-social factors influencing peer relationships, attitudes towards parents and other adults, and induction into adult society. 2001.00

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

PSYCH 9A**Psychology of Interpersonal Relations**

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

Acceptable for credit: CSU, UC

Group approach to the study of interpersonal relations: Principles of adjustment psychology from Rogerian, Gestalt, Jungian, Humanistic, and other schools of thought applicable to issues raised by students. 2001.00

AA/AS area 2; CSU area E; IGETC area 4

PSYCH 9B**Psychology of Interpersonal Relations**

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

Psych 9A is not prerequisite to Psych 9B.

Acceptable for credit: CSU, UC

Group approach to the study of interpersonal relations: Principles of adjustment psychology from Rogerian, Gestalt, Jungian, Humanistic, and other schools of thought applicable to issues raised by students. 2001.00

AA/AS area 2; CSU area E; IGETC area 4

PSYCH 12**Human Sexuality**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Exploration and analysis of the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural; urogenital system of both sexes, birth control devices, and pregnancy. 2001.00

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

PSYCH 18**Psychology of Minority Groups**

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

Acceptable for credit: CSU, UC

Examination of the philosophical roots of the psychological and behavioral modalities expressed by people of color: Exploration of key principles related to Latin-American, Asian-American, Native-American, and African-American mentalities such as self-conception, identity, personality, and consciousness. 2001.00
AA/AS area 2, 5; CSU area D, E; IGETC area 4

PSYCH 24**Abnormal Psychology**

3 units, 3 hours lecture (GR)

Prerequisite: Psych 1A

Acceptable for credit: CSU, UC

Survey of major psychological disorders: Historical perspectives of various theoretical models (biological, psychodynamic, behavioral, cognitive, humanistic, existential, socio-cultural); review of research for understanding of origins and most promising treatments. 2001.00

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

PSYCH 28**Introduction to Research Methods in Psychology**

3 Units, 3 Hours Lecture (GR or P/NP)

Prerequisites: PSYCH 1A and MATH 13

Acceptable for Credit: CSU, UC

Introduction to research methods for psychology: Research design; experimental procedures; descriptive methods; instrumentation; collection, analysis, and reporting of research data; review of research design and methodology in various sub-disciplines of psychology. 2001.00

AA/AS area 2; CSU area D; IGETC area 4; C-ID PSY 200

PSYCH 29**Introduction to Forensic Psychology**

3 Units, 3 Hours Lecture (GR)

Acceptable for credit: CSU

Introduction to the principles and core concepts in forensic psychology from multiple perspectives: Criminal, civil and family law; professional ethical standards of care and practice in psychology contextual to criminal justice systems; community psychology applications in advocating and direct involvement in healthy community development and violence prevention in our local communities.

AA/AS area 2; CSU area D

PSYCH 34**Psychology of Resiliency, Stress Management, and Personal Growth**

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

Acceptable for credit: CSU

Overview of psychological and physiological manifestations of stress in the context of wellness and living in the Modern World System: Exploration of theoretical and research foundations addressing problems in living; Review of positive and negative consequences of stress relative to wellness, immune system response, and illness; Illustration of life and stress coping skills, life action planning, and resiliency. 2001.00

PSYCH 48AA-FZ**Selected Topics in Psychology**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 2001.00

PSYCH 49**Independent Study in Psychology**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 2001.00

PSYCH 248AA-FZ**Selected Topics in Psychology**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 2001.00

SOCIAL AND BEHAVIORAL SCIENCES

See listing for **Liberal Arts with Emphasis in Social and Behavioral Sciences**.

SOCSC 48AA

Leadership in Action: Power, Privilege, and Food Justice

3 Units, 3 Hours Lecture, (GR or P/NP)

Acceptable for credit: CSU

Introduction to issues of community leadership relative to food justice, poverty, economics, politics, and social movements: Application of constructivist theories and community engagement approaches to these challenges.
2201.00



SOCIOLOGY (SOC)

What is Sociology? Sociology is the scientific study of social lives of people, groups, and societies. Sociologists apply the rigors of the scientific method to relevant issues in the social world, from micro interaction like the public order, to macro forces like globalization. A sociological perspective is a remarkable tool that helps people analyze the practical impact and ethical implications of people’s choices and decisions in the workplace, family, community, and wider society.

Why study Sociology at College of Alameda? Our lower-division courses introduce students to the most important concepts, methods, and empirical research in sociology. Students learn multiple methods of data collection, professional writing, and presentation skills, which help them succeed academically at four year colleges and universities and also make them marketable in the labor market.

What you can do with Sociology? Sociology is applicable to multiple issues in our diverse world. As a result, students who take our courses are prepared for academic study and careers across many disciplines. Every organization can use a sociologist. Students who complete our programs work in a variety of academic and applied settings from marketing, social work, business, criminology, the public sector, law enforcement, health, medicine, and even programming.

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

Degree Major Requirements:

Dept/No.	Title	Units
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
Select one course (3 units) from the following:		
SOC 3	Sociology of Women (3)	
SOC 5	Minority Groups (3)	3
Select three courses (9-10 units) from the following:		
ANTHR 3	Introduction to Social and Cultural Anthropology (3)	
MATH 13	Introduction to Statistics (4)	
PSYCH 1A	Introduction to General Psychology (3)	
PSYCH 1B	Introduction to General Psychology (3)	
PSYCH 7A	Psychology of Childhood (3)	
PSYCH 7B	Adolescent Psychology (3)	
SOC 3	Sociology of Women (3) (if not already selected above)	
SOC 5	Minority Groups (3) (if not already selected above)	
		<u>9-10</u>
Total Required Units		18-19

The **Associate in Arts in Sociology for Transfer (AA-T)** is designed for students planning to transfer into the Sociology major at a California State University. A student pursuing this degree will meet the AB 1440 Transfer Curriculum Model for CSU.

Degree Major Requirements:

Dept/No.	Title	Units
SOC 1	Introduction to Sociology	3
Required (two of the following):		
SOC 2	Social Problems (3)	
SOC 120	Introduction to Research Methods (3)	
MATH 13	Introduction to Statistics (4)	6-7
Required (two of the following):		
SOC 3	Sociology of Women (3)	
SOC 5	Minority Groups (3)	
SOC 8	Crime and Deviance (3)	
PSYCH 12	Human Sexuality (3)	6
Required (one of the following):		
ANTHR 3	Introduction to Social and Cultural Anthropology (3)	
HIST 18	20th Century American Protest Movements (3)	
POSCI 4	Political Theory (3)	<u>3</u>
Total Required Units		18-19

SOC 1

Introduction to Sociology

3 units, 3 hours lecture (GR)
 Acceptable for credit: CSU, UC
 Basic concepts, theoretical approaches, and methods of sociology: Analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and global dynamics. 2208.00
 AA/AS area 2; CSU area D; IGETC area 4; C-ID SOCI 110

SOC 2

Social Problems

3 units, 3 hours lecture (GR)
 Acceptable for credit: CSU, UC
 Study of society through the application of sociological principles and critical thinking skills to the identification and analysis of selected social problems: Poverty, racism/sexism, drug abuse, crime, and population control. 2208.00
 AA/AS area 2; CSU area D; IGETC area 4 ; C-ID SOCI 115

SOC 3**Sociology of Women**

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

Also offered as Hist 56. Not open for credit to students who have completed or are currently enrolled in Hist 56.

Acceptable for credit: CSU, UC

Exploration of various conceptual frameworks regarding the status of women: Structure-function, role dynamics, dominant-subordinate minority group interaction, and concepts of oppression-liberation with emphasis on current trends of the movement. 2208.00

AA/AS area 2; CSU area D; IGETC area 4; C-ID SOCI 140

SOC 5**Minority Groups**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

Analysis of racial, religious, and ethnic minority groups: General principles of dominant-minority group relations. 2208.00

AA/AS area 2, 5; CSU area D; IGETC area 4; C-ID SOCI 150

SOC 48AA-FZ**Selected Topics in Sociology**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 2208.00

SOC 49**Independent Study in Sociology**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 2208.00

SOC 120**Introduction to Research Methods**

3 Units, 3 Hours Lecture (GR or P/NP)

Prerequisite: SOC 1

Recommended Preparation: MATH 13

Acceptable for credit: CSU, UC

Introduction to empirical research for the social sciences: Nature of theory, hypotheses, variables, ethics of research; application of qualitative and quantitative analytic tools including survey, observational, experimental, case study, and comparative 2208.00

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

C-ID SOCI 120; C-ID POLS 160

SOC 248AA-FZ**Selected Topics in Sociology**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 2208.00



SPANISH

(SPAN)

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

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

- Communicate with native speakers at home and worldwide
- Increase employment potential
- Improve memory and cognitive skills
- Enhance travel worldwide
- Become more aware of cultural identities

Beyond acquisition, learning languages can help us to see the world from a different perspective and to understand who we all are as human beings.

Spanish Program Learning Outcomes:

I. Grammatical Proficiency

Speak, write and comprehend Spanish with accuracy as students advance through the course levels.

II. Language Skill Application

Understand and communicate with native speakers in Spanish with cultural fluency through the progressive skill levels and in conjunction with course content.

III. Cultural Knowledge

Demonstrate cultural and historical understanding of the societies associated with Spanish as students advance through the course levels.

SPAN 1A

Elementary Spanish

5 units, 5 hours lecture (GR or P/NP)

Course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

Development and application of language skills and cultural exploration of the Spanish speaking world: Study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. 1105.00
AA/AS area 3; CSU area C2; IGETC UC Language

SPAN 1B

Elementary Spanish

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Span 1A

Acceptable for credit: CSU, UC

Continuation of Spanish 1A: Development and application of language skills and cultural exploration of the Spanish speaking world; study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3; IGETC UC Language

SPAN 2A

Intermediate Spanish

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Span 1B

Acceptable for credit: CSU, UC

Conversation, analysis and composition based on selected readings from short stories and articles on culture and history of the Spanish-speaking world: Exploration of culturally relevant topics; grammar review of indicative tenses, imperative and subjunctive mood; expansion of vocabulary and idioms; course conducted in Spanish. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3; IGETC UC Language

SPAN 2B

Intermediate Spanish

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Span 2A

Acceptable for credit: CSU, UC

Analysis and composition based on selected readings from Spanish and Latin American literature, articles on culture and history of the Spanish-speaking world: Exploration of culturally relevant topics; continued grammar review with emphasis on past subjunctive and sequence of tenses; advanced conversation; expansion of vocabulary and idioms; course is conducted in Spanish. 1105.00

AA/AS area 3; CSU area C2; IGETC area 3; IGETC UC Language

SPAN 30A**Beginning Conversational Spanish**

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

Acceptable for credit: CSU

Introduction to conversational Spanish: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

SPAN 30B**Beginning Conversational Spanish**

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

Recommended preparation: Span 30A

Acceptable for credit: CSU

Continuation of SPAN 30A: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00

SPAN 48AA-FZ**Selected Topics in Spanish**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics. 1105.00

SPAN 49**Independent Study in Spanish**

.5-5 units, .5-5 hours lecture (GR)

Acceptable for credit: CSU

See section on Independent Study. 1105.00

SPAN 248AA-FZ**Selected Topics in Spanish**

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1105.00



VIETNAMESE

(VIET)

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

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

- Communicate with native speakers at home and worldwide
- Increase employment potential
- Improve memory and cognitive skills
- Enhance travel worldwide
- Become more aware of cultural identities

Beyond acquisition, learning languages can help us to see the world from a different perspective and to understand who we all are as human beings.

Vietnamese Program Learning Outcomes:

I. Grammatical Proficiency

Speak, write and comprehend Spanish with accuracy as students advance through the course levels.

II. Language Skill Application

Understand and communicate with native speakers in Vietnamese with cultural fluency through the progressive skill levels and in conjunction with course content.

III. Cultural Knowledge

Demonstrate cultural and historical understanding of the societies associated with Vietnamese as students advance through the course levels.

VIET 1A

Elementary Vietnamese

5 units, 5 hours lecture (GR or P/NP)

Course is equivalent to two years of high school study.

