



CATALOG

2019/
2020



2019-2020 CATALOG

555 Ralph Appezato Memorial Parkway · Alameda, CA 94501

www.alameda.peralta.edu

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College of Alameda Administration

Office of the President

Timothy Karas, Ed.D. *President*

Office of Instruction

Don Miller, Ph.D. *Vice President of Instruction*
 Lilia Celhay, M.S. *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*
 Will Bruce, M.A. *Dean of Special Programs & Grants*
 Paula Armstead, M.A. *Associate Dean of Educational Success*
 Aja Butler, M.A. *Director of Student Activities and Campus Life*
 Stefanie Bradshaw, M.A. *Director of Workforce Systems*

Office of Business and Administrative Services

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

Peralta Community College District

District Administration

Frances L. White, Ph.D. *Acting Chancellor*

Board of Trustees

Julina Bonilla, *President*
 Karen Weinstein, Ph.D., *Vice President*

Meredith Brown
 Cindi Napoli-Abella Reiss
 Nicky González Yuen
 Linda Handy
 Bill Withrow
 Aisha K.L. Jordan, Student Trustee
 Nick Galan, 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 2019-2020 General Catalog is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of the Peralta Community College District or College of Alameda for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and/or the College. The District and the College further reserve the right to add, amend or repeal any of their rules, regulations, policies and/or procedures.

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

If you wish to receive this publication in alternative format, call Programs & Services for Students with Disabilities (510) 748-2328.

President's Welcome



Dear Students, Prospective Students, and Community Members:

We're excited about your educational future! Whether your goal is to transfer to a four-year university, earn one of our certificates or degrees, or develop skills to advance your career, College of Alameda is committed to helping you succeed. If you need assistance, aren't sure where to go next, or simply have questions, stop by our Welcome Center and we will be happy to guide you.

Since opening our doors in 1970 College of Alameda's exceptional faculty and staff have empowered students to believe in themselves and reach their highest potential. Our goal is to provide you with a world-class education so that you too can achieve your dreams. At the College of Alameda, students are encouraged to explore, create, learn and lead with help from faculty and staff. I believe everyone can flourish with high-quality, affordable education.

You've made a great choice and welcome to College of Alameda!

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy Karas". The signature is fluid and cursive, written in a professional style.

Timothy Karas, Ed.D.
President
College of Alameda

Telephone Numbers

College of Alameda Main Number	(510) 522-7221
FAX	(510) 769-6019
Academic Division Offices:	
Career & Workforce Education	(510) 748-2318
Liberal Studies and Language Arts.....	(510) 748-2234
Science, Technology, Engineering, Art, and Mathematics.....	(510) 466-5370
Vice President of Instruction.....	(510) 748-2352
Admissions & Records	(510) 748-2228
Adult Education Transitions	(510) 748-5250
Alameda Promise.....	(510)748-2119
ATLAS Program	(510) 748-5256
Aviation Facility (North Field, 970 Harbor Bay Parkway).....	(510) 748-2290
Bookstore.....	(510) 748-2246
Business and Administrative Services Office.....	(510) 748-2235
CalWORKs	(510) 748-2260/2258
Cashier's Office.....	(510) 748-2224
College to Career.....	(510) 748-2326
Cooperative Agencies Foster Youth Education Support (CAFYES/NextUp).....	(510) 748-5232/5253
Counseling	(510) 748-5207
Extended Opportunity Programs & Services (EOPS) and CARE.....	(510) 748-2258
FabLab	(510) 748-5278
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
UMOJA Learning Community.....	(510) 748-5274
Veterans Affairs	(510) 748-2203
Welcome Center	(510) 748-2184
Workability	(510) 748-2109

Academic Calendar

Summer Semester 2019

June 3	M	Drop for Nonpayment of Tuition and enrollment Fees
June 17	M	Day and Evening Instruction Begins
June 24	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>
June 24	M	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
June 24	M	Last Day to Add Summer Session Classes
June 24	M	Census Day – Instructors Verify Enrollment in Classes
June 26	W	Last Day to File for PASS/NO PASS Grading Option
June 28	F	Last Day to File Petitions for AA or AS Degree/Certificate
July 4	Th	Independence Day – Holiday Observance
July 17	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.
July 17	W	Attendance Verification Day – Instructors Verify Enrollment
July 26	F	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 2019

August 19	M	Day and Evening Instruction Begins
August 24	Sat	Saturday Instruction Begins
August 25	Sun	Last Day to Add without Permission Number or Add Card
August 30	F	Last Day to Add Regular Session Classes in person with a Permission Number on Add Card
September 2	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 2	M	Last Day to Drop Regular Session Classes Without "W" Appearing on Transcript
September 2	M	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
September 2	M	Labor Day – Holiday Observance
September 2	M	Census Day - Instructors Verify Enrollment in Courses
September 6	F	Last Day to File for PASS/No Pass Grading Option for Regular Session Classes
October 18	F	Last Day to File Petitions for AA or AS Degree/Certificate
October 22	Tu	Professional Day- No Instruction
November 11	M	Veteran's Day – Holiday Observance
November 15	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 15	F	Attendance Verification Day - Instructors Verify Enrollment
Nov 28- Dec 1	Th-Sun	Thanksgiving - Holiday Observance
December 7	Sat	Saturday Instruction Ends
December 8-13	Su-F	Final Examinations
December 13	F	Fall Semester Ends

NOTE:

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

Spring Semester 2020

January 20	M	Martin Luther King Jr's Birthday – Holiday Observance
January 21	Tu	Day and Evening Instruction Begins
January 25	Sat	Saturday Instruction Begins
January 26	Sat	Last Day to Add without Permission Number or Add Card
January 31	F	Last Day to Add Regular Session Classes in person with a Permission Number on Add Card
February 2	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 2	Su	Last Day to Drop Regular Session Classes Without "W" Appearing on Transcript
February 2	Su	Last Day to Add Regular Session Classes online with an Instructor issued Permission Number
February 2	Su	Census Day – Instructors Verify Enrollment in Classes
February 7	F	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
February 14-17	F-M	President's Birthday – Holiday Observance
March 16	F	Last Day to File Petitions for AA or AS Degree/Certificate
March 19	Th	Professional Day – No Instruction
March 31	M	Cesar Chavez – Holiday Observance
April 12-18	M-Sun	Spring Recess
April 24	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 24	F	Attendance Verification Day – Instructors Verify Enrollment
May 15	F	Malcolm X's Birthday – Holiday Observance
May 16	Sat	Saturday Instruction Ends
May 17-21	Su-F	Final Examinations
May 23	F	Spring Semester Ends
May 25	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.

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 Opportunities** (Umoja, MESA, FabLab) 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

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 20). 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 for Speakers of Other Languages (ESOL) 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 2019-2020 academic year. 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

See College of Alameda Website <https://alameda.peralta.edu/student-service/admissions-and-records/>.

Admissions Requirements

Eligibility for Admission

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

Special regulations govern the admission of F-1 international and non-immigrant 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. All F-1 international students must complete an additional application along with a \$50 application fee and other documents. Please visit www.peralta.edu/international to learn about the application process and steps. The Office of International Education is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

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. For more information on current health insurance fees and links, please visit <http://web.peralta.edu/international/student-health-insurance> or to review AP 5030, please visit: <http://web.peralta.edu/trustees/bps-aps/>

INTERNATIONAL STUDENT SERVICES

Special regulations govern the admission and advising of foreign students with F-1 visas. These students should contact the Office of International Education for all concerns regarding admissions or F-1 status issues. You may contact the office by phone at (510) 466-7380 or email: globaled@peralta.edu. The office 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, ESOL, 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 Resource Center (VRC) 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 VRC 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 Office after completion of registration. 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 District 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.

Students can apply and enroll in noncredit classes online at <http://web.peralta.edu/workforcedevelopment/apply-and-enroll/>, or by completing a noncredit application in person at the college Welcome Center (see page 30 for more details).

AB 705

AB 705 is a bill that requires a community college district or college maximize the probability that a student will enter and complete transfer-level coursework in English and math within a one-year timeframe and use, in the placement of students into English and math courses, one or more of the following: high school coursework, high school grades, and high school grade point average (GPA).

California law AB 705 represents a significant change in the way students are placed. Students may be eligible to enroll in transfer-level math or English classes, or transfer-level courses with additional support. College of Alameda counselors will help students determine the most appropriate class.

All students who have graduated high school within ten years and who select an educational goal associated with transfer are expected to start at college-level math and English, with varying levels of support based on high school GPA, course grades, and other factors. Specific academic support may include tutoring, supplemental instruction, or co-requisite courses that will maximize the likelihood that students are successful in the transfer-level course.

College of Alameda has two pathways for students to complete transfer-level coursework in Math within one year. Students pursuing majors in Business, Science, Technology, Engineering or Math (BSTEM) fields who will need Calculus, may begin in Math 1-Pre-Calculus. Students pursuing other majors will take the Statistics and Liberal Arts Math (SLAM) pathway and may begin in Math 13-Statistics. Both paths include a same-semester support class with placement based upon high school math grades and high school GPA. English 1A or English 1AS is the entry into the English composition transfer path, with same-semester support classes and enhanced Writing Center assistance.

By Fall 2020, all California Community Colleges will offer an ESOL sequence that will allow students to complete transfer-level English within 3 years.

ONLINE ORIENTATION

All first-time students are required to participate in an Online Orientation which explains College programs, services, and facilities. Upon completion of the Online Orientation students will receive a completion certification to verify they have met this requirement.

ASSESSMENT

Assessment is a process that will help you identify which English, math or English for Speakers of Other Languages (ESOL) course best matches your skill level. College of Alameda's assessment process is compliant with AB 705. AB 705 is a law that requires California Community Colleges to maximize the probability that a student who is seeking a degree/transfer will enter and complete transfer-level coursework in English and math within one year and use multiple measures when placing students into English or math courses.

English and math assessment will occur with a counselor during a new student appointment. In accordance with AB 705, Counselors will use multiple measures from high school transcript data. If a student's high school transcript information is not available, additional multiple measures will be used. Counseling is located in the Welcome Center (A-building) or call (510) 748-2209.

For placement into ESOL levels, students will take a two-part test (writing and multiple-choice). To schedule an ESOL test, contact the Learning Resources Center (LRC) located on the 2nd floor of the library or call (510) 748-2307.

NEW STUDENT COUNSELING

All first-time students are required to participate in a new student counseling session. During this session, Counseling faculty will help students create a new student education plan, provide guidance with course selection, and clear pre-requisites. At the end of this session, the counselor will lift the Enrollment Hold so that students can register for classes online.

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 – CALIFORNIA COLLEGE PROMISE GRANT

The California College Promise Grant (CCPG) 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 CCPG.

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.