Acceptable for credit: CSU, UC

Introduction to spoken and written Vietnamese: Emphasis on listening comprehension, oral practice, grammar, vocabulary building, and elementary readings; introduction to Vietnamese culture. 1117.20

AA/AS area 3; CSU area C2; IGETC UC Language

VIET 1B

Elementary Vietnamese

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Viet 1A

Acceptable for credit: CSU, UC

Continuation of VIET 1A: Strengthening of reading comprehension and development of writing skills to a high beginning level. 1117.20

AA/AS area 3; CSU area C2; IGETC UC Language

VIET 2A

Intermediate Vietnamese

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Viet 1B

Acceptable to: CSU, UC

Intermediate-level spoken and written Vietnamese: In-depth study and practice of all basic language skills, grammar, vocabulary building, exploration of the Vietnamese structure, and growth in cultural understanding. 1117.20

AA/AS area 3; CSU area C2; IGETC area 3; IGETC UC Language

VIET 2B

Intermediate Vietnamese

5 units, 5 hours lecture (GR or P/NP)

Prerequisite: Viet 2A

Acceptable to: CSU, UC

Continuation of VIET 2A: In-depth study and practice of all basic language skills, grammar, vocabulary building, language structure and use, and further knowledge of cultural understanding and appreciation. 1117.20

AA/AS area 3; CSU area C2; IGETC area 3; IGETC UC Language

VIET 48AA-FZ

Selected Topics in Vietnamese

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

Acceptable for credit: CSU

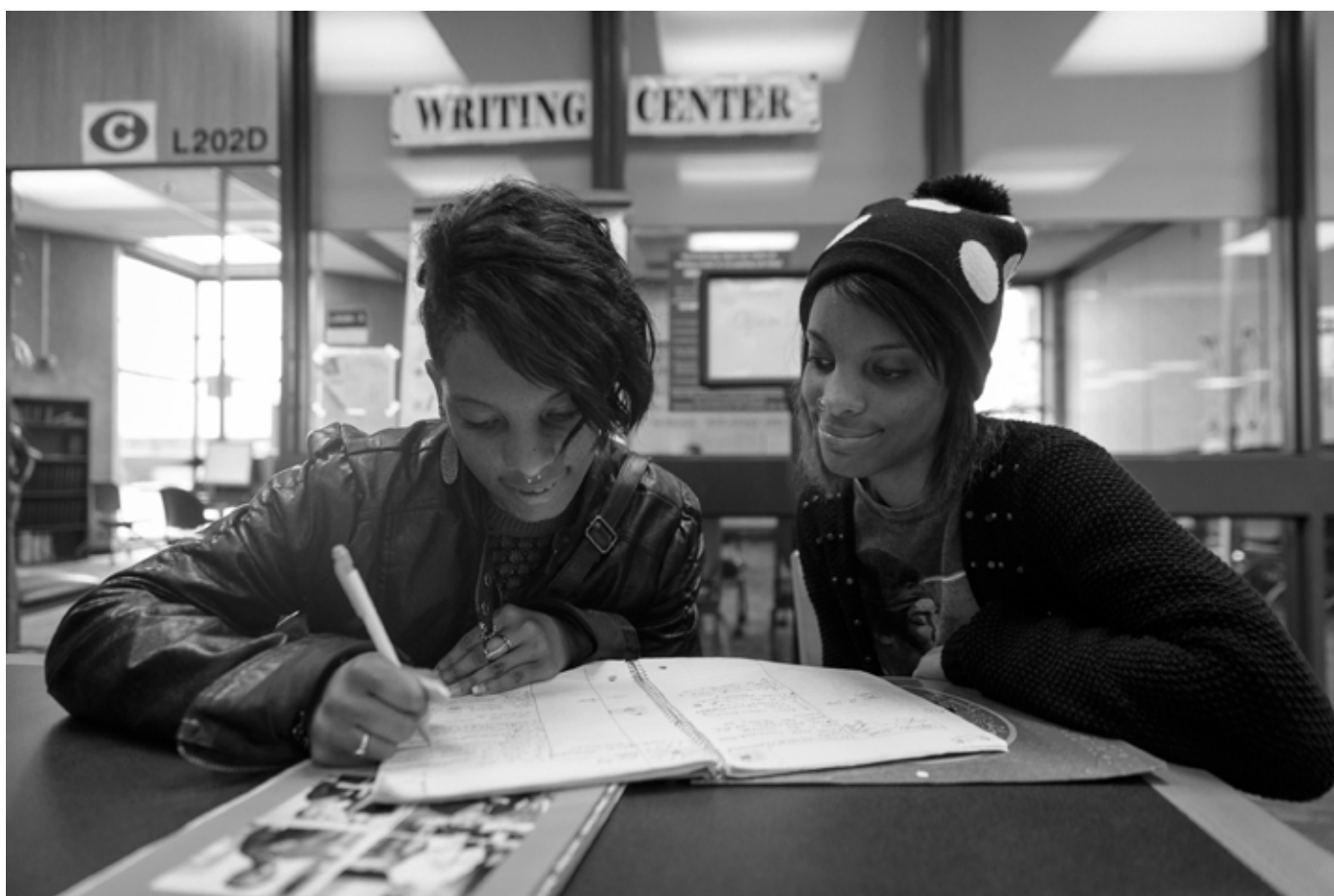
See section on Selected Topics. 1117.20

VIET 248AA-FZ

Selected Topics in Vietnamese

.5-5 units, 0-5 hours lecture, 0-15 hours laboratory (GR or P/NP)

See section on Selected Topics. 1117.20



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

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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.

Class Start and End Times

Students are expected to be in class, prepared for instruction, at the designated class starting time.

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 two (2) 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 opposite for chart*)

Pass/No Pass Policy

In designated courses, students may elect to take the course on a pass/no pass 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 pass/no pass course, the student earns the specified number of units and the record will show "P" (which indicates a "C" grade or better). If the student's work is unsatisfactory, the record will show "NP" (which indicates a "D" grade or below). All units of "P" will be counted in satisfaction of community college curriculum requirements, but will not be used in computation of GPA.

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

GR: Course may be taken for letter grade only.

P/NP: May be taken for credit/no credit only.

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

A student may not repeat a course in which a grade of "P" was earned. A student may repeat a course in which a grade of "NP" was earned.

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

Pass/No Pass Option: Each Peralta College shall determine which courses can be offered on a pass/no basis and shall specify in the college catalog which courses have this option. (In absence of such a determination, a course will be presumed to be offered on a letter-grade basis.)

The student's decision to take a course for Pass/No Pass must be made prior to the fourth week of instruction (30% of instruction for summer session and short-term classes). The student must go into the Passport Student Center to choose P/NP.

All units earned on a pass/ no pass basis in California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements, but such courses shall not be included in determining a student's grade point average.

Students planning to transfer to a four-year institution are cautioned that in most cases courses in which a grade of "P" was earned will not be counted toward their major. Furthermore, limitations are imposed on the number of units of "P" that will be counted toward a Bachelor's degree. The student should consult the catalog of the transfer institution for more specific information on regarding the use of courses in which a "P" grade was received.

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Grading Policies and Grade Symbol Definitions

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

Symbol	Points	Definition
A	4	Excellent
B	3	Good
C	2	Satisfactory
D	1	Passing, less than satisfactory
F	0	Failing
FW	0	Failing The FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline. The FW grade is treated in the same manner as an F grade for the purposes of calculating grade point average, course repetition, and academic standings for probation/dismissal.
P		Pass (at least satisfactory; units awarded not counted in GPA)
NP		No Pass (less than satisfactory, or failing; units not counted in GPA)
I		Incomplete (incomplete academic work for unforeseeable and justifiable reasons at the end of the term) Conditions for removal of the "I" and the grade assigned shall be filed by the instructor with the Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The "I" symbol must be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A time extension beyond one year but not to exceed one semester or quarter may be granted by petition.
IP		In Progress The "IP" symbol shall be used to indicate that the course extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.
RD		Report Delayed The "RD" symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the students. It is temporary. This temporary symbol shall not be used in calculating grade point averages and shall be replaced by a permanent symbol as soon as possible.
W		<p>Withdrawal</p> <p>A withdrawal reported to the Office of Admissions and Records during the first four weeks of instruction (or thirty percent [30%] of instruction under the semester system, summer session, intersession and short-term courses) shall not be noted on the student's academic record.</p> <p>A "W" symbol can be awarded any student between the end of the fourth week or instruction and the end of the fourteenth week of instruction (or between 30-75% of instruction under the semester system, summer session, intersession, and short-term courses).</p> <p>The academic record of a student who has not withdrawn from class or has not been dropped by an instructor within the time allowed by this policy must reflect a grade other than "W" as awarded by the instructor. The "W" symbol shall not be used for academic probation but only for progress probation.</p> <p>A "W" shall not be assigned "if a determination is made pursuant to (Title 5) sections 5900 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment." In such instances, no symbol will be assigned.</p> <p>It is the student's responsibility to drop a class. Students can drop a class online through the Passport Student Center or in the college Office of Admissions and Records.</p>

Symbol	Points	Definition
MW		<p>Military Withdrawal</p> <p>The “MW” shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the “MW” symbol may be given in lieu of a grade at any time after the last day to withdraw without receiving a letter grade (14 weeks for semester colleges). The “MW” shall not be counted in determining “progress probation” and in calculating grade points for dismissal.</p> <p>For students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses, the Peralta Community College District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.</p>

Dropping Classes/Withdrawal

Students are responsible for dropping classes through the Passport System via the Internet or at the college Office of Admissions and Records.

Students should refer to the academic calendar in the catalogs or the class schedule to determine the deadline dates for dropping a class with a refund, with no grade, or with a “W”. A withdrawal reported to the District Admissions and Records Office prior to the Census date shall not be noted on the student’s academic record.

A “W” symbol will be recorded on the student’s transcript up on withdrawal during the period after the Census date and the end of the fourteenth week of instruction (or between 21% to 75% of instruction for the summer session and short-term courses). The “W” symbol shall not be used to determine academic probation but only to determine progress probation. The academic record of a student who has not withdrawn from class nor has been dropped by an instructor within the time allowed must reflect a grade other than “W” as awarded by the instructor.

Students will not be permitted to withdraw and receive a “W” in a class more than three times (substandard grades are also included in determining the ability to repeat courses).

Enrollment Fee Refund Information can be obtained at the following Web link: web.peralta.edu/admissions/fees/refund-procedures/.

Academic Renewal Policy

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

- a. A period of one year must have elapsed since the work to be alleviated was completed;

- b. The student has requested the action formally and has presented evidence that work completed in the term (s) under consideration is (are) substandard and not representative of present scholastic ability and level of performance;
- c. Since the most recent work to be disregarded was completed, the student must have completed 15 lower-division semester units with at least a 2.5 GPA, at either any of the Peralta Colleges or another regionally accredited institution.

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

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.

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.

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 "P" would compute the GPA as follows:

Attempted	Completed	Grade	(Points)	Multiply Grade	Points
3 units	3 units	A	(4 points)	$3 \times 4 =$	12
5 units	5 units	B	(3 points)	$5 \times 3 =$	15
3 units	3 units	C	(2 points)	$3 \times 2 =$	6
3 units	3 units	D	(1 point)	$3 \times 1 =$	3
1 unit	0 unit	F	(0 point)	$1 \times 0 =$	0
<u>0 unit</u>	<u>1 unit</u>	P	(0 point)	$0 \times 0 =$	<u>0</u>
15 units	15 units				36 grade points
36 grade points earned					
					= 2.40 GPA
15 semester units attempted					

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

Definition of Unit Value

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

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

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

Advanced Placement Policy

The Peralta Community College District participates in the Advanced Placement Program of the College Entrance Examination Board. The Peralta Community College District grants Advanced Placement credit according to the following policies:

College Credit for Advanced Placement (AP) Tests, International Baccalaureate (IB), and the College-Level Examination Program (CLEP)

General Guidelines

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

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

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Advanced Placement Procedures

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

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

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

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

² If a student passes more than one AP exam in Calculus or more than one AP exam in Computer Science, only one examination may be used.

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

Advanced Placement Procedures, Continued

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

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

² If a student passes more than one AP exam in Calculus or more than one AP exam in Computer Science, only one examination may be used.

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

International Baccalaureate Procedures

If you wish to apply for IB credit, you should:

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

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

¹ The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-native speakers. Language A1 and A2 are advanced courses in literature for native and non-native speakers respectively.

College-Level Examination Program Procedures

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

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

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

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

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Advanced Placement Tests

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

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

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

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

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

Some four-year institutions (e.g., out-of-state, independent) may not accept AP credit.

Actual transfer credit awarded for admission is determined by the CSU and UC.

Individual CSU and UC campuses continue to determine the applicability and quantity of AP credits granted toward major or baccalaureate degree requirements.

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

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

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

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

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

International Baccalaureate Examination Program

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

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

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

College-Level Examination Program (CLEP)

The following CLEP examinations can be used for credit toward a Certificate, Associate Degree, or CSU GE Breadth certification. CLEP exams cannot be used for IGETC certification.

You must have achieved **at least a score of 50** on any of the following exams with the exception of a score of **59 on French Level II, 60 on German level II, and 63 on Spanish level II.**

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

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

Good Academic 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 "NP" are recorded reaches at least 50 percent of the grades.

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

Standards for Dismissal

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

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

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

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

Units Attempted

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

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. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition.

Course Repetition and Repeatable Courses

(AP 4225)

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

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

A. Alleviate substandard academic work [55040(b)(2), 55042]

- (1) A student may petition for approval to repeat a course when a student was awarded a substandard grade (less than “C”, and including “FW”) or received a “W”. Per Title 5 regulations, the student can only repeat the course twice (thus can only take the course three times).
- (2) When a student repeats a course to alleviate substandard academic work, the previous grade and credit will be disregarded in the computation of the grade point average.
- (3) Courses that are repeated shall be recorded on the student’s permanent academic record using the appropriate symbol.
- (4) Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.
- (5) Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

B. Withdrawal (55024)

- (1) As noted above in section A, when a student withdrew from a course and received a “W” the student may petition to enroll again in the credit course. The maximum a student can repeat a course when a “W” or when a substandard grade was received is twice (thus a student can only take the course three times)
- (2) The “W” shall not be used in calculating GPA, but must be used in determining probation and dismissal
- (3) Military withdrawal, withdrawals due to extraordinary conditions (58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward these enrollment limits.

C. Significant lapse of time [55040(b)(3), 55043]

- (1) A student may petition to repeat a course when the student received a satisfactory grade the last time the student took the course but where there has been a “significant lapse of time” of no less than 36 months.
- (2) However, repetition of a course for “significant lapse of time” can occur only if there is a properly established recency prerequisite for the course or program pursuant to Title 5 section 55003, or

- (3) Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating a specific course. Repetition is allowed even where less than 36 months has elapsed, if the student provides documentation that repetition is necessary for the student to transfer to the institution of higher education.

- (4) The previous grade and credit will be disregarded in computing the student’s GPA.

D. Recency requirement at an institution of higher education [55040(b)(3), 55043]

- (1) As noted above in section C, a student may petition to repeat a course when “another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.”
- (2) The student must provide documentation that repetition is necessary for the student to transfer to the institution of higher education.
- (3) The previous grade and credit will be disregarded in computing the student’s GPA.

E. Legally mandated [55040(b)(8)]

- (1) A student may petition to repeat a course not marked as repeatable “in instances when such repetition is necessary for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.”
- (2) Such courses may be repeated for credit any number of times as legally required.
- (3) Students must certify or provide documentation that course repetition is legally mandated.
- (4) The grade received each time shall be included for purposes of calculating the student’s grade point average.

F. Significant change in industry or licensure standards [55040(b)(9)]

- (1) A student may petition to repeat a course “as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student’s employment or licensure.”
- (2) The student must certify or provide documentation that there has been a significant change in industry or licensure necessitating course repetition.
- (3) The grade received each time shall be included for purposes of calculating the student’s grade point average.

G. Extenuating circumstances [55040(b)(5), 55045]

- (1) A student who has earned a satisfactory or substandard grade may petition to repeat a course due to an extenuating circumstance – verified cases of accidents, illness, or other circumstances beyond the student’s control.

- (2) The previous grade and credit will be disregarded in the computing of the student's grade point average.
- (3) This does not apply to courses designated as repeatable.
- H. Occupational Work Experience [55040(b)(6), 55253]
- (1) Students may repeat all types of Cooperative Work Experience Education, but shall not exceed 16 semester units, subject to the following limitations:
- General Work Experience Education: a maximum of 6 semester credit hours may be earned during one enrollment period in general work experience education.
 - Occupational Work Experience Education: a maximum of 8 semester credit hours during one enrollment period in occupational work experience education.
- (2) The grade each time shall be included for the purpose of calculating the student's grade point average.
- I. Variable unit open-entry/open-exit courses [55040(b)(4), 55044]
- A student is permitted to enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course once.
 - A student may petition to repeat a portion of such a course if the student has received a substandard grade. See section A above.
 - Under no circumstances may a portion of a physical education course be repeated.
- J. Special classes for students with disabilities [55040(b)(7)]
- A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 section 56029.
 - The previous grade and credit may be disregarded in computing the student's grade point average each time the course is repeated. All prior work must remain legible on the student's academic record to ensure a true and complete academic history.
- K. Courses required by CSU or UC for completion of a bachelor's degree [55040(b)(1), 55041(a)(1)]
- A course may be designated as repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor's degree
 - The district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of the bachelor's degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by Title 5, 59020 et sq.
 - In most cases, the limit will be four (4) semesters.
 - The grade received each time shall be included for calculating the student's grade point average.

- L. Intercollegiate athletics [55040(b)(1), 55041(a)(2)]
- A student may repeat a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.
 - There is a limit of 350 contact hours per year per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in courses that focus on conditioning or skill development for the sport) OR the participation of a student for up to four
 - Semester enrollments in the course [58161(d), 58162].
 - The grade received each time shall be included for calculating the student's grade point average.

- M. Intercollegiate academic or vocational competition [55040(b)(1), 55041(a)(3)]
- A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges.
 - The outcomes of the course must be tied to the student's participation in the competition.
 - The event must be sanctioned by a formal collegiate or industry governing board.
 - A student is permitted four (4) semesters of enrollment in one single course or a combination of courses that are related in content.
 - The enrollment limits apply even if the student receives a substandard grade or a "W" during one of the enrollments or petitions due to extenuating circumstances as provide in Title 5, 55045.
 - The grade each time shall be included for calculating the student's grade point average.

- N. Active participatory courses in physical education, and visual or performing arts that are related in content [55040(c)]
- A student is not permitted to enroll in active participatory courses (those courses where individual study or group assignments are the basic means by which learning objectives are obtained) in physical education, visual or performing arts that are related in content more than four (4) times [four courses].
 - A course related in content includes any course with similar primary educational activities in which skill levels or variation are separated into distinct courses with different student learning outcomes for each level or variation.
 - The limitation on enrollment applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstance.
 - All grades and credits received count in calculating the student's grade point average.

Remedial Course Limit

Per Title 5, section 55035, no student shall receive more than 30 semester units (or 45 quarter units) for remedial coursework. Remedial course work is defined as “pre-collegiate basic skill instruction delivered in non-degree applicable credit mode.”

Students enrolled in one or more courses of English as a Second Language (ESL) and students identified by the district/colleges as having a learning disability (defined in section 56036) are exempted from the limitation on remedial coursework.

A student who has exhausted the unit limitation on remedial coursework may apply for a waiver for a specified period of time or for a specified number of units. Waivers will be granted to students who show significant, measureable progress toward the development of skills appropriate to his/her enrollment in college-level courses.

Credit by Examination

A registered student who is attending classes, is in good-standing (not on probation), and has completed at least 6 units at College of Alameda may request by petition to take an equivalency examination in certain designated courses. (Confer with a counselor regarding these specific courses.) The petition, which may be obtained in the Admissions and Records Office, should be accompanied by evidence of knowledge or experience in the content of the course. Final determination of eligibility to challenge a course by examination is made by the Department Chairperson for the course involved.

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

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

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

- Computer Information Systems 205
- All Cosmetology theory courses
- Chinese 1
- French 1A, 1B and 2A
- Japanese 1A
- Mathematics 201, 203*, and 208
- Media Communications 104
- Spanish 1A, 1B
- Welding Technology 242

* Effective Fall 2009 unless student has prior catalog rights, see a counselor for more information

For more detail regarding Credit by Examination, please see AP 4235: Credit by Examination. The “Petition for Credit by Examination” is available online at: <http://web.peralta.edu/admissions/2011/07/petition-for-credit-by-examination/>.

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



Transcript of Record

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

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

Graduation

It is the student's responsibility to file a petition for an Associate degree and/or Certificate of Proficiency 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.



DISTRICT POLICIES AND PROCEDURES

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Peralta Community College District

BP 3410

BOARD POLICY 3410 NONDISCRIMINATION

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, gender identity, race or ethnicity, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, active duty military and veterans, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community or persons using the services of the district can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, active duty military and veterans, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Reference:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
 Title 5 Sections 53000 et seq. and 59300 et seq.;
 Penal Code Section 422.55;
 Government Code Sections 12926.1 and 12940 et seq.
 Title 2 Sections 10500 et seq.
 ACCJC Accreditation Eligibility Requirement 20 and
 ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)
 California Fair Employment and Housing Act
 Administrative Procedure 3410

Approved by the Board of Trustees: June 26, 2012

Updated and approved by the Board of Trustees: January 21, 2014

Updated and approved by the Board of Trustees: June 24, 2014

Updated and approved by the Board of Trustees: April 14, 2015

Updated and approved by the Board of Trustees: March 14, 2017

ADMINISTRATIVE PROCEDURE 3410 NONDISCRIMINATION**I. Educational Programs and other Services**

The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, sex or gender, gender identification, race or ethnicity, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

- A. All classes, including credit, noncredit and not-for-credit, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
- B. The District shall not prohibit any student from enrolling in any class or course on the basis of gender.
- C. Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.
- D. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

II. Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender identification, age, sexual orientation, or military and veteran status.

- A. All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.
- B. The District shall provide timely professional and staff development activities and training to promote understanding of diversity.
- C. It is unlawful to discriminate against a person who serves in an unpaid internship or any other limited-duration program to provide unpaid work experience in the selection, termination, training, or other terms and treatment of that person on any the basis of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

References:**Nondiscrimination References for Education Programs:**

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;

Penal Code Sections 422.55 et seq.;

Title 5 Sections 59300 et seq.;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements

Peralta Community College District

AP 3410

Nondiscrimination References for Employment:

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq.;

Government Code Sections 11135 et seq. and 12940 et seq.;

Title 2 Sections 10500 et seq.

Approved by the Chancellor: July 18, 2012

Revised and approved by the Chancellor: February 24, 2014

Revised and approved by the Chancellor: July 25, 2014

Revised and approved by the Chancellor: January 9, 2017

District Policies and Procedures

PROHIBITION OF HARASSMENT AND DISCRIMINATION AND SEXUAL ASSAULT PROCEDURES

I. Statement regarding Discrimination

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

- E. Each college has an ADA Coordinator who can be reached by calling the main number of the college.
- F. Students, faculty, employees, and applicants for employment who believe they have been discriminated against may file a discrimination complaint with the President of the college, Vice President of Student Services (for students), Vice President of Instruction (for faculty or employees) or the District Equal Opportunity Officer. Complaint forms and procedures are available in the offices of the President, Vice Presidents, and Equal Opportunity Officer.
- G. The Peralta Colleges encourage “mainstreaming” students with disabilities into regular classes. The colleges offer support services to make education accessible. Each main campus has a Coordinator who coordinates the Disabled Students Program. Students who find that a class is not accessible should contact the Disabled Students Programs and Services Office for assistance. Services provided include classroom interpreters, note takers, readers, special counseling on disability management, peer counseling groups, and special adaptive equipment.
- H. The lack of English language skills will not be a barrier to admission and participation in the colleges’ vocational education programs.

II. Discrimination Complaint Procedures

- A. To insure that students and employees of the District are aware of the provisions of this procedure, a general statement will be published in each class schedule and a bulletin will be circulated to each District employee.
- B. The following procedures are in compliance with the guidelines of state law:
1. Student discrimination complaints may be filed with the Office of Student Services at each college.
 2. Employee complaints may be filed with the Office of Instruction at each college.
 3. All complaints should be forwarded to the District Equal Opportunity Officer on the approved district form.
 - A. Upon receipt of a complaint, a copy will be forwarded to the State Chancellor’s Office on the appropriate form.
 - B. Defective complaints will be returned to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
 4. Within fourteen (14) days of the complaint, an investigation will commence with notification to the complainant of the initiation of the investigation.

5. If the complaint proves to be accurate, a resolution of the problem will be proposed and corrective actions taken to ensure that the act is not repeated.
6. After a proposed resolution is developed and approved, the complainant will be notified of the resolution. Should the complainant not be satisfied, he/she may object to the proposed resolution through the State Chancellor's Office within thirty (30) days. The District Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State.
7. After the resolution proposal is sent to the complainant, the District will forward the complete file of the complaint; findings of the investigation; the District's proposed resolution; the letter to the complainant informing him/her of the proposal; and any relevant material to the State Chancellor's Office.

Chính Sách Cấm Kỳ Thi (kể cả phá pháí 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, pháí tính, nguồn gốc chính, tuổi (40 trở lên) tình trạng hôn nhân, điều kiện y tế (liên quan tới bệnh ung thư) tàn tật, chánh kiến, đảng pháí hay khuynh hướng sở thích về chương trình và sinh hoạt gồm giáo dục, điều cống hiến như tiền tài trợ và công việc đặc biệt. Tóm lại, Quận dùng biện pháp điều tra tức khắc những phàn nàn về kỳ thi để loại bỏ việc kỳ thi đang có và ngăn ngừa kỳ thi sau này. Quận cũng cấm chuyện trả thù cá nhân nào viết đơn phàn trách hay tham gia việc kỳ thi hay phá pháí 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)

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

A. Dissemination

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

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

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

student is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

(e) Any other such conduct that may have an effect on a student's learning environment or his or her ability to enjoy any privileges or benefits provided by the District.

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

C. Examples of Prohibited Harassment

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

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

(b) Sexually explicit statements, questions, jokes, or anecdotes.

10. Unwanted attempts to establish a personal relationship.
11. A pattern of conduct that would cause discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that may include one or more of the following:
 - (a) Unnecessary touching, patting, hugging, or brushing against a person's body,
 - (b) Remarks of a sexual nature about a person's anatomy or clothing, or
 - (c) Remarks about sexual activity or speculations about a previous sexual experience.

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

D. Academic Freedom and Freedom of Speech

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

behavior of the faculty member is related to his or her legitimate academic judgments within the context of furthering the institution's legitimate mission.

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

E. Consensual Relationships

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

The District's educational mission is promoted by professionalism in faculty/student, as well as supervisor/subordinate, relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and supervisors that harm this atmosphere undermine professionalism and hinder fulfillment

of the educational mission. Trust and respect are diminished when those in positions of authority abuse their power in such a context as to violate their duty to the educational community and undermine the trust placed in the District as a public employer and an educational institution.

3. Ethical Violation:

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

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

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

F. Harassment and Discrimination Complaint Procedures

1. In order to accomplish the task of prohibiting discrimination and harassment, the District's Equal Opportunity Officer is assigned the responsibilities of

overseeing and investigating any charges or complaints of discrimination or harassment. The District's Equal Opportunity Officer will maintain a discrimination and harassment complaint log and complete records of complaints, investigations and resolutions.