AB 540 California Nonresident Tuition Exemption Request

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:

Any student, other than one with United States Citizenship and Immigration Services (USCIS) **nonimmigrant** visa status (see exception below for students who have been granted T or U visa status), who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California).

- A student is exempt from paying nonresident tuition if the student meets all of the following four requirements:
 1. The student must have:
 - attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more, or
 - attained credits earned in California from a California high school 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 California for a total of three or more years, and
 2. The student must have:
 - graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or
 - completed an associate degree from a California Community College, or
 - completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and
 3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California, and
 4. The student must file an affidavit with the college or university stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.

- Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.
- Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

PROCEDEURES FOR REQUESTING AB 540 EXEMPTION FROM NONRESIDENT TUITION

Complete the form entitled California Nonresident Tuition Exemption Request. Submit it to the college Admissions Office. The form can be obtained at the college's Admissions and Records Office or online at <http://web.peralta.edu/admissions/forms/>. Students may be required to submit additional documentation.

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.

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".

The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, the California Promise Grant (formerly known as the BOG fee waiver), Chaffee grants, and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.

AB540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid. 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/>

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

Proposition A* requires all Peralta students enrolled in six or more units to **pay** an **AC Transit EasyPass** bus pass fee of \$42.29, thereby making them eligible to receive an **AC Transit EasyPass** bus pass. Students with **EasyPass** can ride all AC Transit bus lines, including local and Transbay service, at all times.

All students enrolled in six (6) or more units are **required** to pay an AC Transit EasyPass per semester that is collected at the time of enrollment. For more information and program updates visit, www.peralta.edu/student/ACTransitEasyPass or email easyass@peralta.edu

* PCCD Student Government passed Proposition A in the May 2009 and again in May 2016. See Administrative Procedure 5030 (Student Fees)

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 CCPG). 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.

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.

Noncredit Courses

College of Alameda offers noncredit classes and certificate programs for students seeking self-improvement, increased literacy and job skills, and access to higher education and employment. Noncredit classes are free, do not require proof of residency and do not have prerequisites.

The Board of Governor's for California Community Colleges established noncredit classes and programs to provide an "educational gateway" or a "portal to the future". It serves as a key contributor to "open access" for students who seek ways to improve their earning power, literacy skills and access to higher education.

Noncredit courses are intended for students who want to gain general knowledge, learn a new skill, upgrade existing skills, enrich their understanding about a wide range of topics, or develop personal interests. Noncredit courses are NOT applicable toward a degree and no units are earned. Upon completion of a series of required classes, students may earn a noncredit vocational certificate. Although students may not initially need or desire unit credit, noncredit often serves as the first point of entry for many under-served students as well as a transition point to credit instruction.

There is no tuition for noncredit courses. However, a few courses include a fee for materials provided to students. Students are also responsible for the purchase of books and supplies. Upon completion of a course, students will receive a grade of Pass, No Pass or Satisfactory Progress.

Students can apply and enroll in noncredit classes online at <http://web.peralta.edu/workforcedevelopment/apply-and-enroll>, or by completing a noncredit application in person at any of the Peralta College Admissions and Records Offices, or the Peralta Workforce Development and Continuing Education Office. Students may enroll in both credit and noncredit classes. Students may also order a noncredit transcript from Admissions and Records.

For more information on enrolling in noncredit courses please contact the Adult Education Office at (510) 748-5250, email coa-ae@peralta.edu, or visit the College of Alameda Welcome Center.

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

Community College Promise Grant (CCPG)

California Community College students are charged an enrollment fee. However, enrollment fee waiver is available for qualified California resident students through the *Community College Promise Grant Program*.

Students may be eligible for a California College Promise Grant (CCPG) 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 CCPG.

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

Loss of California College Promise Grant (CCPG)

Since 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 California College Promise Grant (CCPG). The change was effective fall 2016.

Students who are eligible for the CCPG 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 CCPG. If the cumulative number of units completed is not more than 50 percent in two consecutive primary terms, the student is disqualified for the CCPG. Any combination of two consecutive primary terms (fall/spring semesters) of academic or progress probation may result in loss of enrollment fee waiver eligibility.

Foster Youth, as defined in Education Code 66025.9(b), **shall not be subject to loss of CCPG** 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 CCPG 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 CCPG Eligibility

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

Academic and/or Progress Improvement

Approval requires significant academic improvement by completing a semester (minimum enrollment of 3 units or more) with a 50% completion rate and a term GPA of 2.0 or above in the most recent primary term.

No Enrollment for Two Primary Terms

Approval requires the student not enrolled within the PCCD for two consecutive primary terms (fall/spring) since becoming ineligible for the CCPG.

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 CCPG Petition Form with supporting documentation. Petitions that are approved will result in the restoration of the CCPG.

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 for Speakers of Other Languages (ESOL) Coursework

Students who enroll in excessive ESOL coursework (over 45 units) without enrolling in classes leading toward their stated educational major or goal will be notified by the Financial Aid Office. ESOL 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 2 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

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:

- California College Promise Grant (CCPG)
- 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 combination of California high school, adult school, California community college for a total of three years or more; or attained credits earned in California from a California high school 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 California for a total of three years or more;
- Graduated from a California high school, got a GED or passed the California High School Proficiency Exam; or completed an associate degree from a California community college; or completed the minimum requirements at a California community college for transfer to a 4-year college.
- 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)
California College Promise Grant	Registration period Every Summer	Financial Aid Office	Waives community college enrollment fees for eligible students	CCPG 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.

Student Support Services

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.

College of Alameda Student Services is committed to guiding, empowering, and inspiring students to achieve their academic, career and personal goals through a student centered and caring approach.

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>.

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.

Adult Education Transitions

The College of Alameda Adult Transition Program works with Adult Schools and Community Based Organizations to foster a seamless transition into the Peralta Community College system. To get you started, we can offer introductory meetings and presentations, enrollment and financial assistance, college tours, and a transitions course that will provide group assistance through the matriculation process. Whether students are seeking degrees to transfer, career technical education to employment, or a self-study education plan for professional development, we are here to ensure your success. The Adult Transitions office is located in the Library, Second Floor, and Room 223.

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.

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 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.

New students to College of Alameda are strongly encouraged to meet with a counselor prior to enrolling to develop 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.

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 California College Promise Grant (formerly BOG Fee waiver)
- 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.

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) 748-2391 for further information.

Intercollegiate Athletics

College of Alameda is a participating member of the Bay Valley Conference and offers intercollegiate athletic competition in basketball for men and in volleyball for women students. Students enrolled at College of Alameda may participate in athletic programs at other Peralta Colleges if a particular sport is not offered here. All athletes must meet the specific requirements of the Bay Valley Conference and of the 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.

Learning Resources Center

The Learning Resources Center (LRC) is located on the second floor of the Library and is a combination of labs that provide tutoring for most subjects taught at the college: the Writing Center/Language Lab, Open Computer Lab, Math Lab, and MESA Center (in the Science Annex). Our tutors are trained to provide individual tutoring sessions, as well as facilitate groups and workshops. The LRC also provides Study Groups and supplemental instruction in Math, English, Sciences, and other subjects. For additional information, please contact (510) 748 - 2307 or visit the second floor of the library.

NextUp Program (Formally known as CAFYES)

NextUp is a supplemental component of the existing Extended Opportunity Programs and Services (EOPS) program. The purpose of NextUp 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 NextUp.

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

NextUp services include

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

New Dream

New Dream is a program for returning citizens who are on parole or probation and for the family members who have been impacted by the justice system. The New Dream program supports student's transition into college, break down the stigma of being incarcerated, and demonstrate that our formally incarcerated reentry students can thrive and become active productive citizens on campus and in our community. The program is tailored to the individual needs of the students.

New Dream Services:

- Academic Counseling
- Peer Mentoring
- Book Vouchers
- Cap & Gown
- Housing and Job referrals
- Clothing
- Support Groups
- Legal support

For more information, visit the Welcome Center Building A, or telephone (510)748-5288

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 (known as 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.

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.

Office of Student Activities and Campus Life

The goal of the Office of Student Activities and Campus life is to provide activities, programs and services that improve overall student experience at CoA. Students who participate in campus events, community service opportunities, field trips and student clubs, can meet new people, feel a part of the campus community, and develop valuable leadership skills. Student Activities and Campus Life services and programs include:

- College Hour Events
- Cougar Service Days
- Commencement
- Associated Students of College of Alameda (ASCOA)
- Student Clubs and Organizations
- Safety Aide Program
- Lost and Found

Visit the office on the 2nd floor of the Student Center. F-217.

Associated Students of College of Alameda (ASCOA)

ASCOA is the campus student government association representing student concerns to administration. ASCOA also plans campus activities for student enjoyment. ASCOA is always looking for self-motivated, responsible students. To join ASCOA, to serve on a campus committee or volunteer for an event stop by the ASCOA office on the 2nd floor of the Student Center. F-212.

Student Center (F-building)

The Student Center is the focal point of student life at CoA where students can experience social, cultural and educational events. Events with guest speakers, health and wellness workshops, and performances are often hosted in the F-building. Additionally the F-building houses the following services:

- Health Services
- Mental Health Services
- International Student Services
- Bookstore
- Reflection Room
- PCCD Police Services
- Office of Student Activities and Campus Life
- ASCOA offices
- Computer Lounge
- Food Services
- Vending Machines
- ATM machine
- Microwaves
- Filtered Water Bottle Filling Stations

Bookstore

The Bookstore is located on the 1st floor of the Student Center. You can purchase textbooks, school supplies and snacks. Check the class schedule for store hours.

Food Services

In between classes visit the micro-market and café, located on the 2nd floor of the Student Center. The micro-market and café features many fresh and healthy grab and go items, snacks, beverages, pastries, and coffee drinks.

Student Ambassador Program

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

For further information, contact Outreach at (510) 748-5223.

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, flu-shots, birth control, pregnancy testing, emergency first-aid and assistance with general problems. Low-cost eye exams and glasses are available upon request.

Health Navigator: Provide assistance with Medi-Cal, Covered California, and CalFresh (CA Food Stamp Program) enrollment and assists with linkage to community resources. Location: F-116.

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-109.

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

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, 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 Transfer Center 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
- Admission applications and essay assistance
- 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.

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."

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.

Veterans Resource Center

The Veterans resource Center provides assistance to veterans and to eligible dependents of veterans in their pursuit of an educational degree. Services include: counseling, tutorial assistance, outreach, recruitment, referral service for job placement, Veterans Affairs Application for benefits 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.

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.