2. The District's Equal Opportunity Officer will work with the Vice President of Student Services of each college for processing all discrimination and harassment complaints.
3. In compliance with the guidelines established by state and federal law, the following procedures will be implemented to investigate and resolve complaints of unlawful discrimination and harassment:
 - (a) Complaints of unlawful discrimination may be filed by a student who has personally suffered discrimination or by a person who has knowledge of such discrimination, within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination or harassment.
 - (b) Student discrimination or harassment complaints may be filed with the District's Equal Opportunity Officer (at 333 East Eighth Street, Oakland, CA 94606; (510) 466-7252).
 - (c) Student discrimination and harassment complaints may also be filed with the Vice President of Student Services as follows:
 - Berkeley City College, 2050 Center St., Berkeley, 2nd Floor, (510) 981-2820
 - College of Alameda, Building A, Room 111, (510) 748 2204
 - Laney College, Tower Building, Room 412, (510) 464-3162
 - Merritt College, Building P, Room 311, (510) 436-2478
 - (d) All complaints not filed directly with the District's Equal Opportunity Officer should be immediately forwarded to that Officer on the approved District form.
 - (e) Whenever any person brings charges of unlawful discrimination to the District Equal Opportunity Officer's attention, that Officer shall:
 - i. Inform the complainant that he or she may, but is not required to, informally resolve the charges and that s/he has the right to end the informal resolution effort and begin the formal stage at any time;
 - ii. Notify the complainant of the procedures for filing a complaint;
 - iii. Discuss with the complainant what actions he or she is seeking in response to the alleged discrimination; and
 - iv. Advise the complainant that he or she may

file a complaint with the Office for Civil Rights of the United States Department of Education.

- v. Immediately upon receipt of a complaint, the District's Equal Opportunity Officer will forward a copy to the State Chancellor's Office on the appropriate form.

- vi. The District's Equal Opportunity Officer will return defective complaints to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
 - vii. Upon receipt of the complaint, the District Equal Opportunity Officer will review the complaint and determine the need for any interim measures of relief pending completion of the investigation.
- (f) Within fourteen (14) days of receiving the complaint, a thorough and impartial investigation will commence with notification to the complainant and the Chancellor of the initiation of the investigation. Complaints will be investigated and resolved in accordance with the District's unlawful discrimination complaint procedures. To ensure a prompt and equitable investigation of complaints, the investigation shall include an opportunity for the complainant and the accused to present witnesses and other evidence on their behalf. Thus, the investigation shall include private interviews with the complainant, the accused individual and each of the witnesses identified by both parties. Sufficient information about the allegations of the complaint shall be disclosed to the accused to provide him/her with an opportunity to respond to the allegations of the complaint and provide additional information. To the extent appropriate, the District will keep the complainant apprised of the progress of the investigation.
 - (g) Complaints will be handled promptly in an appropriately confidential manner — that is, the District's Equal Opportunity Officer will disclose the identities of the parties only to the extent necessary to carry out an investigation. The results of the investigation shall be set forth in a written report which shall include at least all of the following:
 - i. Description of the circumstances giving rise to the complaint;
 - ii. A summary of the testimony provided by each witness, including the complainant and any witnesses identified by the complainant;
 - iii. An analysis of any relevant data or other evidence collected during the course of the investigation; and
 - iv. A specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint.
 - (h) Within ninety (90) days of receiving a complaint,

the District shall complete its investigation and provide the complainant with the following information:

A written notice setting forth:

- i. A copy or summary of the District's investigative report;
 - ii. The District's determination on the merits of the complaint; the proposed resolution of the complaints, to the extent that disclosure does not invade any person's privacy rights; and
 - iii. The complainant's right to appeal to the District governing board and the Chancellor. Likewise, the accused individual shall be notified of the outcome of the investigation.
- (i) If the allegation of sexual, racial, or disability harassment is substantiated, the District will take reasonable, timely and effective steps to end the harassment. Depending upon the severity of a given case and/or prior incidents of harassment, a violation of this rule shall lead to disciplinary action including the possibility of expulsion or termination from the District. Remedial measures will be offered if appropriate to correct the discriminatory effects on any individual who has experienced harassment. The District's policy against discriminatory harassment will be interpreted consistently with any federally guaranteed rights involved in a complaint proceeding, including student's First Amendment rights to free speech and the accused individual's right to due process.
- (j) Should the Complainant not be satisfied, he or she may appeal the proposed resolution within ten (10) days of the date of the proposed resolution to the Chancellor. The Chancellor may request an additional investigation, sustain the administrative determination, reverse the administrative determination or take any other appropriate action. If the Chancellor makes the administrative determination, the Complainant may appeal directly to the Board of Trustees within the same time periods set forth above. If the Chancellor sustains the administrative determination or the Complainant is not otherwise satisfied with the Chancellor's decision, the Complainant may appeal to the Board of Trustees within fifteen (15) days of the Chancellor's decision. All appeals shall be filed with the Chancellor's Office at 333 East 8th Street, Oakland, CA 94606. Should the complainant not be satisfied, he or she may appeal the proposed resolution to the District governing board within fifteen (15) days. The District board shall review the original complaint, the investigative report, the determination and the appeal and may issue a final District decision within forty-five (45) days of receiving the appeal. The decision of the Administration will become final if the

Board does not act within forty-five (45) days.

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

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

IV. Sexual Assault Procedure

(see also AP 3540: Sexual and Other Assaults on Campus)

A. Statement regarding Sexual Assault

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

B. Definition of Sexual Assault (Education Code 67365)

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

C. Procedure

1. The Office of the Vice President of Student Services shall have full responsibility, except for public information, for the administration and follow-up of the sexual assault program required. This includes:
 - (a) Making available to students and staff the District policy on sexual assault.
 - (b) Meeting legal reporting requirements.
 - (c) Identifying available services for the victim.
 - (d) Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.
 - (e) Implementing procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.
 - (f) Providing confidentiality.

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

D. Dissemination

1. These procedures shall be published in all student, faculty and staff handbooks, each college's catalog and schedule of classes and other printed material deemed appropriate by each college's Vice President of Student Services
2. These procedures will also be disseminated at each college's orientation and at periodic workshops to be scheduled by each college's Vice President of Student Services

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

Opportunity), BP 3430 (Prohibition of Harassment), and BP 7280 (Volunteers).

References:

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

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

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

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

El Coordinador del Título IX y Sección 504 para el Distrito de Peralta es el Funcionario de Oportunidad Igual del Distrito, cuya oficina se encuentra situada en el 333 E. 8th

Street, Oakland, CA 94606; teléfono (510) 466-7252.

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

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

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

AP 4231 GRADE CHANGES AND STUDENT GRIEVANCE PROCEDURE

I. Regulations

- A. The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency (per Education Code Section 76224). "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization.
- B. No grade can be changed without the consent, in writing, by the instructor who assigned the grade

except under the conditions of clerical errors, bad faith, fraud, and incompetency.

- C. Grades are not subject to change by reason of a revision of judgment on the instructor's part.
- D. No grade except "Incomplete" may be revised by the instructor on the basis of a new examination or additional work undertaken or completed after submission of final grades.
- E. No grade will be changed later than two years after the calendar date ending the semester (including intersession and summer session) in which the grade was assigned.
- F. Only the instructor is required to sign grade changes from "I" to a grade.

II. Procedural Steps

- A. Instructor completes the "Request for Record Correction Form" and submits it to the Divisional Dean of Instruction with a copy of the Class Rollbook. The "Request for Record Correction Form" is available online at: <http://web.peralta.edu/admissions/files/2011/06/Request-for-Record-Correction-12-23-2014.pdf>
- B. The Divisional Dean of Instruction, after discussion with the instructor, makes a recommendation and submits the form to the Associate Vice Chancellor of Student Services.
- C. The request is then reviewed and approved or denied by the Associate Vice Chancellor of Student Services and processed by the Admissions and Records Office.

III. Student Grievance

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

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

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

- A. Grounds for Filing Student Grievances
The Student Grievance Procedure shall apply only to grievances involving:
 1. Academic (Grade) Grievance: a complaint alleging mistake, fraud, bad faith or incompetence in the academic (grade) evaluation of student performance.
 2. Violation of Law, Policy, and Procedures:
 - a. Violation of rights which a student is entitled to by law or District policy, including financial aid, exercise of free expression, rules for student conduct, admission, probation, or suspension or dismissal policies.
 - b. Act or threat of physical aggression
 - c. Act or threat of intimidation or harassment
- B. The Student Grievance Procedure does not apply to:
 1. Police citations (i.e. "tickets"). Complaints about citations must be directed to the Campus Police in the same way as any traffic violation.
 2. Discrimination, Sexual Assault or Sexual Harassment. Any student who feels he/she has been or is presently an alleged victim of sexual harassment, may first contact the Vice President of Student Services to file a complaint verbally or in writing, or may directly contact the District's Equal Opportunity Coordinator at 333 East Eighth Street, Oakland, CA 94606, (510) 466-7220. At the time a complaint is made known, a copy of the complaint procedures and a complaint form shall be made available to the complainant. For additional information regarding reporting of discrimination, sexual assault or sexual harassment, please refer to Discrimination Complaint Procedures in this catalog..
- C. Definitions
 1. *Party*. The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee.
 2. *Student*. A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
 3. *Respondent*. Any person claimed by a grievant to be responsible for the alleged grievance.
 4. *Observer*. An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.
 5. *Written Notice/Written Decision*. Notice sent by personal service or by registered or certified mail with return receipt requested via the U.S. Postal Service.
 6. *Day*. Unless otherwise provided, day shall mean a day during which the college is in session and regular

classes are held, excluding Saturdays, Sundays, and District holidays.

D. Grievance Process

1. Informal Resolution

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

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

2. Formal Complaint Procedures

Any student who believes he/she has a grievance must file an approved grievance complaint form with the Vice President of Student Services (or designee). The student may obtain the form from the Office of the Vice President of Student Services. The student must file within 90 days of the incident on which the grievance is based; or after the student knew or should have known of the basis for the grievance, whichever is later. The grievance complaint must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Failure to file a formal complaint within such ninety (90) day period constitutes waiver of the student's right to appeal.

A. Complaint. The complaint must include the following:

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

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

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

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

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

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

3. Request for Grievance Hearing

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

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

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

4. Grievance Hearing Committee

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

- 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.

5. 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.

5. The Chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.

6. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.

7. 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.

8. 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.

9. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.

10. 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.

11. Any member of the committee may ask questions of any witness.

12. 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.

13. 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.

14. 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.

15. The committee shall make all evidence, written or oral, part of the record.

16. 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.

17. 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.

18. 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.

19. 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.

20. The Chair of the committee shall notify the Vice President of Student Services of the committee's recommendation within 10 days.

21. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the Vice President of Student Services and shall be available at all times to the accused person. The Vice President of Student Services has the responsibility to ensure that a proper record is maintained and available at all times.

6. Final Decision by Vice President of Student Services

Based on the grievance hearing committee's recommendations, the Vice President of Student Services (or designee) may accept the recommendation, return it to the committee for further review, or reject it. Within 10 days of receipt of the committee's recommendation, the

Vice President of Student Services (or designee) shall send written notification to the parties and committee informing them of:

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

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

7. Appeals

a. President's Decision

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

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

8. 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.

9. Board of Trustees' Decision

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

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

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

All recommendations, resolutions, and actions taken by the Board of Trustees shall be consistent with the State and Federal law, the Peralta Community College District Policies and Procedures, and the PFT and Local 790 Collective Bargaining

Agreements. (In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.)

4. Time Limits

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

Security of Grade Records

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

The measures implemented by the District include, but are not necessarily limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

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

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

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

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

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

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

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

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

- I. The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Standards of Conduct, which ensures to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.
- II. These procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, Education Code Section 76120, and will not be used to punish expression that is protected.
- III. A student excluded for disciplinary reasons from one college in the Peralta Community College District may be denied enrollment into other colleges in the District, depending on the specific form of discipline. The President of a college may also deny admission to a student suspended or excluded for disciplinary reasons from other colleges or universities..
- IV. **Standards of Conduct.** Students are responsible for complying with all laws and college regulations and for maintaining appropriate course requirements as established by the instructors.

- A. Disciplinary action may be imposed on a student for violation of college rules and regulations, the California Education Code, California Penal Code, and the California Administrative Code. Student misconduct may result in disciplinary action by the college and prosecution by civil authorities. Student misconduct may also result in disciplinary action that is applicable to other college campuses and central administrative offices at the Peralta

Community College District. The college may require restitution as part of the discipline to ensure the return of items or compensation for any loss to the college or district. Misconduct that may result in disciplinary action includes, but is not limited to, the following violations:

1. Violation of District policies or regulations including parking and traffic regulations (subject to Education Code Section 76036), policies regulating student organizations, and time, place and manner regulations in regard to public expression.
 2. Willful misconduct which results in injury or death of any person on college-owned or -controlled property, or college-sponsored or supervised functions; or causing, attempting to cause, or threatening to cause physical injury to another person.
 3. Conduct which results in cutting, defacing, damaging, or other injury to any real or personal property owned by the college or to private property on campus.
 4. Stealing or attempting to steal college property or private property on campus; or knowingly receiving stolen college property or private property on campus.
 5. Sexual assault or sexual exploitation regardless of the victim's affiliation with the district.
 6. Unauthorized entry to or use of college facilities.
 7. Committing or attempting to commit robbery or extortion.
 8. Dishonesty such as cheating, plagiarism (including plagiarism in a student publication), forgery, alteration or misuse of college documents, records, or identification documents, or furnishing false information to the college.
 9. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
 10. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an authorized college employee.
 11. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
 12. Lewd, indecent, or obscene conduct or expression on college-owned or -controlled property, or at college sponsored or supervised functions; or engaging in libelous or slanderous expression; or expression or conduct which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or substantial disruption of the orderly operation of the college.
 13. Disruptive or insulting behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance of the authority of, refusal to comply with directions of, or persistent abuse of, college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.
 14. Obstruction or disruption of teaching, research, administrative procedures or other college activities.
 15. Committing sexual harassment as defined by law or by college policies and procedures; or engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
 16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- B. B. In accordance with Education Code Section 76234, the results of any disciplinary action or appeal in connection with any alleged sexual assault, physical abuse or threat of the same shall be made available within 3 school days of the results, to the alleged victim, who shall keep such information confidential.
- V. Forms of Discipline.** Students facing disciplinary action are subject to any of the following actions:
- A. Written or verbal reprimand. An admonition to the student to cease and desist from conduct determined to violate the Code of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.
 - B. Probation. A period of time specified for observing and evaluating a student's conduct, with or without special conditions. Probation will be imposed for a specific period of time; the student is considered removed from probation when the period expires. Violation of any conditions during the period of probation may be cause for further disciplinary action.