Specialized Learning Opportunities

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/>



FABLAB

The FabLab is a space where students, and community members engage with current technology and classic tools under the guidance of expert technicians to design and make almost anything – most of all it a cool place to learn! COA faculty have embedded “making” assignments into courses such as English, Accounting, and Apparel Design. Critical thinking and advanced problem solving skills are nurtured in this environment. Students and community members are also trained and encouraged to dream, design, and refine their own ideas. The FabLab could be the starting place of a new hobby or a new product. The FabLab is an open and “safe zone” for learning - even the occasional failure is celebrated as a valuable learning moment! Explore COA’s FabLab in Room D-102 or by checking it out online (<https://coa.makernet.work/#/>).

MESA

(Mathematic Engineering Science Achievement)

Empowering Students to excel in STEM majors and become tomorrow’s leaders in science, engineering, and math.

MESA is a peer and professional support community whose sole aim is to increase access and opportunities of success in STEM-related fields. How to apply:

Fill out an application:

- You can go online: <http://alameda.peralta.edu/coamesa>
- OR go to MESA Center, Room 125 in Science Annex, College of Alameda
- OR ask your counselor I Building A for an application then bring it to the MESA Center

You must be planning to transfer to a four-year university to study a STEM major.

Umoja Learning Community

Umoja – (a Kiswahili word for unity) is a community and critical resource dedicated to enhancing the cultural and educational experiences of African American and other students. In the Umoja community educators and learners are committed to the academic success, personal growth, and self-actualization of students. The Umoja community seeks to educate the whole student – mind, body, and spirit.

For additional information about The Umoja Community, call (510) 748-5274 or visit the office located in the Library, Second Floor, Room L215.

PATHWAYS

Pathways are ways to achieve goals beyond traditional degrees and certificates.

Community Change and Urban Leadership (CCUL) Pathway

Community Change and Urban Leadership is a set of three pathways to upper division and graduate studies in law, public administration, and social justice oriented other programs (e.g. social work, justice studies, peace studies, conflict resolution, community building, etc.). The study of CCUL courses uses the skills of social scientific inquiry. The three CCUL pathways are as follows:

Pathway to Law School

The “Pathway to Law School” is designed to help students interested in a career in law to understand the processes of qualifying for and applying to law school, while mentoring students in how to transition from community college to a four-year university, and sustaining the momentum to pursue professional/graduate school. In partnership with The State Bar of California, the Pathway to Law School initiative at College of Alameda seek to enhance opportunities and advancement in the legal profession for diverse populations, particularly those who have been underrepresented in the practice of law.

Careers in Law: Careers often pursued by persons with training and degrees in law include (but are not limited to): Attorney (Defense and Prosecution), Civil or Criminal Law, Court Reporter, Judge, Paralegal, and can often be in organizational leadership & consulting.

Law Pathway Scholars are eligible for a certificate of completion from the California State Bar - Cal-LAW which offers an advantage when applying for one of ten California partner pathway law schools. To be eligible, students must complete eight Required Courses:

POSCI 8	Law and Democracy
POSCI 1	Government and Politics in the United States
	or
POSCI 26	US and California Constitution (preferred)
HIST 7A	History of the United States to 1877
HIST 7B	History of the United States since 1865
ENG 1A	English Composition and Reading
ENG 5	Critical Thinking in Reading and Writing
COMM 44	Argumentation
MATH 13	Introduction to Statistics

There are other Recommended Elective Courses (POSCI-41 - Service Learning: Law, Democracy and Public Administration; COUN-201 - Orientation to College: Student Success and Support Program; and COOPED-451 - Cooperative Occupational Work Experience).

Pathway to Public Administration

The “Pathway to Public Administration” - in partnership with area universities - is designed to mentor students interested in a career in public affairs and non-profit sector & community governance to understand the processes of how to transition from community college to a four-year university, and sustaining the momentum to pursue professional/graduate school in public administration. Course work in this pathway is designed to provide an introduction to the field of Public Administration and public service with the purpose of offering individuals a pathway to career success in the general area of community service in the arena of the public and social sectors.

Career in Public Administration: Careers often pursued by persons with training and degrees in public administration and affairs include (but are not limited to): government management (City, County, Regional, State or Federal Levels); administrative leadership; organizational consulting; policy analysis; non-profit administration; and planning and resources development.

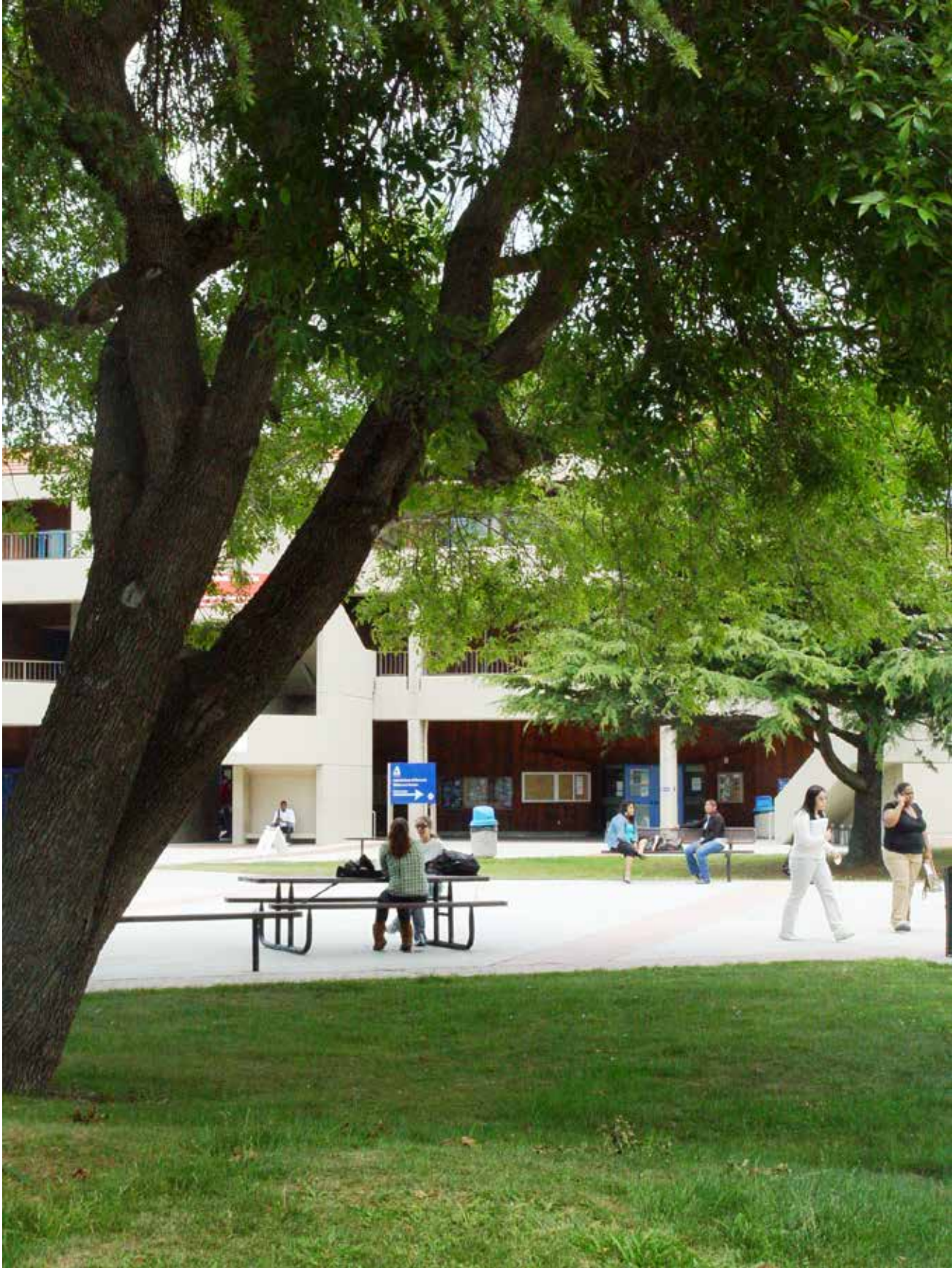
Violence Prevention Certificate Pathway

The **Violence Prevention Certificate Track** is designed to help students interested in a career in peace making & community building to understand the processes of qualifying for and applying for careers, while mentoring students in how to transition from community college to a four-year university, and sustaining the momentum to pursue professional/graduate school. This pathway is designed to be used in seeking employment in community based organizations or as part of a pathway towards law school or programs in public affairs. It offers 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 the course sequence and internship experience in the field leads to a *Violence Prevention Specialist Certificate of Proficiency*.

Career in Violence Prevention & Community Building: Careers often pursued by persons with training and degrees in Violence Prevention & Community Building include (but are not limited to): Training, Community Organizing, Consulting, Social Work, Community Counseling, and working with various levels of government in neighborhood relations.

The Program Learning Outcomes for the Violence Prevention Certificate Track are:

1. Demonstrate the skills of critical evaluation and application of these ideas (of violence prevention) in various contexts, which you'll have learned about – and in your role in building healthy community.
2. Demonstrate a working knowledge of the theory (an overall working knowledge of historical background and foundational principles) and practice of the field of violence prevention and healthy community
3. Articulate how to effectively apply these principles and skills in violence prevention and healthy community building in your own life as professionals and as people living in your own community.



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.

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 (Noncredit) [NC1]

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

Certificate of Competency (Noncredit) [NC2]

A Certificate of Competency is a prescribed pathway of noncredit 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 ESOL.

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

Continued on page 54...



College of Alameda
General Education Requirements for the Local Associate Degree
Advising Form 2018-2019

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.

Legend: 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, 21 Astronomy 1 Biology 1A, 1B, 2, 3, 4, 10, 24, 102 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, 7, 19, 55 Asian/Asian-American Studies 45A, 45B Business 5 Communication 6, 19 Counseling 30, 230 Economics 1, 2, 5 Education 1 Geography 2, 3 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, 34 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

Legend: 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>Anthropology 7, 55 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 History 7A, 7B, 8A, 8B, 11, 12 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>English Composition: One course with a minimum value of 3 semester units. Communication 5 English 1A, 1B, 5 ESOL 52A, 52B</p> <p>Course From Other College: _____ Advanced Placement: _____</p>	4a	4a	4a
4b	<p>Mathematics: 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>Computer Literacy: One course with a minimum value of 1 semester unit. Biology 31 Business 24 Computer Information Systems: All courses numbered 1-248. Learning Resources 211 LIS 74, 85</p> <p>Course From Other College: _____</p>	4c	4c	4c
4d	<p>Oral or Written Communication, or Literature: One course with a minimum value of 3 semester units. Communication 1A, 2A, 2B, 4, 5, 6, 12, 20, 25, 35A, 44, 45 English All courses numbered 1 through 247 except 48, 49 English for Speakers of Other Languages 50A, 50B, 52A, 52B Mexican/Latin Studies 3* *<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** Anthropology 55 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

Continued from page 51...