- C. Loss of Privileges and Exclusion from Activities. Exclusion from participation in designated privileges and extracurricular activities for a specified period of time. Violation of any conditions or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
- D. Educational Sanction. Work, research projects, counseling, or community service projects may be assigned. Violation of any requirements of assignment or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
- E. Treatment Requirement. Require enrollment in anger management, drug and alcohol rehabilitation treatment. Such requirement must receive prior approval from the Vice President of Student Services (or designee).
- F. Group Sanction. Sanctions for the misconduct of groups or organizations may include temporary or permanent revocation or denial of group registration as well as other appropriate sanctions.
- G. Removal from Class. Exclusion of the student by an instructor for the day of the removal and the next class meeting. Instructor must immediately report the removal to the Vice President of Student Services (or designee).
- H. Exclusion from Areas of the College. Exclusion of a student from specified areas of the campus. Violation of the conditions of exclusion or Code of Student Conduct during the period of exclusion may be cause for further disciplinary action.
- I. Withdrawal of Consent to Remain on Campus. Withdrawal of consent by the Campus Police for any person to remain on campus in accordance with California Penal Code Section 626.4/626.6 where the Campus Police has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest.
- J. Short-term Suspension. Exclusion of the student by the President (or designee) for good cause from one or more classes for a period of up to ten consecutive days of instruction.
- K. Long-term Suspension. Exclusion of the student by the President (or designee) for good cause from one or more classes for the remainder of the school term or school year, or from all classes and activities of the college and District for one or more terms.

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

VI. Disciplinary action may be imposed on a student by:

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

VII. Due Process for Discipline, Suspensions and Expulsions

A. Definitions:

1. Student. Any person currently enrolled as a student at any college or in any program offered by Peralta Community College District.
2. Faculty Member. Any instructor (an academic employee of the District in whose class a student subject to discipline is enrolled), counselor, librarian, or any academic employee who is providing services to the student.
3. Day. A day during which the District is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.
4. Written Notice/Written Decision. Notice sent by personal service or by registered or certified mail with return receipt requested via the United States Postal Service.

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

1. Notice. The Vice President of Student Services (or designee) will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
 - a. The specific section of the Code of Student Conduct that the student is accused of violating.
 - b. A short statement of the facts (such as the date, time, and location) supporting the accusation.
 - c. The right of the student to meet with the Vice President of Student Services (or designee) to discuss the accusation, or to respond in writing.
 - d. The nature of the discipline that is being considered.
2. Time limits. The notice must be provided to the student within 5 days of the date on which the conduct took place or became known to the Vice President of Student Services (or designee); in the case of continuous, repeated or ongoing conduct, the notice must be provided within 5 days of the date on

which conduct occurred or became known to the Vice President of Student Services (or designee) which led to the decision to take disciplinary action.

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

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

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

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

e. A recommendation for expulsion is made by the Vice President of Student Services (or designee) to the College President

5. **Short-term Suspension.**

Within 5 days after the meeting described above, the Vice President of Student Services (or designee) shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter.

Written notice of the Vice President of Student Services' (or designee's) decision shall be provided to the student. The written notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President of Student Services' (or designee) decision on a short-term suspension shall be final.

6. **Long-term Suspension.**

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

7. **Expulsion.**

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

VIII. Hearing Procedures:

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

Any recommendation for expulsion by the Vice President of Student Services (or designee) shall be automatically reviewed by the Student Disciplinary Hearing Panel.

B. **Schedule of Hearing.** The formal hearing shall be held within 10 days after a written request for hearing is received. Student's failure to confirm attendance at hearing or failure to appear at the hearing without

reasonable cause constitutes waiver of the student's right to appeal. The formal hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

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

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

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

- E. Conduct of the Hearing.

1. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
2. The facts supporting the accusation shall be presented by a college representative who shall be the Vice President of Student Services.
3. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
5. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by the preponderance of evidence that the facts alleged are true.
6. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than 5 days prior to the date of the hearing. If

the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

7. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
9. The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify himself or herself by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
10. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.
11. Within 10 days following the close of the hearing, the hearing panel shall prepare and send to the President (or designee) a written recommendation regarding the disciplinary action to be imposed, if any. The recommendation shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence

produced at the hearing.

IX. President's (or designee's) Decision

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

X. Chancellor's Decision

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

XI. Board of Trustees' Decision:

A. Long-Term Suspension Appeal:

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

B. Expulsion:

1. The Board of Trustees shall consider any

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

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

XII. Time Limits

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

XIII. Student Grievance:

- A. Students who believe that they have been improperly subjected to any of the disciplinary measures stated in this policy may file a Student Grievance with the Vice President of Student Services in accordance with Board Policy 5530 Student Rights and Grievance.

B. Students in Allied Health Programs:

Board Policy 5531 (Allied Health: Student Appeal of Dismissal for Clinical Performance) may apply in lieu of this Board Policy to students who are enrolled in the Allied Health program for clinical performances.

AP 5530 STUDENT RIGHTS AND GRIEVANCE PROCEDURE

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

I. Grounds for Filing Student Grievances. The Student Grievance Procedure shall apply only to grievances involving:

A. Academic (Grade) Grievance: a complaint alleging mistake, fraud, bad faith or incompetence in the academic (grade) evaluation of student performance.

B. Violation of Law, Policy, and Procedures:

1. Violation of rights which a student is entitled to by law or District policy, including financial aid, exercise of free expression, rules for student conduct, admission, probation, or suspension or dismissal policies.

2. Act or threat of physical aggression

3. Act or threat of intimidation or harassment

C. This Student Grievance Procedure does not apply to:

1. Police citations (i.e. "tickets"). Complaints about citations must be directed to the Campus Police in the same way as any traffic violation.

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

II. Definitions

A. Party: The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives.

"Party" shall not include the Grievance Hearing Committee.

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

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

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

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

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

III. Grievance Process

A. Informal Resolution

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

1. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the Division Dean of Instruction of the faculty member.

2. For a grievance based on an alleged violation of law, policy, and procedures, the student shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the Vice President of Student Services (or designee).

B. Formal Complaint Procedures

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

The student must file within 90 days of the incident on which the grievance is based; or after the student knew or should have known of the basis for the grievance, whichever is later. The grievance complaint must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official.

Failure to file a formal complaint within such ninety (90) day period constitutes waiver of the student's right to appeal

1. Filing Complaint

The complaint must include the following:

- a. The exact nature of the complaint (grounds)
 - b. The specific details of the complaint (e.g., chronology of the event and an explicit description of the alleged violation)
 - c. A description of the informal meeting and attempted resolution, if any
 - d. The specific resolution/remedy sought
- Complaint should be filed with Vice President of Student Services.
- #### 2. Meeting with Vice President of Student Services (or designee)

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

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

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

3. Request for Grievance Hearing

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

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

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

4. Grievance Hearing Committee

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

- a. The Vice President of Instruction, who shall Chair the committee;
 - b. One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
 - c. One administrator (and one alternate) appointed by the College President;
 - d. One student (and one alternate) appointed by the President of the Associated Students
- Additional committee member:
- e. For academic (grade) grievances, one faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate; or
 - f. For other grievances, one classified employee (and one alternate) jointly appointed by Local 790 and the Classified Senate.

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

5. Hearing Procedure

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

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

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

- a. The committee's recommendation;
- b. The final decision by Vice President of Student Services; and
- c. Appeals procedure
Any decision to reject findings of the committee must be supported by a summary finding of fact. The decision to recommend a grade change must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

7. Appeals

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

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

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

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

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

The Board will review the documentation of the prior steps of the case and determine whether to confirm the Chancellor's decision or hear the appeal. If the Board confirms the Chancellor's decision, the appellant has exhausted his or her remedies. If the Board decides to consider the appeal, it will do so in closed session subject to Education Code 72122, and

will issue a final decision within forty-five (45) days after receipt of the decision.

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

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

8. Time Limits

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

AP 5140 DISABLED STUDENTS PROGRAMS AND SERVICES

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

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

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

description of the program. Other information regarding the long-range goals and measureable objectives of DSP&S can be found in the DSP&S Program Review document.

II. Academic Accommodations Procedures for Students with Disabilities

VI. Pursuant to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Title 5, Section 56027, and Board Policy 5140, the Peralta Community College District has developed the following procedures to respond in a timely manner to requests by students with disabilities for academic adjustments. Pursuant to Title 5, Sections 56000-56088 the District has developed DSP&S at each college to assist students with disabilities in accessing appropriate instruction, programs, academic adjustments, services and auxiliary aids.

VII. The goal of all academic adjustments, services 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.

A. When a student requests disability-related services, the student's disability is verified by the DSP&S professional, according to state-mandated criteria which are in compliance with federal requirements. If the student is deemed ineligible for services, DSP&S shall provide the student with written notice of the denial stating both the reasons for the denial and that the student has a right to appeal the denial through the process listed below in "Section III Resolution of Disagreements related to DSPS Services and Grievance Procedure". Pending the resolution of any dispute/disagreement regarding an academic adjustment, the academic adjustment will be provided.

B. The DSP&S professional (as defined in Title 5 Section 56006, 56048, 56060, 56064 and 56066), in consultation with the student, determines educational limitations based on documentation of the disability and functional limitations and authorizes the use of any appropriate auxiliary aids, services, and/or academic adjustments. These may include but are not limited to:

1. 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;

2. The use in the classroom of a reader, American Sign Language interpreter, note taker, or scribe, or real-time captioner for students who are deaf or hard of hearing or the presence of service animals, mobility assistants, or attendants in the classroom;
 3. Testing accommodations such as extended time for test taking and distraction-reduced test setting;
 4. Extending the length of time permitted for course or degree requirements and flexibility in the manner in which specific course content is accessed, based on individual disability;
 5. Substitution for specific courses required for the completion of general education degree requirements, or substitutions or waivers of major or certificate requirements;
 6. Access to Alternate Media such as Braille, large print, and electronic text (e-text).
3. With the consent of the student, instructors are informed of authorized auxiliary aids and academic adjustments. 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 adjustments. It is the responsibility of the DSP&S professional to make arrangements for and facilitate the delivery of academic adjustments with the student with a disability in coordination with instructional faculty, as appropriate. The DSP&S professional will assist with providing the appropriate academic adjustments 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 academic adjustment.
4. Instructors cannot unilaterally deny approved academic adjustments and students may not be asked or required to negotiate with instructors or staff about the provisions of academic adjustments, services, or auxiliary aids that have been approved by DSP&S. If an instructor receives an academic adjustment form and does not understand it or disagrees with the academic adjustment it is the instructor's responsibility to contact DSP&S to discuss the issue.

III. Resolution of Disagreements related to DSPS Services and Grievance Procedure

- A. Students with disabilities have the right to an informal disagreement resolution when a student does not agree with the academic adjustments that are offered by Disabled Student Programs and Services or when an instructor refuses to allow the academic adjustment or use of auxiliary aids

in the classroom. If the issue/disagreement cannot be resolved to the student's satisfaction through the informal process, the student has the right to follow the formal grievance procedure provided below. Authorized academic adjustments should be delivered during the informal and formal process.

- B. Every effort will be made to expedite the process during the informal disagreement resolution and written grievance process.
- C. Informal Disagreement Resolution – First Level
 1. Students with a disagreement against DSPS for not authorizing and academic adjustment or not providing and academic adjustment as authorized should first attempt to resolve the matter by means of an informal meeting with the person(s) against whom the student has the disagreement, generally the DSPS Counselor, DSPS Coordinator (or Counselor/Coordinator), the LD Specialist, or other DSPS faculty member responsible for providing the academic adjustments. This discussion should be timely, optimally within ten (10) instructional days of the alleged incident.
 2. Students who believe an authorized academic adjustment is being denied or Ignored by an instructional faculty member should first attempt to resolve the matter by means of an informal meeting with the instructor whom the student believes is not complying with the academic adjustment. The student should contact the DSPS professional who authorized the academic adjustment(s). The DSPS professional will schedule a meeting with the instructor to discuss and resolve the issue. The student may request that the DSPS attend the meeting. This discussion should be timely, optimally within ten(10) instructional Days of the alleged denial.
- D. Informal Disagreement Resolution – Second Level
 1. Students who are dissatisfied with the outcome of the meeting with either the DSPS professional or instructional faculty member can schedule an appointment with the DSPS Coordinator (or Counselor/Coordinator) or the Dean who oversees DSPS when the disagreement is with the DSPS Coordinator. Students should bring their referral for academic adjustment along with the relevant information about dates of requests, services not received, and responses to their previous inquiries. Students should address these concerns within ten (10) instructional days of the first level meeting.
 2. The DSPS Coordinator or the Dean who oversees

DSPS may conduct an informal inquiry with various parties involved in the alleged incident and inform students verbally of the resolution. The DSPS Coordinator or the Dean who oversees DSPS should communicate this resolution to the student within ten (10) instructional days of the second level informal disagreement meeting.

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

IV. Meeting General Education Degree Requirements:

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

- A. An Evaluation Team will consist of the DSP&S Coordinator, the Department chair or instructor from the discipline of the course or major for which a substitution is being requested, and the appropriate Dean of Instruction.
- B. The team may consult, as appropriate, with

DSP&S professionals, the Vice Chancellor for Student Services, and the College Vice President of Instruction in order to make a decision.

- C. In assessing requests, the Evaluation Team should consider the anticipated exit skills from the course that can be substituted for comparable exit skills in another course. These comparable skills may be found in a discipline different from the discipline of the original course.

V. Meeting Major or Certificate Requirements

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

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

VI. Evaluation of Substitution/ Waiver Request

A. Documentation

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

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

VII. Evaluation of Request

1. The DSP&S professional will review all documents, outline evidence of the use of all appropriate and available services and academic adjustments and indicate that, according to CRITERIA listed below, that the request is appropriate. The DSP&S professional then signs the Request for Change of Graduation Requirements Form and forwards the packet to the DSP&S Coordinator, who will convene an Evaluation Team.
2. The Evaluation Team consists of the DSP&S Coordinator, the Department Chair (or an Instructor) from the discipline of the course or major for which a substitution is being requested and the Dean of Instruction with responsibility for the Division, which includes the discipline of the course substitution. The Evaluation Team meeting is to be chaired by the Dean of Instruction and should consult with the Vice Chancellor for Student Services, DSP&S professionals, and the College Vice President of Instruction, as appropriate.
3. The Evaluation Team will assess student requests based on the following criteria:
 - a. Documentation of the student's disability with specific test scores, when appropriate, and a description of educationally related functional limitations in the academic area under discussion/consideration.
 - b. Evidence of the student's earnest efforts to meet the graduation requirement, which may include:
 - i. Consistent and persistent efforts in attempting to meet all graduation requirements.
 - ii. Evidence that the student has attempted to take the course in question or its prerequisite with academic adjustments and has been unable to successfully complete course requirements.
 - iii. Regular attendance (i.e., meeting the attendance requirements of the course);
 - iv. Completion of all course assignments.
 - v. Use of all appropriate and available services such as tutorial assistance or instructional support classes.
 - vi. Use of all appropriate and available academic accommodations such as test accommodations.
 - vii. Agreement among the student, DSP&S Counselor and the appropriate Disabilities Specialist that, due to the severity of the disability, the student would not be able to successfully complete the course requirements, even with accommodations.
 - c. Evidence that the student is otherwise qualified such as:
 - i. The student's success in completing other course work requirements for the degree/certificate as indicated by a grade point average of 2.0 or greater in degree applicable classes.

- d. Information about the course in question regarding whether or not it is essential to the student's Course of Study, Major, Transfer Goals or Employment Goals.
- e. Information about alternatives to the course in question based on the learning/academic goals of that course.

VII. Decision Process

- A. Meeting General Education Degree Requirements
The Evaluation Team's decision will be made by majority vote. If the Evaluation Team recommends a course substitution, the Evaluation Team will request the department in which the student is asking for course substitution to provide a list of previously identified appropriate course substitutions. If the department cannot identify an appropriate course substitution or if the Evaluation 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 Vice Chancellor for Student Services shall substitution. To approve recommendations for course substitutions, the Evaluation Team will forward its recommendation to the Vice President of Instruction and then to the Vice Chancellor for Student Services. The District Office of Admissions and Records will verify, implement and notify the student.
- B. Meeting Major/Certificate Requirements
The process for evaluating request for major/certificate requirement is the same as those stated above except that the student may request a substitution or a waiver of a course as an alternative method of meeting major or certificate requirement.

VIII. Complaint Procedure Regarding a Substitution/Waiver Decision

If the student is dissatisfied with the decision of the Evaluation Team, the student may appeal in writing the decision to the Vice President of Student Services, who is required to confer with the Vice President of Instruction, and provide a decision within ten (10) instructional days of receipt of the student's written complaint. All documentation reviewed by the Evaluation Team will be provided to the Vice President of Student Services, as well as their written rationale for denial of the substitution/waiver. If the Vice President of Student Services concurs with the Evaluation Team's decision, the student has the right to appeal the decision directly to the District Affirmative Action Officer. Students can obtain the assistance of the District Affirmative Action Office at any point during this process.

IX. Equal Access to Electronic and Information Technology

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

- A. The Information Technology Department will ensure that College employees who purchase or request recommendations about information technology products are informed of the accessibility requirements of Section 508.
- B. Grant recipients will be informed of their obligations under Section 508 requirements. The Purchasing Department will ensure that vendors and other contract recipients are informed of their obligations under section 508 requirements.
- C. The Colleges and District will ensure that web pages and related links are accessible to individuals with disabilities as defined by World Wide Web Consortium (W3C).
- D. The Colleges will ensure that video and multimedia products developed by the College and/or housed at the College are equally accessible to individuals with disabilities and comply with Section 508.
- E. The Colleges will ensure that faculty who develop web pages, online learning, and other distance learning options for students are informed of their obligations under section 508.
- F. The College will ensure that faculty and staff are informed of their obligations under Section 508 requirements as they pertain to enrolled and prospective students.
- G. The Colleges will ensure that all staff members are informed of their obligations under Section 508 requirements as they pertain to visitors and events on campus.
- H. The Office of Instruction will ensure that all library staff members are informed of their obligations under Section 508 as they pertain to library patrons.

AP 3440 SERVICE ANIMALS

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

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

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

I. Service Animal Defined

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

II. Exceptions

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

III. Assessment Factors for Miniature Horses

The District shall consider the following factors:

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

IV. Control

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

V. Care or Supervision

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

VI. Inquiries by the District

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

VII. No Surcharge

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

VIII. Employees

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

AP 3551 PRESERVING A DRUG FREE ENVIRONMENT FOR STUDENTS

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

- A. For purposes of this administrative procedure, campus shall mean those places where a student is engaged in an authorized college activity. The campus includes property owned or leased by the District; property used by the District for student

participation in field trips, field study, athletic competition, or study travel programs; and District or private vehicles while being used for official District business.

- B. All students are required to comply with this procedure to remain in good standing and as a condition of continued attendance in any of the District's colleges. Any violation of this procedure will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate satisfactorily in a substance abuse assistance or rehabilitation program. Student discipline shall be accomplished in accordance with the provisions of AP 5520 Student Discipline Procedures.
- C. Any student who needs information about substance abuse treatment may consult a counselor, who can provide the student with information about available treatment resources. The District does not provide substance abuse treatment.
- D. The District shall provide annual notice to its students in the "Standards of Student Conduct" document of the prohibitions stated in this policy, including a description of the health risks associated with drug or alcohol abuse and of the District and community resources available for counseling and rehabilitation of those persons with alcohol or drug-related problems. The District shall also provide notice of the consequences of campus illicit drug and alcohol abuse violations, including possible criminal sanctions and student disciplinary action up to and including expulsion pursuant to applicable state law and District policy and administrative regulations. The purpose of such sanctions and discipline is to urge the students to begin the personal process of rehabilitation.

AP 3570 SMOKING

I. Smoking: Definition

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

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

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

II. Applicability

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

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

III. Notices and Publications

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

IV. Penalties

- A. Violations of the smoking procedures of PCCD are subject to a fine equal to the current fee for parking violations. However, smoking fines shall be limited to a maximum fine of \$100. Persistent offenders, 3 offenses or more, shall be fined \$100.
- B. If payment is not received within 21 calendar days the offenders will be notified of the consequences of failure to pay.
- C. C. Payment must be sent to: Parking Enforcement Center, PO Box 6010, Inglewood, CA 90312. *Check or money order shall be made payable to the "Peralta Community College District".*

V. Enforcement Procedure

- A. Citation Enforcement
 1. Peralta Police Services and other security entities (collectively, "Security Personnel") shall have authority to issue citations for violations of PCCD's smoking policy using the procedures established herein.

2. Citations shall be issued using the Peralta Police Services Notice of Parking Violations.
3. All Security Personnel who issue smoking citations shall complete all sections of the citation and shall include personally identifiable information, based on information required and available.
4. Security Personnel will leave a copy of the citation with the individual being cited.

B. Voiding Citations

1. A citation shall only be voided if it is determined that the citation was written in error, prior to the citation being issued. Once the citation has been issued, the citation may only be dismissed through the administrative review process.
2. Security Personnel voiding smoking citations shall:
 - a. Write void on all copies of the citation; and
 - b. Submit all voided copies to the Peralta Police Services office.
3. All copies of each voided citation will be filed and maintained for one year.

C. Citation Correction Notice

1. If an error was written on a smoking citation, but the citation is valid on its face, the Security Personnel who issued the citation shall complete a Citation Correction Notice.
2. If the error is discovered by a person other than the issuing Security Personnel, the citation will be returned to the issuing Security Personnel.
3. Once the error is confirmed, the issuing Security Personnel will complete a Notice of Correction and forward it to Peralta Police Services Administrative Sergeant for review.
4. Once the Notice of Correction has been reviewed, it will be mailed to the individual cited on the citation.
5. A copy of the Notice of Correction will be attached to the original citation and filed.

VI. Appeals (3 Levels)

A. Request for Citation Cancellation (Level 1)

1. An individual may request a Citation Cancellation **within 21 calendar days** of the citation issuance date.
2. Requests for cancellation must be done in writing, on the Citation Cancellation form. Forms are located at the Peralta Police Services Office, 333 E. 8th Street, Oakland, CA 94606.
3. Upon submittal of the Citation Cancellation form, the validity of the appeal shall be evaluated. Any decision made shall be based on the facts as represented on the face of the citation, the review

request, and applicable laws and regulations.

- a. For citations issued by Peralta Police Services, their Administrative Sergeant shall evaluate the validity of the appeal.
 - b. For citations issued by Security Personnel other than Peralta Police Services, the Vice Chancellor of General Services shall evaluate the validity of the appeal.
4. The evaluating officer can:
 - a. Dismiss the violation and request PCCD to remit any payment made;
 - b. Find no grounds for dismissal;
 - c. Determine that an individual is not a persistent offender; or
 - d. Reduce any late fees.
 5. Decisions will be mailed to the individual who requested the Citation Cancellation. A copy of the decision will be kept on file until one year after the appeals process has been finalized.

B. Administrative Hearing (Level 2)

1. Individuals dissatisfied with the findings of the Level 1 hearing may request an "Administrative Hearing" (Level 2 hearing).
2. A request for an Administrative Hearing must be made to Peralta Police Services in writing **within 21 calendar days** from the date that the Level 1 hearing results were mailed.
3. The individual requesting a hearing may provide the information for his/her Administrative Hearing in writing. Forms are located at Peralta Police Services office, 333 E. 8th Street, Oakland, CA 94606.

At the time of his/her request, the individual must provide a check or money order made payable to the "Peralta Community College District" for the full amount of the smoking fine. At that time, a formal hearing will be scheduled.

4. The Vice President, Student Services at the appropriate campus and a Peralta Police Services' hearing Officer will conduct an Administrative Hearing with the contesting party. Once a decision has been reached, the decision will be mailed to the individual.

C. Superior Court (Level 3)

Within 20 days after service of the Level 2, Administrative Hearing decision, an individual may request review by filing an appeal to be heard by the superior court of competent jurisdiction.

VII. Allocation of Proceeds From Fines

Funds shall be allocated to the PCCD and its colleges. Allocation shall include, but not be limited to,

enforcement, education and promotion of this policy, and tobacco cessation treatment options.

VIII. Initial Implementation

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

AP 3530 WEAPONS ON CAMPUS

Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any District campus or in any facility of the District except as detailed below. The prohibition of firearms on at any college in the district, at any district/college center, at district office, or in any district facility includes both loaded and unloaded firearms, and applies to persons holding a valid license to carry a concealed firearm.

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

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

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

I. Applicability

- A. These procedures apply to all employees and students of the Peralta Community College District; associates of the District; respective contractors; and guests
- B. These procedures apply to any and all District property, including all campuses, administrative

facilities, parking areas, grounds and other publicly-accessible areas, and at all events and activities occurring on District property.

- C. These procedures are not applicable to online students unless such a student possesses or uses a weapon (1) while [s]he is physically present on a District campus or at a District-located event or, (2) in violation of federal, state or local law.