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.

- 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:

- Completing specific courses;
- Accumulating a determined number of college units;
- Earning a specific grade point average;
- Passing campus or national examinations;
- Meeting advance application deadlines; and
- 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 2018-2019

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 <i>CSU requires three (3) courses, one course each from A, B, and C</i> <i>UC requires two (2) courses, one course each from A and B</i>				
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: Anthropology 55* Chinese 10B++, 11A++, 11B++, 12A++, 12B++ Communications 2A, 2B English 1B, 30A, 30B, 31, 32A, 79 German 1B++ History 7A*, 7B*, 8A*, 8B*, 12*, 17*, 19*, 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 can be used for credit in one AREA only. +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, 7, 19, 55* Asian/Asian-American Studies 45A, 45B Communications 6 Economics 1, 2, 5¹ Geography 2 History 2A, 2B, 7A, 7B**, 8A, 11, 12, 17*, 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 can be used for credit in one AREA only. +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

DEGREES & PROGRAMS

THIS FORM IS SUBJECT TO CHANGE: <i>Please see a counselor.</i> (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, 21 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		US (CALIFORNIA) GOVERNMENT	
AFRAM 30/ HIST 50 African-American History: Africa to 1865 (3)	AND	POSCI 1 Government and Politics in the United States (3)	
AFRAM 31/ HIST 51 African-American History: 1865 to 1945 (3)		POSCI 16 State and Local Government (3)	
HIST 7A History of the United States to 1877(3)		POSCI 26 U.S. and California Constitution (3)	
HIST 7B History of the United States since 1865 (3)			

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 62 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 58 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 2018-2019

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

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, 14/L Geology 10, Physics 4A/L, 4B/L, 4C/L, 10 Course From Other College: _____ Advanced Placement _____	B1	B1	B1
	B2 – Life Sciences: Anthropology 1, 21 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: Anthropology 1L, Geography 1L,</i>	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: Anthropology 55 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, 17⁴, 19⁴, Humanities 1, 2⁴, 3⁴, 13A⁴, 13B⁴, 15, 40, 51A⁴, 51B⁴, 51C⁴, 60⁴ Mexican/Latin-American Studies 2A*, 2B*, 2C*, 3*, 18A⁴ 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*	D	D	D
	Anthropology 2, 3, 7, 19, 55			
	Asian/Asian-American Studies 45A, 45B			
Communications 6, 19 Economics 1, 2, 5	D	D	D	
Geography 2				
History 2A, 2B, 7A⁴, 7B⁴, 8A⁴, 8B⁴, 11⁴, 12⁴, 17⁴, 19⁴, 50*, 51*, 52*, 53B*, 56*				
Humanities 13A⁴, 13B⁴, 60⁴	D	D	D	
Mexican-Latin American Studies 18B*				
Political Science 1, 2, 3, 4, 6, 8, 26, 31, 37				
Psychology 1A⁴, 1B⁴, 3⁴, 7A, 7B, 12⁴, 18⁴, 24, 28, 29, 34⁴	D	D	D	
Sociology 1, 2, 3*, 5, 120				
Course From Other College: _____ Advanced Placement _____				
* Students receive credit and certification for one course only. ⁴ Course cannot be double counted in other areas.				
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, 73	E	E	E
	Biology 31			
CIS 1**	E	E	E	
Counseling 24, 30, 57				
Dance 12A, 12B, 25, 26, 27, 28, 29, 59, 60, 61, 68, 69, 70, 71, , 92, 93, 94	E	E	E	
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	E	E	E	
Psychology 1A⁴, 1B⁴, 3⁴, 9A, 9B, 12⁴, 18⁴, 34⁴**				
Political Science 35	E	E	E	
Course From Other College: _____ Advanced Placement _____ Military Credit _____				
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.				

DEGREES & PROGRAMS

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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), Certificates of Proficiency (CP), and Certificates of Competency (CCy) are awarded:

ADAM	Apparel Design & Merchandising CA, AA
AFRAM	African-American Studies AA
ANTHR	Anthropology AA-T
ART	Art <ul style="list-style-type: none"> • Art, AA, CA • 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 • Business Administration AS-T • Logistics Clerical CP • Small Business Administration CP • Transportation, Distribution, and Logistics CA • Transportation - Logistics Operations CP • Warehouse and Forklift Operations CP • Word Processor I 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
ESOL	English for Speakers of Other Languages <ul style="list-style-type: none"> • Bridge to Credit ESOL CCy • ESOL: Intermediate CP • ESOL: High Intermediate CP • ESOL: High Beginning CP • ESOL: Advanced CP
HIST	History AA, AA-T
HUMAN	Humanities AA
KIN	Kinesiology <ul style="list-style-type: none"> • Athletic Trainer Aide CA
LBART	Liberal Arts <ul style="list-style-type: none"> • Arts & Humanities AA • Social & Behavioral Sciences AA • Natural Sciences AA • IGETC CA • CSU GE Breadth CA
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:

Career and Workforce Education

Eva Denise Jennings, Dean

(510) 748-2318

Alameda Transportation & Logistics Academic Support
(ATLAS)

Apparel Design & Merchandising - ADAM

Apprenticeship - APPR

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

Liberal Studies and Language Arts

Lilia Celhay, Dean

(510) 748-2373

African-American Studies - AFRAM

Asian/Asian-American Studies - ASAME

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

Political Science - POSCI

Psychology - PSYCH

Social and Behavioral Sciences - SOCSC

Sociology - SOC

Spanish - SPAN

Vietnamese - VIET

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

Ana McClanahan, Dean

(510) 466-5380

Art - ART

Astronomy - ASTR

Anthropology - ANTHR

Biology - BIOL

Chemistry - CHEM

Computer Information Systems - CIS

Dance - DANCE

Geography - GEOG

Geology - GEOL

Kinesiology - KIN

Mathematics - MATH

Music - MUSIC

Physical Education (Now Athletics/Kinesiology)

Physics - PHYS

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 29. 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	ANTHR 1	ANTH 100
2	ANTHR 1L	ANTH 115L
3	ANTHR 2	ANTH 150
4	ANTHR 3	ANTH 120
5	ART 2	ARTH 110
6	ART 3	ARTH 120
7	ART 4	ARTH 150
8	ART 20	ARTS 110
9	ART 22	ARTS 205
10	ART 46	ARTS 100
11	ART 47	ARTS 101
12	ART 50	ARTS 210
13	BUS 1B	ACCT 120
14	BUS 2	BUS 125
15	BUS 10	BUS 110
16	COMM 1A	COMM 180
17	COMM 2A	COMM 170
18	COMM 4	COMM 140
19	COMM 5	COMM 190
20	COMM 6	COMM 150
21	COMM 19	JOUR 100
22	COMM 20	COMM 130
23	COMM 44	COMM 120
24	COMM 45	COMM 110

Continued...

#	College of Alameda	C-ID Designator
25	ECON 1	ECON 202
26	ECON 2	ECON 201
27	ENGL 1B	ENGL 120
28	ENGL 5	ENGL 105
29	ENGL 10A	ENGL 200
30	ENGL 30A	ENGL 130
31	ENGL 30B	ENGL 135
32	HIST 2A	HIST 170
33	HIST 2B	HIST 180
34	MATH 3A	MATH 210
35	MATH 3C	MATH 230
36	MATH 3E	MATH 250
37	MATH 3F	MATH 240
38	MATH 13	MATH 110
39	PHYS 4A	PHYS 205
40	PHYS 4B	PHYS 210
41	PHYS 4C	PHYS 215
42	POSCI 1	POLS 110
43	POSCI 2	POLS 130
44	POSCI 3	POLS 140
45	POSCI 4	POLS 120
46	PSYCH 1A	PSY 110
47	PSYCH 28	PSY 200
48	SOC 1	SOCI 110
49	SOC 2	SOCI 115
50	SOC 3	SOCI 140
51	SOC 5	SOCI 150
52	SOC 120	POLS 160
53	SOC 120	SOCI 120
54	SOCSC 10	SJS 110

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 discipline of **African American Studies** at the College Of Alameda will give you a deep appreciation and understanding of the impact that people of African descent have had on the ancient and modern worlds. You will draw from multiple academic disciplines, including history, sociology, communication, literature, art, dance, anthropology, and political science. Through these academic lenses you will gain a broader understanding of the African diasporic experience in the U.S. and beyond as you will critically analyze the struggles, triumphs, and rich traditions both past and present. You will learn from instructors who are active in the community and their areas of academic specialization. Students in African American Studies at the College of Alameda can elect to study in Africa during the summer session through our study abroad program to Accra Ghana. Future study abroad opportunities within the African diaspora will include Mexico, Cuba, Haiti, Jamaica, and Brazil.

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

AFRICAN-AMERICAN STUDIES ASSOCIATE OF ARTS

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.

Career Opportunities

African American studies graduates from the College Of Alameda are prepared to work in many situations requiring appreciation of cultural diversity, gender equity, and social awareness. Recent graduates have gone on to peruse four year degrees at Cal, Davis, UCLA, Howard, SFSU, and other major colleges throughout the country and abroad. Other COA scholars have elected to peruse professional careers in, politics, social service programs, counseling services, nonprofits, and other community based organizations.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- 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;
- Develop a clear understanding of the richness and complexity of the interdisciplinary scholarship in African American studies.
- 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.
- 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 Race and Ethnicity in the U.S.	3
SOC 5	Sociology of Minority Groups	<u>3</u>
	Total Required Units:	18

ANTHROPOLOGY (ANTHR)

The Anthropology Program at College of Alameda offers students the opportunity to study humankind from biological, historic, prehistoric and cultural perspectives. Anthropology introduces students to the investigation of what it means to be “human” in ways that are personally enriching and have practical applications in their lives. Courses include the evolution of human biological structures, human genetic and physical variation, cultural aspects of past and present societies around the world and the impact of cultural ideas on human behavior and biology.

Anthropology is a vibrant component of a well-rounded education plan for any major because of the unique characteristics of the discipline. Diversity, flexibility, understanding and empowerment are at the heart of the holistic perspective of Anthropology courses.

What can you do with a degree in Anthropology?

A Bachelor of Arts degree or Master’s degree in Anthropology can open the door to employment in a number of fields, including education, human resources, corporate personnel integration, marketing, museum/gallery curation, public relations work, international development, non-profit management, travel and leisure fields, forensic science, cultural resource management, park services and public health, to name just a few.

Program Learning Outcomes (PLOs):

- Explain core concepts of Anthropology, including biological, socio-cultural and archaeological aspects of the discipline.
- Demonstrate an understanding of the scientific methods (skills) used by contemporary anthropologists.
- Apply holistic perspective to discuss appreciation for the genetic and cultural diversity of humans in the past and present, around the world.

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

C-ID ANTH 100

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

C-ID ANTH 115L

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

C-ID ANTH 150

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

C-ID ANTH 120

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

AA/AS area 2, 3; IGETC area 4; CSU area D

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; IGETC area 4; CSU area D

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

AA/AS area 1; IGETC area 5B

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 48AF**Anthropology Field Studies Abroad**

.5-3 units, .5-3 hours lecture (GR or P/NP)

Acceptable for Credit: CSU, UC

Field Studies Abroad: Analysis of how behavior in different cultural groups is adaptive to local environment and social conditions; first-hand observation and interaction in short-term study abroad experiences; description of the advantages and disadvantages of cultural relativism; assessment of the impact of modernization and globalization on human cultures; application of the scientific method to understand observable and historic human behaviors in cultural context. 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

AA/AS area 2; IGETC area 3B, 4; CSU area C, D

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

ANTHROPOLOGY ASSOCIATE IN ARTS FOR TRANSFER

The **Anthropology Associate of Arts for Transfer Degree (AA-T)** is designed to meet the lower division requirements for Anthropology majors at CSU, UC and other four-year baccalaureate degree programs. Students in the Anthropology AAT program at College of Alameda are expected to complete a minimum of 18 semester units in the major with a grade of "C" or higher, while maintaining an overall GPA average of at least 2.0 in all CSU/UC transferable coursework. Students are required to complete a total of 60 semester CSU/UC transferable units (including Anthropology major units) using the California State University General Education Breadth pattern (CSU-GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) in order to transfer to university with junior status. Students are strongly advised to consult with a College of Alameda counselor and the Anthropology Department chair early and often for additional information and to verify transfer requirements.

Career Opportunities

A Bachelor's degree (BA) in Anthropology is a gateway for people who want to work in international business, non-profit corporations, social and community service, criminal justice, museum studies, urban planning, travel industries and health care professions. With additional degrees (graduate work), rewarding careers in higher education, research, cultural resource management and government are available.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Explain core concepts of Anthropology, including biological, sociocultural and archaeological aspects of the discipline.
- Demonstrate an understanding of the scientific methods (skills) used by contemporary anthropologists.
- Apply holistic perspective to discuss appreciation for the genetic and cultural diversity of humans in the past and present, around the world.

Degree Major Requirements:

Dept/No.	Title	Units
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Required Courses:

ANTHR 1	Introduction to Physical Anthropology	3
ANTHR 2	Introduction to Archaeology and Prehistory	3
ANTHR 3	Introduction to Social and Cultural Anthropology	3

List A: Select 3-4 units (1-2 courses) from the following:

ANTHR 1L	Introduction to Physical Anthropology Laboratory (1)	
MATH 13	Introduction to Statistics (4)	
SOC 125	Statistics for the Social Sciences (3)	3-4

List B: Select 1-2 courses (3-5 units) from the following:

(including any courses not selected previously from List A)

SOC 120	Introduction to Research Methods (3)	
GEOG 14	Introduction to Geographic Information Systems (4)	3-5

List C: Select at least 1 course (3-4 units) from the following elective courses: (including any courses not selected previously from List A or B)

ANTHR 7	Magic, Religion, and Witchcraft (3)	
ANTHR 19	Anthropology of Sex and Gender (3)	
ANTHR 21	Introduction to Forensic Anthropology (3)	
ANTHR 55	Native American Cultures (3)	
COMM 6	Intercultural Communication (3)	
GEOG 2	Cultural Geography (3)	
KIN 33	Aerobics (1)	<u>3-5</u>

Total Required Units:	19-20
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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. ADAM provides an affordable education with a flexible two-year cycle schedule.

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



APPAREL DESIGN AND MERCHANDISING

ASSOCIATE OF ARTS *or* CERTIFICATE OF ACHIEVEMENT

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.

Career Opportunities

The ADAM Program is designed to prepare students for entry-level employment in the apparel industry. 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. Leading California companies in the area that employ ADAM graduates include Levi Strauss & Co., Old Navy, The Gap, Gymboree, Byer, Banana Republic, and Uniqlo.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- 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.

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	<u>2</u>
Total Required Units:		48

APPRENTICESHIP

(APPR)

Courses in related and supplemental instruction are offered for apprentice indentured under the California Apprenticeship Law.

APPR 401A

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Introductory principles, hand and power tool usage, safety, oxyacetylene welding. 0949.01

APPR 401B

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: MIG welding, safety, proper uses theory; roughing, shaping, shrinking sheetmetal (metallurgy). 0949.01

APPR 401C

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Plastic fillers, plastics, fiberglass, urethane substrates. 0949.01

APPR 401D

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Automotive glass and its installation, removal and adjustment; water leaks, wind noise. 0949.01

APPR 401E

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Automotive construction types (unibody, conventional frame, subframe). 0949.01

APPR 401F

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Gauging and analyzing frame damage. 0949.01

APPR 401G

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Frame straightening and equipment methods. 0949.01

APPR 401H

Auto Body Repair

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto body repair: Estimating damages and repair costs. 0949.01

APPR 405A

Auto Painting

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto painting: Safety and health. 0949.02

APPR 405B

Auto Painting

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto painting: Paint equipment. 0949.02

APPR 405C

Auto Painting

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto painting: Paint preparation. 0949.02

APPR 405D

Auto Painting

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto painting: Detailing. 0949.02

APPR 405E

Auto Painting

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)

Non-degree applicable

Principles and techniques of auto painting: Color application. 0949.02

APPR 405F**Auto Painting**

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)
 Non-degree applicable
 Principles and techniques of auto painting: Paint failures.
 0949.02

APPR 405G**Auto Painting**

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)
 Non-degree applicable
 Principles and techniques of auto painting: Painting of
 flexible parts. 0949.02

APPR 405H**Auto Painting**

2.5 units, 1.5 hours lecture, 3 hours laboratory (GR)
 Non-degree applicable
 Principles and techniques of auto painting: BAAQMD
 regulations for auto painting. 0949.02

APPR 451**Truck Mechanics Chassis System I**

6 units, 6 hours lecture (GR)
 Also offered as Dmech 11. Not open for credit to students
 who have completed or are currently enrolled in Dmech
 11.
 Eligible for credit by examination
 Non-degree applicable
 Operation, service, maintenance, and problem solving
 of heavy-duty truck chassis systems: Clutches,
 transmission, rear axles, and front-end alignment; uses
 Internet- and factory-based computerized research
 materials. 0947.01

APPR 452**Truck Mechanics Chassis Systems II**

6 units, 6 hours lecture (GR)
 Also offered as Dmech 12. Not open for credit to students
 who have completed or are currently enrolled in Dmech
 12.
 Eligible for credit by examination
 Non-degree applicable
 Operation, service, and maintenance of heavy-duty
 truck brake and electrical systems: Emphasis on critical
 thinking and problem solving of the air brake and
 electrical systems, including computer diagnostics and
 computer on-board networking programs. 0947.01

APPR 453**Diesel Engines I**

4 units, 4 hours lecture (GR)
 Also offered as Dmech 14. Not open for credit to students
 who have completed or are currently enrolled in Dmech
 14.
 Eligible for credit by examination
 Non-degree applicable
 Theory and operation of truck diesel engines and
 related sub-systems: Newest available technology on the
 commercial market. 0947.01

APPR 454**Diesel Engines II**

4 units, 4 hours lecture (GR)
 Also offered as Dmech 15. Not open for credit to students
 who have completed or are currently enrolled in Dmech
 15.
 Eligible for credit by examination
 Non-degree applicable
 Advanced theory and operation of truck diesel engines
 and related sub-systems: Newest available technology
 on the commercial market. 0947.01

APPR 471**Introduction to Auto Mechanics**

4 units, 3 hours lecture, 3 hours laboratory (GR)
 Also offered as Atech 22. Not open for credit to students
 who have completed or are currently enrolled in Atech
 22.
 Eligible for credit by examination
 Non-degree applicable
 How cars work: Construction and operation of engines,
 engine support systems, drivetrains and chassis; vehicle
 maintenance services; shop procedures including safety,
 proper use of tools, equipment and shop manuals; how
 to write repair orders. 0948.01

APPR 472**Introduction to Automotive Electrical Systems**

4 units, 3 hours lecture, 3 hours laboratory (GR)
 Recommended preparation: Math 225 and Bus 208
 Also offered as Atech 26. Not open for credit to students
 who have completed or are currently enrolled in Atech
 26.
 Non-degree applicable
 Introduction to automotive electrical systems: Electrical
 theory, chassis wiring, batteries, cranking, charging, and
 ignition systems; special emphasis placed on diagnosis
 and repair of vehicle chassis wiring. 0948.01

APPR 473A**Computer Controls and Fuel Injection**

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

Prerequisite: Appr 482 or Atech 11

Also offered as Atech 24A. Not open for credit to students who have completed or are currently enrolled in Atech 24A.

Eligible for credit by examination

Non-degree applicable

Automotive computer-control and fuel-injection systems: Service and repair of computer-control and fuel-injection systems by all manufacturers, with emphasis on "hands-on" electronic testing and diagnostic procedures of ignition, fuel, emission-control, and generic electronic fuel-injection systems. 0948.01

APPR 482**Introduction to Electronic Engine Controls**

4 units: 3 hours lecture, 3 hours laboratory (GR)

Not open for credit to students who have completed Atech 232.

Eligible for credit by examination

Non-degree applicable

Course includes 60 hours of the required 120-hour training program necessary to take the California State I/M license examination. Also see Appr 483. Introduction to the principles and operations of major computerized electronic engine-control systems: Ignition, emission, and computer carburetor controls, and fuel-injection systems preparation for the California State I/M license examination. 0948.01

APPR 483**Emission Control Systems**

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

Not open for credit to students who have completed Atech 233.

Non-degree applicable

Course includes 60 hours of the required 120-hour training program necessary to take the California State I/M license examination. Also see Appr 482. Familiarization with the California State Smog Check program: Rules, regulations, vehicle testing, and operations necessary to certify vehicles under the program; preparation for the California State I/M license examination. 0948.01

APPR 484**Introduction to Brakes, Alignment and Headlamp Aiming**

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

Also offered as Atech 234. Not open for credit to students who have completed or are currently enrolled in Atech 234.

Eligible for credit by examination

Non-degree applicable

Introduction to brake, alignment, and headlamp aiming systems: Operation, maintenance, troubleshooting, and adjustment of steering, suspension, braking, and headlamp aiming systems; emphasis on proper use of manuals and safe use of tools and equipment; preparation for the California State Brake and Lamp licensing exams. 0948.01

APPR 485**Advanced Emissions Diagnostics: Smog Check II**

2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)

Prerequisite: Atech 24A

Also offered as Atech 27. Not open for credit to students who have completed or are currently enrolled in Atech 27.