II. Definitions

- A. "District" may include all colleges within the District, and all administrative, maintenance and other District-owned and/or controlled facilities, lots or open spaces.
- B. "Weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed
 1. Weapons may include, but are not limited to any offensive weapon; firearms of any kind such as pistols, revolvers, or other guns; BB or pellet guns, knives such as daggers, razors, stilettos, switchblade knives or knives with a blade exceeding five inches in length, tasers, stun guns, or other portable devices directing an electric current that are designed to immobilize a person; explosives or incendiaries such as bombs, grenades, or fireworks, poison gas; or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.).
 2. A weapon may also include an object of any sort whatsoever which is used in such a manner as to indicate that the person using the object intends to inflict death or serious injury upon another person, or which is threatened to be used in such a manner, and which, when so used, is capable of inflicting death upon a human being.
- C. "Possession" means that the person has actual physical control of the weapon because it is on or in the person's body, or in an item of personal property belonging to the person (including, but not limited to, a bookbag, backpack, briefcase, or purse), or in a space individually assigned to the person. "Possession" also means that the person knows, or should know, of the presence of a weapon within a vehicle which the person owns or operates and that the person has the ability or right, either alone or with any other person, to maintain control of the weapon.

III. Personnel

- A. The Vice Chancellor of General Services is responsible for implementing and overseeing these procedures. Peralta Police Services, under contract to the Peralta Community College District, is responsible

for the management and enforcement of these procedures.

B. Authorized Personnel for all approvals noted herein are:

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

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

IV. Operating Procedures

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

V. Incident Response

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

VI. Violations

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

policy, appeal may be made to the chancellor or designee within ten (10) business days of receipt of the violation notification from the District.

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

VII. Notification

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

VIII. Exceptions

- A. All requests for exception to this Policy must be made in writing to chancellor or designee prior to the requesting individual entering a District property in possession of a weapon.
- B. Statements must substantiate that requesting individual:
 1. Is a current federal, state or local law enforcement officer or other person who is required by law to carry a weapon, member of the armed forces, campus public safety officer, or person required to carry a weapon by law or official rules of conduct applicable to such person
 2. Agrees to abide by all policies, procedures and instructions of the District with respect to the possession or use of weapons.
- C. Statement shall identify the specific weapon(s) to be carried.
- D. Authorizing Official, after verifying that request includes required information and gathering any additional information deemed appropriate, shall determine whether (and if so, to what extent) to grant the request.
- E. Determination shall be communicated in writing and considered final.
- F. Permission granted under this Policy shall be confirmed through a written and signed Agreement stating that grantee has read and understands this Policy; understands that the weapon is not to be visible or used, except to the extent required by applicable laws, regulations or rules of conduct; agrees to (a) follow all applicable laws, (b) take all appropriate precautions to secure the weapon,

avoid injury or disruption to members of the District community, affiliated entities or unaffiliated third parties, and (c) unconditionally agrees to indemnify and hold harmless the District, its affiliates, respective trustees, employees, agents and representatives against any losses, liabilities and related expenses (including, but not limited to, reasonable attorney fees) that may be incurred in connection with such person's possession or use of a weapon, whether or not such possession or use is determined to be negligent or in violation of this Policy or any applicable law, regulation or rule of conduct.

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

IX. Violations

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

AP 5052 OPEN ENROLLMENT

- I. All courses of the Peralta Community College District shall be open to enrollment in accordance with Board Policy 5052 and a district priority registration system consistent with AP 5055, Enrollment Priorities. Enrollment may be limited to

students meeting properly validated prerequisites and co-requisites.

- II. No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in enrollment priorities and college programs which have restrictive enrollment (e.g. allied health programs.)
- III. Students are required to meet prerequisites, co-requisites, and advisories on recommended preparation. Students have the option of challenging such prerequisites, co-requisites, and advisories on recommended preparation. Challenge forms are available upon request. Prerequisites, co-requisites, and advisories on recommend preparation are addressed in Board Policy 4260 and Administrative Procedure 4260.
- IV. Students can challenge prerequisites and co-requisites for one of the following six (6) reasons:
 1. The student has acquired through work or life experiences the skills and knowledge that are represented by the prerequisite.
 2. The student has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance or where enrollment has been limited to a cohort of students. However, the student would be delayed by a semester or more in attaining the degree or certificate specified in the Student Educational Plan.
 3. The student can demonstrate that he/she does not pose a threat to others of the student's self in a course with a prerequisite established to protect health and safety.
 4. The student does not believe that the prerequisite is necessary for success in the course or that it has been established in accordance with District policies and procedures.
 5. The student believes that the prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
 6. The student will be subject to undue delay in attaining the goal in the student's educational plan because the prerequisite or co-requisite course has not been made reasonably available.
- V. Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except for programs that permit restricted enrollment, e.g. allied health programs.

- VI. A student may challenge an enrollment limitation on any of the following grounds:
1. The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 2. The District is not following its enrollment procedures; or
 3. The basis for the limitation does not in fact exist.

AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

I. Statement of Philosophy

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

1. General

1. Each Peralta College shall publish a list of courses meeting graduation requirements. These lists shall be maintained and approved at each college.

2. Degree requirements fulfilled by a student attending one Peralta College shall be accepted as fulfillment of requirements at another Peralta College.

2. Associate Degree Requirements (general)

To award an Associate Degree in any of the Peralta Colleges, the college must certify that the following requirements have been met:

1. Satisfactory completion of at least 60 semester units in a curriculum accepted by the college toward a degree, as shown in its catalogs.

2. Twelve (12) semester units successfully completed in residence at the college awarding the degree (also applies to the Associate Degrees for Transfer, section D but not to Certificates of Achievement, in section III or Certificates of Proficiency in section IV, below).

3. Completion of at least 18 semester units of study in a discipline or from related disciplines as per the requirements listed in the college catalogs.

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

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

1. A minimum grade point average of 2.0 is required in each of the following.

a. Overall grade point average

b. General education requirements

2. A "C" grade or better is required in each course in the major and in Area 4.a., English Composition, and Area 4.b., Mathematics.

3. Satisfaction of the following General Education distribution requirements:

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

A. Natural Sciences	one (1) course	3 semester units
B. Social & Behavioral Sciences	one (1) course	3 semester units
C. Humanities	one (1) course	3 semester units
D. Language and Rationality	four (4) courses	
A. English Composition*	one (1) course	3-4 semester units
B. Mathematics*	one (1) course	3-4 semester units
C. Computer Literacy	one (1) course	1 semester units
D. Oral or Written Communication, one (1) course		3 semester units or Literature
E. Ethnic Studies	one (1) course	3 semester units

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

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

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

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

- A. A minimum of 60 CSU-transferable courses semester units.
- B. A minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors require a higher GPA.
- C. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All course in the major must be completed with a grade of "C" or better of a "P" if the course is taken on a "pass-no-pass" basis (Title 5 Section 55063).
- D. Certified completion of the California State University General Education-Breadth pattern (CSUGE Breadth); OR the Intersegmental General

Education Transfer Curriculum (IGETC) pattern. Per Education Code there are no local general education requirements.

E. Double counting of courses is recommended by California Education Code.

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

II. General Education Requirements for the Associate Degree (Peralta degrees)

A. Natural Sciences

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

B. Social and Behavioral Sciences

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

C. Humanities

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic

understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

D. Language and Rationality

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

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

E. Ethnic Studies

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

III. Certificate of Achievement Requirements

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

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

IV. Certificate of Proficiency Requirements:

To award a Certificate of Proficiency (approved locally) in any of the Peralta Colleges, the college shall certify that the following requirements have been met:

- A. Up to and including 17.5 semester units
- B. Completion of specified courses with a "C" grade

Certificates of Proficiency will **not** appear on student transcripts.

V. Use of Coursework From Another Accredited Institution

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

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

B. Students may use coursework completed at another regionally or nationally accredited institution to fulfill program, general education, and/or elective unit requirements for the associate degree or certificate programs. Specifically, students may use coursework from another regionally or nationally accredited institution to fulfill any or all of the following :

1. Course or program requirements for a certificate or for the major in an associate degree;
2. General Education graduation requirements, including approved course(s) in the same or similar general education area(s) at another California Community College ; and
3. Elective units to meet the 60 semester unit requirement for an associate degree.

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

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

C. Students who have already earned a Bachelor's

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

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

VI. Credit for Military Experience

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

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

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

VII. Catalog Rights:

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

- A. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the Degree/Certificate are completed; or
- B. The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements for the

Degree/Certificate are completed; or

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

AP 4210 STUDENT LEARNING OUTCOMES

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

The process should include the following components:

- A. Evidence from the outcomes assessment is included in program review and annual unit plan updates in order to drive institutional planning, resource allocation, and budgeting decisions, address student needs, improve student services, and help students, administration, faculty, and staff to seek sustainable continuous quality improvement.
- B. The application or implementation of Student Learning Outcomes should not abrogate academic freedom.
- C. Outcomes and assessment, that benefit student learning, shall focus on the dynamic roles of faculty and on the teaching-learning interface, emphasizing pedagogical techniques and observable student learning using assessment as a tool to improve teaching and learning.
- D. Faculty, as discipline experts, shall be the primary participants in the assessment process.
- E. Student Learning Outcomes (SLO's) and assessment design and development are a responsibility for the college faculty and academic senates.
- F. Each college shall appoint a Student Learning Outcomes and Assessment Coordinator using a standard job description.
- G. Each college shall prepare documentation and evidence of progress in the establishment and assessment of student learning outcomes at the course, program, and institutional level in both the accreditation institutional self-evaluation and annual reports.
- H. Each college shall meet the requirement to be at "Proficiency Level" as of March 15, 2013 and to work toward a "Sustainable Continuous Quality Improvement Level" as defined below:
 1. Proficiency Level", per the Accrediting Commission for Community and Junior Colleges rubric, means:
 - a. Student learning outcomes and authentic assessment are in place for courses, programs, support services, certificates, and degrees.

- b. There is widespread institutional dialogue about the results of assessment and identification of gaps.
- c. Decision-making includes dialogue on the results of assessment and is purposefully directed toward aligning institution-wide practices to support and improve student learning.
- d. Appropriate resources continue to be allocated and fine-tuned.
- e. Comprehensive assessment reports exist and are completed and updated on a regular basis.
- f. Course student learning outcomes are aligned with degree student learning outcomes.
- g. Students demonstrate awareness of goals and purposes of courses and programs in which they are enrolled.

2. "Sustainable Continuous Quality Improvement Level", per the Accrediting Commission for Community and Junior Colleges rubric, means:
 - a. Student learning outcomes and assessment are ongoing, systematic, and used for continuous quality improvement.
 - b. Dialogue about student learning is ongoing, pervasive, and robust.
 - c. Evaluation of student learning outcomes processes.
 - d. Evaluation and fine-tuning of organizational structures to support student learning is ongoing.
 - e. Student learning improvement is a visible priority in all practices and structures across the college.
 - f. Learning outcomes are specifically linked to program reviews.

Student Right-To-Know Disclosure (Completion and Transfer Rates)

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

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

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

In compliance with requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, as amended) and regulations in Title 5, College of Alameda hereby provides notice of procedures and policies regarding student access to education records maintained by and at the college. The college's procedures and policies must, of course,

remain subject to any further modification made necessary or appropriate as a result of subsequent legislation or regulations. Questions regarding the legislation and [insert college name here]'s guidelines should be addressed to the Vice President of Student Services. Copies of the act and the regulations are available for review in that office.

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

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

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

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

As required by the Act, the college reserves the right to publish at its discretion the following categories of information with respect to each student who is presently or has previously attended the college: participation in officially recognized activities and sports, weight and height of members of athletic teams, high school of graduation of athletic teams and degrees and awards received, including honors, scholarship awards, athletic awards and other types of recognition. Students have a right to inform the college within a reasonable period of time that any or all of this so-

called "directory information" should not be released without their prior consent. College of Alameda has not published an "Information Directory" and should one be compiled in the future, a public notice of intent will be provided.

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

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

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

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, codified at 20 USC 1092(f) as part of Higher Education Act of 1965, is a federal law that requires all colleges and universities to keep and disclose information timely and annually about certain crime on and near their respective campuses.

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

ADMINISTRATIVE PROCEDURE 4250 PROBATION

I. Standards for Probation

1. **Academic Probation:** A Peralta student who has attempted at least 12 semester units and has a cumulative GPA of less than 2.0 as shown by the total academic record for coursework at all Peralta Colleges shall be placed on Academic Probation. The student shall be placed on academic probation during the following term of attendance and shall remain on probation until his/her cumulative grade point average is 2.0 or higher (in accordance with provisions of Title 5).
2. **Progress Probation:** A Peralta student who has enrolled in a total of at least 12 semester units as indicated on the total academic record for all coursework at the Peralta Colleges shall be placed on Progress Probation when the percentage of all units in which the student has enrolled and for which entries of "W", "I", and "NP" are recorded reaches at least 50% of all grades.

II. Removal from Probation

1. **Academic Probation:** A student on Academic Probation for a grade point deficiency shall be removed from academic probation when the student's cumulative grade point average is 2.0 or higher.
2. **Progress Probation:** A student on Progress Probation shall be removed from probation when the percentage of units with entries of "W", "I", and "NP" drops below 50% of all grades.

III. Units Attempted

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

IV. Notification of Probation and Dismissal

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

College catalog.