Non-degree applicable

Five-gas analysis using BAR 97: Advanced emissions diagnostics and related topics. 0948.01

APPR 486**Automotive Air Conditioning**

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

Recommended preparation: Atech 21 and 22 and Math 225 and Bus 208

Also offered as Atech 23. Not open for credit to students who have completed or are currently enrolled in Atech 23.

Non-degree applicable

Study of automotive air conditioning systems: Principles and systems necessary for the installation, design, function, and repair of air conditioning units; maintenance, troubleshooting procedures, proper use of air conditioning charging station and recovery/recycle equipment; emphasis on proper use of manuals and safe use of tools and equipment. 0948.01

ART (ART)

What is Art? What is Art History?

Art and Art History illustrate social beliefs, political commentary, and individual expression. Art studio practice includes the design, creation, and assessment of art and its function in society. Art History documents the tradition of making art across time, and explores prehistoric to contemporary cultures around the globe.

Why Study Art & Art History?

The study of Art and its history facilitates the ability to contribute to an increasingly globalized world. By improving the ability to see creative potential and its impact on viewers, students improve their ability to communicate through various media, including drawing, painting, and design. In addition, the ability to understand Art History provides a context for why people make art and why art has cultural value. Students learn to research academic sources, write and edit art descriptions, collaborate with student and faculty, and connect to art in a more informed manner.

College of Alameda classes in Art and Art History, offer focused guidance by experienced professionals, and they fulfill UC and CSU transfer requirements.

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 90**Mixed Media**

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for Credit: CSU

Introduction to mixed media expression: Emphasis on combined materials, interdisciplinary processes and emergent forms. 1002.00

ART 122**World Art**

3 units, 3 hours lecture (GR)

Acceptable for credit: CSU, UC

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

AA/AS area 3; 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

NONCREDIT COURSES**ART 520****Beginning Drawing and Composition**

0 units, 2 hours lecture, 4 hours laboratory (P/NP or SP)
Freehand drawing with various media: Drawing techniques and fundamentals of composition applied to subject matter including an introduction to perspective. 1002.10

ART 550**Beginning Painting**

0 units, 2 hours lecture, 4 hours laboratory (P/NP or SP)

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. 1002.00

ART 560**Beginning Painting: Watercolor**

0 units, 1 hour lecture, 3 hours laboratory (P/NP or SP)
Fundamentals of watercolor painting: Washes, brushwork, color, and special effects in transparent, wet-into-wet and opaque techniques as applied to various subject matter. 1002.00

ART 590**Mixed Media**

0 units, 2 hours lecture, 4 hours laboratory (P/NP or SP)
Introduction to mixed media expression: Emphasis on combined materials, interdisciplinary processes and emergent forms. 1002.00

ART ASSOCIATE IN ARTS

The **AA degree in Art** will be awarded upon satisfactory completion of the major course requirements listed below. This information is also listed in the Degrees and Programs section of this Catalog.

Career Opportunities

Students who continue their studies in Art are qualified to apply their skills as careers which include: art instructor, art historian, community arts leader, registrar, arts/culture writer, and arts administrator. Artists will also benefit from an AA-T, and will gain personal insights about their practice as well as an improved ability to describe their work.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- **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.

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

ART HISTORY ASSOCIATE IN ARTS FOR TRANSFER

The **Associate in Arts in Art History for Transfer** (AA-T) is intended for students who plan to complete a Bachelor's Degree in Art History at a CSU or UC campus.

Successful completion of the program, with a minimum G.P.A. of 2.0, fulfills requirements for transfer to UC and CSU systems. CSU system transfers include admission with junior status, priority admission to their local CSU campus, and a strong foundation for a major in Art History or related field.

The AA-T requires the 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 incorporates studio practice in order to encourage a rigorous understanding of creative traditions and innovations.

Students will explore the relationship between art, artists, the concept of aesthetics, and their sociocultural context. The AA-T prepares students for a future in Art History.

Students interested in the AA-T in Art History should consult with the Art Department Chair and a counselor.

Career Opportunities

Students who continue their studies in Art History are qualified to apply their skills as careers which include: art instructor, art historian, community arts leader, registrar, arts/culture writer, and arts administrator. Artists will also benefit from an AA-T, and will gain personal insights about their practice as well as an improved ability to describe their work.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Students will be able to conduct academic research and use source materials, including the CoA library.
- Students will be able to describe art by using formal analysis techniques.
- Recall and summarize key movements in the history of art.
- Students will develop improved writing overall.
- Students will be able to communicate effectively in a group.

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

Dept/No.	Title	Units
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)	<u>3</u>
Total Required Units:		18

ART CERTIFICATE OF ACCOMPLISHMENT

A Certificate of Accomplishment may be awarded upon the successful completion of three noncredit courses. Students are encouraged to pursue these courses in advance of entry to a credit program or as an individualized pursuit of a career in art, self-enrichment, or for engagement in community service.

Certificate of Accomplishment Requirements

Dept./No.	Title	Units
ART 520	Beginning Drawing and Composition	0
ART 550	Beginning Painting	0
ART 590	Mixed Media	0
ART 560	Beginning Painting: Watercolor	<u>0</u>
Total Required Units:		0

ARTS AND HUMANITIES

See listing for **Liberal Arts: 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)

What is Astronomy? Astronomy is the study of heavenly bodies, such as planets, stars, and galaxies. Astronomers use observations of the sky to learn more about the universe we live in. These observations can be made with no instruments, with simple telescopes, or with very sophisticated apparatus able to sense electromagnetic waves beyond the visible spectrum with great resolution. Astronomy is one of the oldest of the natural sciences and some of the great discoveries in related disciplines, such as physics, trace their origin to astronomical studies.

Why study Astronomy at College of Alameda?

Our lower-division introductory astronomy courses introduce students to the key concepts and principles in astronomy. By using observational techniques and learning how to apply laws of nature to explain astronomical phenomena, students develop critical problem-solving skills, which help them succeed academically at four year colleges and universities and also make them marketable in the labor market.

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 **Kinesiology for non-athletic courses.**)

College of Alameda offers students the opportunity for intercollegiate activity in two competitive sports: men's basketball and women's volleyball. A physical examination by a physician or the campus registered nurse, a statement of existing medical insurance, and a pre-physical participation questionnaire are required before participation in collegiate sports.

College of Alameda is a member of the Bay Valley Conference of the California Community College Athletic Association. The college competes in conference competition for both men and women. Athletics at College of Alameda, as with all California community colleges, is governed by the general regulations of the State Community College Athletic Code as well as the specific regulations of the conference in which College of Alameda holds membership.

ATHL 2 Basketball Foundations

3 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

CSU area E



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.

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 16

Introduction to Automotive Plastic Parts Repair

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

Prerequisite: AUTOB 10 or AUTOB 30

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

AUTO BODY ASSOCIATE OF SCIENCE *or* CERTIFICATE OF ACHIEVEMENT

The **AS 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.

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.

Career Opportunities

The Auto Body and Paint program prepares students to enter the job market as trained and qualified technicians.

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- 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.

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

ASSOCIATE OF SCIENCE *or* CERTIFICATE OF ACHIEVEMENT

The **AS 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.

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.

Career Opportunities

The Auto Body and Paint program prepares students to enter the job market as trained and qualified technicians.

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- 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.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
MATH 225	Math for Technicians (or higher)	3
AUTOB 30	Paint Preparation/Equipment	10
AUTOB 40	Advanced Study/Refinishing	10
ATECH 16	Introduction to Automotive	
	Plastic Parts Repair	<u>2</u>
	Total Required Units:	25

AUTOMOTIVE TECHNOLOGY (ATECH)

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

The College of Alameda ATECH program is certified by the National Institute for Automotive Service Excellence (ASE), and was recognized as the "Best Auto Mechanics Training Program" in California in 1999 and again in 2002 by the Industry Planning Council of the Motor Vehicle Manufacturers Association.

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.

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

ATECH 12

Automotive Electrical and Electronic Systems

10 units, 6 hours lecture, 12 hours laboratory (GR)
Recommended preparation: Atech 21 and 22 and Math 225 and BUS 208
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
Eligible for credit by examination
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
Eligible for credit by examination
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.

Eligible for credit by examination

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.

Eligible for credit by examination

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: 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.

Eligible for credit by examination

Acceptable for credit: CSU

Automotive computer-control and fuel-injection systems: Service and repair of computer-control and fuel-injection systems by all manufacturers, with emphasis on "hands-on" electronic testing and diagnostic procedures of ignition, fuel, emission-control, and generic electronic fuel-injection systems. 0948.00

ATECH 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.

Eligible for credit by examination

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

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.

Eligible for credit by examination

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



AUTOMOTIVE TECHNOLOGY: ENGINE PERFORMANCE ASSOCIATE IN SCIENCE *or* CERTIFICATE OF ACHIEVEMENT

The **AS 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.

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.

Career Opportunities

The Automotive Technology curriculum is designed to prepare students for employment as apprentice auto mechanics.

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:

- One year of high school algebra or completion of MATH 225 with a grade of "C" or better.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- **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.

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AUTOMOTIVE TECHNOLOGY: ENGINE PERFORMANCE

ASSOCIATE IN SCIENCE *or* CERTIFICATE OF ACHIEVEMENT -- Continued

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.

AUTOMOTIVE TECHNOLOGY: CHASSIS AND DRIVETRAIN ASSOCIATE IN SCIENCE *or* CERTIFICATE OF ACHIEVEMENT

The **AS 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.

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.

Career Opportunities

The Automotive Technology curriculum is designed to prepare students for employment as apprentice auto mechanics.

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:

- One year of high school algebra or completion of MATH 225 with a grade of "C" or better.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- **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.

Degree Major/Certificate Requirements:

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

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

AUTOMOTIVE TECHNOLOGY: CHASSIS SPECIALIST ASSOCIATE IN SCIENCE *or* CERTIFICATE OF ACHIEVEMENT

The **AS 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.

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.

Career Opportunities

The Automotive Technology curriculum is designed to prepare students for employment as apprentice auto mechanics.

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:

- One year of high school algebra or completion of MATH 225 with a grade of "C" or better.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- **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.

Degree Major/Certificate Requirements:

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

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

AUTOMOTIVE TECHNOLOGY: ENGINE REPAIR SPECIALIST ASSOCIATE IN SCIENCE *or* CERTIFICATE OF ACHIEVEMENT

The **AS 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.

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.

Career Opportunities

The Automotive Technology curriculum is designed to prepare students for employment as apprentice auto mechanics.

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:

- One year of high school algebra or completion of MATH 225 with a grade of "C" or better.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- **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.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units	Dept/No.	Title	Units
FIRST SEMESTER			THIRD SEMESTER		
ATECH 21	Transportation Technology Principles	4	ATECH 41	Advanced Engine Repair	<u>10</u>
ATECH 22	Introduction to Auto Mechanics	4		Semester Total	10
BUS 208*	Communication Skills for Technicians	3		Total Required Units:	34
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			

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

AUTOMOTIVE TECHNOLOGY: AUTOMOTIVE ELECTRONICS SPECIALIST ASSOCIATE IN SCIENCE *or* CERTIFICATE OF ACHIEVEMENT

The **AS 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.

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.

Career Opportunities

The Automotive Technology curriculum is designed to prepare students for employment as apprentice auto mechanics.

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:

- One year of high school algebra or completion of MATH 225 with a grade of "C" or better.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- **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.

Degree Major/Certificate Requirements:

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

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

AUTOMOTIVE TECHNOLOGY: DRIVETRAIN SPECIALIST ASSOCIATE IN SCIENCE *or* CERTIFICATE OF ACHIEVEMENT

The **AS 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.

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.

Career Opportunities

The Automotive Technology curriculum is designed to prepare students for employment as apprentice auto mechanics.

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:

- One year of high school algebra or completion of MATH 225 with a grade of "C" or better.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- **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.

Degree Major/Certificate Requirements:

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

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

AUTOMOTIVE TECHNOLOGY: LIGHT-DUTY AUTO REPAIR CERTIFICATE OF PROFICIENCY

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

Career Opportunities

The Automotive Technology curriculum is designed to prepare students for employment as apprentice auto mechanics.

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.

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- **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.

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

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.

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.

Note:

If interested in joining the AMT program, please contact College Counselors at College of Alameda, or the AMT Department directly.

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)

Eligible for credit by examination

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)

Eligible for credit by examination

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)

Eligible for credit by examination

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)

Eligible for credit by examination

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)

Eligible for credit by examination

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)

Eligible for credit by examination

Acceptable for credit: CSU

Basic powerplant theory and systems: Reciprocating engine overhaul, operation, installation and removal; powerplant lubrication, and engine fuel and cooling systems. 0950.20

AMT 74**Theory of Powerplants II**

5 units, 5 hours lecture (GR)

Acceptable for credit: CSU

Continuation of basic powerplant theory and systems: Fuel metering, induction and exhaust, powerplant electrical, and engine instrument systems. 0950.20

AMT 74L**Theory of Powerplants II**

2.5 units, 7.5 hours laboratory (GR)

Acceptable for credit: CSU

Continuation of basic powerplant theory and systems: Fuel metering, induction and exhaust, powerplant electrical, and engine instrument systems. 0950.20

AMT 76**Advanced Powerplants I**

5 units, 5 hours lecture (GR)

Acceptable for credit: CSU

Advanced powerplant systems: Propeller systems, reciprocating engine inspection and troubleshooting, engine fire protection systems, and powerplant inspection. 0950.20

AMT 76L**Advanced Powerplants I**

3 units, 9 hours laboratory (GR)

Acceptable for credit: CSU

Advanced powerplant systems: Propeller systems, reciprocating engine inspection and troubleshooting, engine fire protection systems, and powerplant inspection. 0950.20

AMT 78**Advanced Powerplants II**

5 units, 5 hours lecture (GR)

Eligible for credit by examination

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)

Eligible for credit by examination

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

AVIATION MAINTENANCE TECHNOLOGY: AIRFRAME ASSOCIATE IN SCIENCE *or* CERTIFICATE OF ACHIEVEMENT

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.

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. See the Program Coordinator for information on F.A.A. testing. 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.

Career Opportunities

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.

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- 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.
- **Personal Development and Management** – Prepare for personal, educational and/or career goals.
- **Communication:** Perceive, understand, and engage in verbal and nonverbal communication.
- **Responsibility:** Understand and demonstrate personal, civic, social, environmental responsibility and cooperation in order to become a productive local and global citizen.

Degree Major/Certificate Requirements:

Evening Program Sequence:

Dept/No.	Title	Units	Dept/No.	Title	Units
AMT 56L	Basic Science of Aviation Maintenance Technology	3.0	AMT 62L	Airframe Systems I	3.0
AMT 56	Basic Science of Aviation Maintenance Technology	6.5	AMT 62	Airframe Systems I	6.5
AMT 58L	Survey of Aviation Maintenance Technology	3.0	AMT 64L	Airframe Systems II	3.0
AMT 58	Survey of Aviation Maintenance Technology	6.5	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

AVIATION MAINTENANCE TECHNOLOGY: POWERPLANT ASSOCIATE IN SCIENCE *or* CERTIFICATE OF ACHIEVEMENT

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.

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. See the Program Coordinator for information on F.A.A. testing. 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.

Career Opportunities

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.

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- 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.
- **Personal Development and Management** – Prepare for personal, educational and/or career goals.
- **Communication:** Perceive, understand, and engage in verbal and nonverbal communication.
- **Responsibility:** Understand and demonstrate personal, civic, social, environmental responsibility and cooperation in order to become a productive local and global citizen.

Degree Major/Certificate Requirements:

Dept/No.	Title	Units	Dept/No.	Title	Units
AMT 56L	Basic Science of Aviation Maintenance Technology	3.0	AMT 74L	Theory of Powerplants II	2.5
AMT 56	Basic Science of Aviation Maintenance Technology	6.5	AMT 74	Theory of Powerplants II	5.0
AMT 58L	Survey of Aviation Maintenance Technology	3.0	AMT 76L	Theory of Advanced Powerplants I	3.0
AMT 58	Survey of Aviation Maintenance Technology	6.5	AMT 76	Theory of Advanced Powerplants I	5.0
AMT 70L	Theory of Powerplants I	2.5	AMT 78L	Theory of Advanced Powerplants II	3.0
AMT 70	Theory of Powerplants I	5.0	AMT 78	Theory of Advanced Powerplants II	5.0
				Total Required Units:	50.0
			Recommended:		
			AMT 270, Aviation Maintenance Technology Preparation (1-3) (if needed)		

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.

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.

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 3

Microbiology

5 units, 4 hours lecture, 4 hours laboratory (GR)

Prerequisites: CHEM 1A or CHEM 30A

Recommended Preparation: BIOL 10

Acceptable for Credit: CSU

Survey of the various microscopic agents of particular importance to humans: Emphasis on microbes involved in infectious diseases, host defenses against disease, elements of infectious chains and means utilized for breaking the chains. 0403.00

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 24**Basic Human Anatomy and Physiology**

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

Acceptable for Credit: CSU

Fundamentals of the structure and function of the human body from an organ system perspective: Key concepts and basic principles of the chemistry of life and organic compounds, cells and tissues, cell physiology, organ systems, selected human diseases. Laboratory work includes use of microscopes, figures/charts, three-dimensional models, dissection of mammalian organs and demonstration of human cadavers. 0410.00

AA/AS area 1

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 102**Fundamentals of Oceanography**

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

Eligible for credit by examination

Acceptable for Credit: CSU

Introduction to geological, chemical, physical and biological aspects of oceans and interactions among them: History of oceanography; plate tectonics and marine geology; the marine-land interface; oceans' roles as a dominant influence on the earth, its climate, and the lives of its inhabitants; global and local ocean resource management, and preservation of marine environments; and the deep sea: properties, animals and adaptations; analysis of data collected on research trips to local bay environments. 1919.00

AA/AS area 1

BIOL 248AA-FZ**Selected Topics in Biological Sciences**

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

See section on Selected Topics. 0401.00

BIOLOGY ASSOCIATE OF SCIENCE

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.

Career Opportunities

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- 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.

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

BUSINESS (BUS)

Associate in Arts in Accounting (AA) and Associate in Science-Transfer in Business Administration (AS-T).

Certificate of Achievement: Transportation, Distribution, and Logistics

Certificates of Proficiency: Small Business Administration Warehouse and Forklift Operations

BUS 1A

Financial Accounting

4 units, 4 hours lecture (GR)

Acceptable for credit: CSU, UC

Study of purpose, theory, and specific methods of accounting: Systems and methods employed in accumulating data for financial statements; income measurement including cost measurement, classification, and expiration; revenue recognition and measurement. 0502.00

BUS 1B

Managerial Accounting

4 units, 4 hours lecture (GR)

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

BUSINESS: ACCOUNTING ASSOCIATE OF ARTS

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. To ensure student success in Accounting/Business, COA offers an exceptional tutorial program that is free to all students.

Career Opportunities

Entry level accountant positions for private accounting, CPA, bank officer, consumer credit officer, financial analyst, financial planner, loan officer, insurance analyst, and investment account executive.

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

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources and synthesize the information into a business report.
- Analyze data and prepare common business and personal financial reports.
- Analyze impact of globalization on culture, politics, and economics.
- Analyze business issues, interpret financial data and identify economic trends

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)	<u>3-4</u>
	Total Required Units:	31-32

Recommended:

* Bus 20, General Accounting, provides a good foundation for Bus 1A, Financial Accounting.

BUSINESS: ACCOUNTING ASSOCIATE OF ARTS RECOMMENDED SEQUENCE

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.

Career Opportunities

Entry level accountant positions for private accounting, CPA, bank officer, consumer credit officer, financial analyst, financial planner, loan officer, insurance analyst, and investment account executive.

You can use the following pattern to complete an Associate degree. This is only one possible pattern.

Degree Major Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
BUS 10	Introduction to Business	3
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
	General Education	<u>8-9</u>
	Semester Total	15
SECOND SEMESTER		
ECON 1	Principles of Economics (Macro-Economics)	3
CIS 42	Spreadsheet Applications	4
BUS 1A	Financial Accounting	4
	General Education	<u>4</u>
	Semester Total	15
THIRD SEMESTER		
BUS 24	Computerized Accounting Principles	3
BUS 1B	Managerial Accounting	4
BUS 209	Fundamentals of Income Tax	4
	General Education	<u>4</u>
	Semester Total	15
FOURTH SEMESTER		
ECON 2	Principles of Economics (Micro-Economics)	3
BUS 2	Introduction to Business Law	3
	General Education	<u>9</u>
	Semester Total	15
Total Required Units:		54

BUSINESS ADMINISTRATION ASSOCIATE IN SCIENCE FOR TRANSFER

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.

Career Opportunities

Entry level positions for bank officer, consumer credit officer, financial analyst, financial planner, loan officer, insurance analyst, management consultant, business operations officer, and investment account executive.

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources and synthesize the information into a business report.
- Analyze data and prepare common business and personal financial reports.
- Analyze impact of globalization on culture, politics, and economics.

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

BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE FOR TRANSFER -- RECOMMENDED SEQUENCE

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

Entry level positions for bank officer, consumer credit officer, financial analyst, financial planner, loan officer, insurance analyst, management consultant, business operations officer, and investment account executive.