ADMINISTRATIVE PROCEDURE 4255 DISQUALIFICATION AND DISMISSAL

I. Standards for Dismissal

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

- A. **Academic Dismissal:** A Peralta student on academic probation shall be subject to dismissal after three consecutive semesters in which such student has earned a cumulative grade point average of less than 1.75 in all units attempted.
- B. **Progress Dismissal:** A Peralta student who is on progress probation is subject to dismissal after the third consecutive semester or progress probation unless the current semester percentage of completed units exceeds 50% of enrolled units.
- C. **Reinstatement from Dismissal:** A Peralta student may appeal for reinstatement if unusual circumstances prevailed. Such circumstances will be evaluated by petition and could be, but are not limited to, health or financial strain. Re-admission will be conditioned on a semester review basis with the Peralta student subject to the continued probation dismissal policy.

II. Units Attempted

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

III. Notification of Probation and Dismissal

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

Campus Parking and Traffic Regulations

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

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

YOU MUST OBTAIN A STUDENT DECAL TO BE DISPLAYED ON YOUR AUTOMOBILE WINDOW WITH THE DAILY PAID PARKING RECEIPT. Both the decal and the parking permits are issued from the college Cashier's Office.

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

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

COURSE DISCLAIMER

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

Attendance Policies

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

ADMINISTRATIVE PROCEDURE 2430 DELEGATION OF AUTHORITY TO THE CHANCELLOR'S STAFF

A. Delegation of Authority

The Chancellor delegates the overall administration of the district to the following positions listed. The employees assigned are responsible to the Chancellor for successful performance. With respect

to the Board of Trustees Policies and the Chancellor's Administrative Procedures, the following specific assignments apply:

B. Presidents

Administer compliance of all their assigned college personnel with all Board Policies and Administrative Procedures. The Presidents shall provide leadership to their campus community shared governance process in a systematic annual review of Board of Trustees Policies, District Administrative Procedures, and college operating procedures with the expectation that recommendations for improvement will be made.

C. Special Assistant to the Chancellor/ Chief of Staff

Reports to the Chancellor and handles a wide range of matters of institutional importance on behalf of the Chancellor, including management of staff, budgets, administration, policies, and procedures. Serves as the Chancellor's primary strategic liaison with the State Chancellor's Office. Manages the Board agenda development process and reviews Board agenda items for Chancellor's approval. Serves as principal management support to the Chancellor in handling a range of faculty, staff, student, and public affairs issues. Coordinates and integrates the activities of the Chancellor's Cabinet in the development and implementation of established core initiatives. Facilitates the District's strategic long-term plans and action strategies for the District and the colleges and establishes a district-wide strategic plan using the shared – governance process that addresses the major issues facing the district. May serve as the Acting Chancellor in the absence of the Chancellor.

D. Vice Chancellor, Finance and Administration

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

E. Vice Chancellor, Academic Affairs

Represent the Chancellor for the academic affairs and student affairs of the district. For academic affairs administer compliance with all academic laws, regulations, and chapter 4 board policies and administrative procedures. Responsible for the following General Institution policies and

procedures; Accreditation, Admissions and Records, Institutional Planning, and Grants

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

F. Vice-Chancellor, Human Resources

Represent the Chancellor for the human resources function of the district. Administer compliance with all human resources laws, regulations, and chapter 7 board policies and administrative procedures. Serves as Chief Negotiator. Supervise the Human Resources Legal Counsel contract(s). Responsible for the following General Institution policies and procedures: Nondiscrimination, Equal Employment Opportunity, and Prohibition of Harassment.

G. Vice-Chancellor, General Services

Represent the Chancellor for the general services function of the district. Administer compliance with all general services and construction laws, regulations, board policies and administrative procedures. Administer the safety, security, construction and maintenance of facilities. Responsible for the following General Institution policies and procedures: Capital Construction Planning, Citizens Oversight Committee, Use of Facilities, Campus Safety, Campus Security and Access, Emergency Response Plan, Workplace Violence Plan, Reporting of Crimes, Child Abuse Reporting, Local Law Enforcement, Weapons on Campus, Sexual and other Assaults on Campus, Drug Free Environment and Drug Prevention Program, and Alcoholic Beverages.

H. General Counsel

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

I. Other Policies and Administrative Procedures

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

AP 3430 PROHIBITION OF UNLAWFUL HARASSMENT

The District is committed to providing an academic and work environment free of unlawful harassment. This

procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student or unpaid interns and volunteers within the District.

I. Definitions

A. General Harassment

Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or military or veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

B. Verbal

Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

C. Physical

Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting,

lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status.

D. Visual or Written

The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

E. Environmental

A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

F. Sexual Harassment

In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

1. submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status,

2. progress, internship, or volunteer activity;
2. submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.
5. This definition encompasses two kinds of sexual harassment:
 - a. "Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
 - b. "Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

II. Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual

relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

III. Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

AP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS

- A. Peralta Police Services shall make available sexual assault awareness information to students and employees.
- B. Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.
- C. Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.
- D. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
- E. "Domestic violence" includes felony or

- misdemeanor crimes of violence committed by:
- (1) a current or former spouse of the victim;
 - (2) a person with whom the victim shares a child in common;
 - (3) a person who is cohabitating with or has cohabitated with the victim as a spouse;
 - (4) a person similarly situated to a spouse of the victim under California law; or
 - (5) any other person against an adult or youth victim who is protected from that person's acts under California law.

- F. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.
- G. It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.

- H. These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information.
- I. All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Peralta Police Services, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until Peralta Police Services is authorized to release such information.
- J. Peralta Police Services shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with a copy of the District's policy and administrative procedure regarding domestic violence, dating violence, sexual assault, or stalking upon request, and the importance of

- K. Victims will be provided the option to:
- (1) notify proper law enforcement authorities, including on-campus and local police;
 - (2) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 - (3) decline to notify such authorities;
 - (4) the rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
 - (5) information about how the district will protect the confidentiality of victims, and
 - (6) written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to Peralta Police Services or local law enforcement.
- L. The victim will be provided a description of the following procedures:
- (1) criminal prosecution;
 - (2) civil prosecution (i.e., lawsuit);
 - (3) District disciplinary procedures, both student and employee;
 - (4) modification of class schedules; and
 - (5) tutoring, if necessary.
- M. The District will investigate all complaints alleging sexual assault regardless of whether a complaint is filed with local law enforcement. All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through Peralta Police Services, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights of confidentiality.
- N. A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty
- O. In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to allege lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:
- (1) The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
 - (2) The accused did not take reasonable steps in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.
- P. In the evaluation of the complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:
- (1) The complainant was asleep or unconscious.
 - (2) The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant was unable to communicate due to a mental or physical condition.
- Q. The District shall maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim or witness specifically waives the right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Public Information Office, which shall work with Peralta Police Services to assure that all confidentiality rights are maintained.
- R. Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, and stalking has been reported, including a statement of the standard of evidence (preponderance of evidence) that will be used during any district proceeding arising from such a report. The statement must include the following:
- (1) A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;

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

and promotes accountability;

C. The accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any changes to the results that occur prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.

- (15) A description of the sanction the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, date rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence or stalking

Education and Prevention Information

Peralta Police Services shall:

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

Please note:

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

AP 3560 ALCOHOLIC BEVERAGES

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

for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district as delegated for approval by the College President (if the special event is held at the college) or by the Chancellor (if the special event is held at the district office) that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.

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

AP 5013 STUDENTS IN THE MILITARY**A. Residence Determinations for Military Personnel and Dependents**

1. A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.
2. An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the

United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

3. A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
4. A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
5. An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more is entitled to resident classification.
6. A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

B. Withdrawal Procedure for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military

withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an "FW" grade. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

AP 5015 RESIDENCE DETERMINATION

A. Residence Classification. Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester.

Residence classifications are to be made in accordance with the following provisions:

1. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
2. Residence classification is the responsibility of the District Office of Student Services. Initial residence classification is determined by the District Office of Admissions and Records through a student's self-reporting in CCCApply (online application).

B. Definition of Residence.

1. A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.
2. A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

C. Rules Determining Residence. The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

1. Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
2. A person may have only one residence.
3. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
4. A residence cannot be lost until another is gained.
5. The residence can be changed only by the union of act and intent.

6. A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.
7. The residence of the parent with whom an unmarried minor child maintains his/her place of dwelling is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of dwelling was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
8. The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

D. Determination of Resident Status. A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

1. A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
2. A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.
3. A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
4. A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
 - A. He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.

- B. He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
- C. He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
- D. A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.

5. A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.
6. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transferred on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his or her resident classification so long he/she remains continuously enrolled in the District.
7. A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his or her resident classification, so long as he or she remains continuously enrolled in the District.

8. A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.

9. An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more.

10. A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.

11. A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.

12. A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

13. A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.

14. A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.

15. Students who attended high school or adult evening high school in California for three or more years or a combination of high school and elementary or secondary school and graduated from a California high school or attained the equivalent thereof. In the case of a person without lawful immigration status, the student must file an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. (Education Code 68130.5).

16. A student demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District saying that he or she intends to establish residency in California as soon as possible.

E. **Right To Appeal.** Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Office of Admissions and Records, may make written appeal to the Associate Vice Chancellor of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

F. **Appeal Procedure.**

1. The appeal is to be submitted to the District Office of Student Services. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.
2. The appeal will be forwarded to the Associate Vice Chancellor of Student Services within five working days of receipt by the office.
3. The Associate Vice Chancellor of Student Services shall review all the records and have the right to request additional information from either the student or the District Office of Admissions and Records.

4. Within 30 calendar days of receipt, the Associate Vice Chancellor of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

G. Reclassification. A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

1. Petitions for reclassification are to be submitted to the District Office of Student Services.

2. Petitions must be submitted prior to the semester for which reclassification is to be effective.

Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

3. Written documentation may be required of the student in support of the reclassification request.

4. A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District (Education Code Section 68044).

5. A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

a. Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made;

b. Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.

6. A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

7. Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

8. Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

9. The Associate Vice Chancellor of Student Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

10. Students have the right to appeal according to the procedures above.

H. Non-Citizens. The District will admit any non-citizen who is 18 years of age or a high school graduate. If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

1. If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

2. Any students who are US citizens, permanent residents of the US, and aliens who are not nonimmigrants (including those who are undocumented) may be exempt from paying nonresident tuition if they meet the following requirements:

a. high school attendance in California for three or more years or a combination of high school and elementary or secondary school;

b. graduation from a California high school or attainment of the equivalent thereof;

c. registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002;

d. completion of a residence questionnaire prescribed by the Chancellor and furnished by the District, verifying eligibility for this nonresident tuition exemption; and

e. in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.

3. The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Associate Vice Chancellor of Student Services. Students may appeal the decision.

**An Associate Degree
can be the basis for
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Alameda's Faculty and Staff hold three dozen Associate degrees.
Twenty-three are from the College of Alameda itself, and five are from other Peralta colleges.

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Adina, Nila
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MA, Cal Poly San Luis Obispo

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Buchalter, Ann
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MLIS, San Jose State University

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Building Guide

- A** 1st Level Administration, Business Office, Cashier, Office of Instruction, President's Office, Student Services, Welcome Center
2nd Level Business, Dental Assisting
- B** 1st Level Auto Body, Automotive Technology
- C** 1st Level Biological Sciences
2nd Level Liberal Arts, Social Science, Division 2 Office
- D** 1st Level Chemistry, CIS, Physics, Programs & Services for Students with Disabilities
2nd Level Language, Liberal Arts, EOPS, Division I Office
3rd Level Apparel Design & Merchandising, Art
- E** 1st Level Diesel Mechanics
- F** 1st Level ASCOA, Bookstore, Health Services, Police Services, Student Activities, Student Lounge
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 Assessment, Audio-Visual, Learning Resources Center, Open Computer Lab, Tutoring
- P** One-Stop Career Center
- S** Alameda Science and Technology Institute

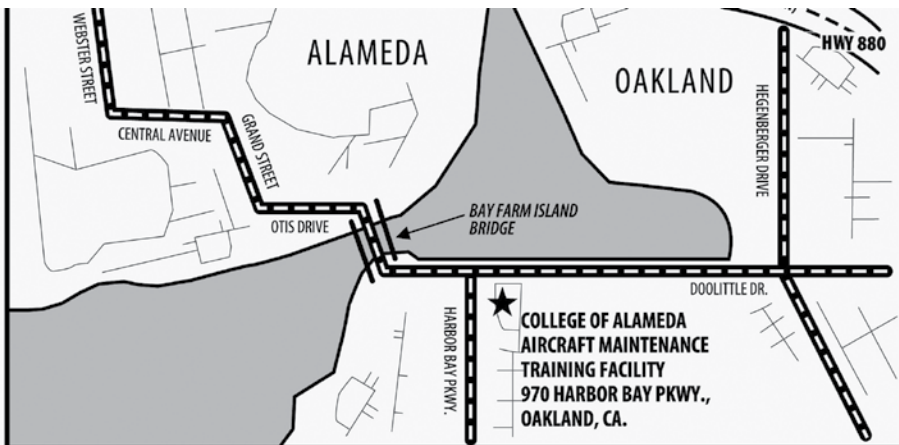
Cougar Village
Note: During construction, some services and classes have been relocated to the "Cougar Village" (CV) portables, behind Building F. Call for new locations of these.

860 Atlantic Ave. Science labs and classrooms will move into this building, located three blocks from the main campus, in 2010.



To 860 Atlantic Avenue →

College of Alameda Aviation Maintenance Training Facility
 970 Harbor Bay Parkway, North Field T-Hangar



The College of Alameda Aviation Maintenance Facility is located at the North Field of Oakland Airport, .3 mile from the intersection of Harbor Bay Parkway and Doolittle Drive.