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.

You can use the following pattern to complete an Associate degree. This is only one possible pattern.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Develop critical thinking skills required for transfer in business administration, accounting, economics, and other related fields.
- Analyze, organize, and compose various types of written and Assessments.

Degree Major Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
BUS 10	Introduction to Business	3
CIS 1	Introduction to Computer Information Systems	3-4
	General Education	<u>8-9</u>
	Semester Total	15
SECOND SEMESTER		
ECON 1	Principles of Economics (Macro-Economics)	3
BUS 2	Introduction to Business Law	3
	General Education	<u>9</u>
	Semester Total	15
THIRD SEMESTER		
BUS 1A	Financial Accounting	4
ECON 2	Principles of Economics (Micro-Economics)	3
	General Education	<u>8</u>
	Semester Total	15
FOURTH SEMESTER		
BUS 1B	Managerial Accounting	4
MATH 13	Introduction to Statistics	4
	General Education	<u>7</u>
	Semester Total	15
	Total Required Units:	54

BUSINESS: LOGISTICS CLERICAL CERTIFICATE OF PROFICIENCY

The **Logistics Clerical Certificate of Proficiency** from College of Alameda is designed to provide students the preparation needed for immediate entry-level employment in various high-demand clerical occupations in the transportation, distribution and logistics industry.

Career Opportunities

Career opportunities for students completing this certificate are: traffic clerks, logistics admin support for transportation and distribution, and shipping and receiving clerks. According to the recent State Chancellor's Office report citing California EDD data <http://www.labormarketinfo.edd.ca.gov/?pageid=152> these are among the demand occupations for the transportation, distribution and logistics industry.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Use and apply records management concepts to demonstrate an understanding of the principles of inventory management.
- Demonstrate knowledge of logistics terminology in order to apply and analyze the roles of facilities, equipment, products, documents, and procedures within warehouse shipping, receiving and storage.
- Setup and assess procedures for the industry that emphasize accuracy, transparency, efficiency, safety and security and appropriate technology.

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
BUS 247	Logistics Operations for Transportation	1
BUS 220	Business Terminology in Logistics	2
BUS 236	Records Management in Logistics	2
CIS 1	Introduction to Computer Information Systems	<u>4</u>
Total Required Units:		9

BUSINESS: SMALL BUSINESS ADMINISTRATION CERTIFICATE OF PROFICIENCY

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Proficiency**.

Career Opportunities

The program prepares student for career tracks in management operations, business management and entrepreneurship.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Prepare a comprehensive business plan
- Demonstrate working knowledge of a balance sheet, income statement, and cash flow statement
- Describe funding sources and the capital structure of a business
- Describe operational and organizational structures for business
- Apply critical thinking and technology skills to select appropriate software to solve a business problem
- Communicate an understanding of business concepts professionally through written, oral and visual presentations using current technology.
- Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.
- Analyze business issues, interpret financial data and identify economic trends

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
BUS 54	Small Business Management	3
BUS 10	Introduction to Business	3
BUS 225	The Professional Office Environment (3)	
	OR	
BUS 208	Communication Skills for Technicians (3)	<u>3</u>
	Total Required Units:	9

BUSINESS: TRANSPORTATION, DISTRIBUTION, AND LOGISTICS CERTIFICATE OF ACHIEVEMENT

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Achievement**.

Career Opportunities

Program prepares students for career tracks in office administration in the Logistics Industry including claims representative, customer service representative, pricing specialist, appointment clerks, various other front office jobs - all contextualized to the logistics industry (movement of products through industry supply chains).

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Analyze and improve points of interaction between logistics and other departments within a business organization.
- Apply and evaluate each element of the principles of supply chain management.
- Demonstrate how warehouse and other logistics personnel can interact to efficiently and effectively use their combined facilities, operations, and material handling skills.

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

BUSINESS: TRANSPORTATION - LOGISTICS OPERATIONS (TLO) CERTIFICATE OF PROFICIENCY

This is a career pathways training program with curriculum aligned with industry core competencies. Program serves as an adult education comprehensive education, training, and job placement program. This program is designed to prepare new or continuing students with varying degrees of experience, to be proficient at applied skills, for entry-level jobs, in transportation, distribution, and logistics industry. This program is affiliated with the California Transportation and Logistics Initiative (CATLI), a statewide collaborative of post-secondary education institutions, workforce investment boards, economic development agencies and community-based organizations working to advance the logistics industry and train its workforce for the 21st century.

Career Opportunities

Program prepares students for career tracks in office administration in the Logistics Industry including claims representative, customer service representative, pricing specialist, appointment clerks, various other front office jobs - all contextualized to the logistics industry (movement of products through industry supply chains).

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Demonstrate knowledge of the logistics industry and the various segments that function as a non-traditional workplace.
- Knowledge of the logistics industry. Demonstrate knowledge of the logistics industry and the various segments that function as a non-traditional workplace.

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
BUS 220	Business Terminology in Logistics	2
BUS 236	Business Management in Logistics	2
CIS 1	Introduction to Computer Information Systems	4
MATH 250	Arithmetic	3
BUS 247	Logistics Operations for Transportation	1
COUN 201	Orientation to College: Student Success and Support Program	1
LRNRE 280	Study Skills	<u>3</u>
	Total Required Units:	16

BUSINESS: WAREHOUSE AND FORKLIFT OPERATIONS CERTIFICATE OF PROFICIENCY

Career pathways training program with curriculum aligned with transportation and distribution industry core competencies: Provides warehouse and forklift safety activities for proper material processing, including the picking and shipping of goods with technologies and computer systems that assist in maintaining inventory and forecasting supply needs.

Career Opportunities

Students in this area of study typically are employed as Warehouse Operator, Warehouse Assistant, Warehouse Coordinator, Forklift Operator, Industrial Truck Operator, Tractor Operator, and Construction Equipment Operator.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Demonstrate the mastery of knowledge of warehouse and forklift operations.
- Demonstrate the proficiency to apply the knowledge of warehouse and forklift operations.
- Demonstrate capacity for efficacy as a worker of 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

BUSINESS: WORD PROCESSOR CERTIFICATE OF PROFICIENCY

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Proficiency**.

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
BUS 202	Business Mathematics	3
BUS 207A	Business English	3
BUS 225	The Professional Office Environment	3
BUS 231	Intermediate Keyboarding (Self-paced)	1
BUS 238B	Word Processing II (3)	
	OR	
CIS 238B	Word Processing II (3)	3
CIS 1	Orientation to College: Student Success and Support Program	<u>4</u>
	Total Required Units:	17

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)

Satisfactory score on the math assessment or Math 203 or 211A-D and Chem 30A or 50 or satisfactory score on the chemistry assessment

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 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 enable 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 communication, the skills acquired when learning languages can help students prepare for careers in education, journalism, linguistics, business and international relations.

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.

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

C-ID COMM 190

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

C-ID JOUR 100

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 25**Communication Skills for Broadcast Media**

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

Acceptable for Credit: CSU

Fundamental voice skill and presentation training for broadcast media: Writing, delivering, and recording media programming and content. 0699.00

AA/AS area 4d

COMM 35A**Forensic Activity 1**

1-3 units, 1-3 hours lecture (GR or P/NP)

Recommended Preparation: Eligibility for ENGL 1A

Acceptable for Credit: CSU

Beginning principles of speech, debate, and forensics: Training and supervised preparation to compete in one collegiate speech tournament and/or community speech event. 0699.00

AA/AS area 4d

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

COMMUNICATION ASSOCIATE OF ARTS FOR TRANSFER

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.

Career Opportunities

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Build greater competence in interpersonal, small group, and public communication.
- Express ideas and viewpoints with greater clarity.
- Develop conflict management and leadership skills.

Degree Major Requirements:

Dept/No.	Title	Units
Required Core (3 units):		
COMM 45	Public Speaking	3
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

Required Core (3 units):

List A (select two): 6 units

List B (select two): 6 units:

Dept/No.	Title	Units
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

List C (select one): 3 units:

*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

COMPUTER INFORMATION SYSTEMS (CIS)

Computer Information Systems discipline is the integration of three dimensions: Technology, Organization, People (“TOP”). Technology (IT) dimension involves hardware, software, network, and database management. Organization dimension involves politics (power distribution), policies (codes of conduct), and procedures (process methods). People dimension involves skills, training, ergonomics (man-machine synergy), and personalities (“STEP”).

CIS discipline is dedicated to students seeking to develop their technology skills.

Bureau of Labor Statistics (BLS) in 2018 reports jobs for computer and information technology will grow 13 percent from 2016 to 2026, faster than the average for all occupations. CIS jobs are projected to add about 557,100 new openings. This growth in CIS industry stems from demands for cloud computing, information security, online storage and analysis of big data.

The median annual wage for CIS occupations, which include managers, was 84.5K in May 2017, higher than the median annual wage for all occupations of 37.7K. According to Payscale.com, the average annual pay for IT Specialists, which exclude managers, is 55K within 36K to 96K range.

Students should consider what we offer – CIS degree, CIS certificate of achievement, Desktop Help Technician certificate or Web Publishing certificate of proficiency.

CIS 1

Introduction to Computer Information Systems

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

Eligible for credit by examination

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)

Eligible for credit by examination

Acceptable for credit: CSU, UC

Introduction to computer science: Architecture of digital computers, design of algorithms for solving various problems, and basic skills in computer programming. 0706.00

AA/AS area 4c

CIS 6

Introduction to Computer Programming

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

Recommended preparation: CIS 5

Acceptable for credit: CSU, UC

Introduction to computer programming: Algorithm design, flow charting, and debugging; elements of good programming style. Course may be instructed in any programming language. 0707.10

AA/AS area 4c

CIS 23

C# Programming

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

Acceptable for credit: CSU, UC

C# programming: Basic unified modeling language (UML) notation in object-oriented software design and development using the C# programming language in a .Net environment; focus on the program structure, syntax, constructs and keywords of the C# programming language, concepts of intermediate languages (ILs), the common language runtime (CLR), and .Net standard data types. 0707.10

AA/AS area 4c

CIS 25**Object-Oriented Programming Using C++**

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

Recommended preparation: CIS 6 or 10 or 26

Acceptable for credit: CSU, UC

Object-oriented methods of software development using C++: Design and implementation of objects, class construction and destruction, encapsulation, inheritance, and polymorphism. 0707.10

AA/AS area 4c

CIS 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.

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.

Eligible for credit by examination

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)

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

COMPUTER INFORMATION SYSTEMS

ASSOCIATE OF ARTS *or* CERTIFICATE OF ACHIEVEMENT

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 or the dean 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.

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.

Career Opportunities

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- 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

Degree Major/Certificate Requirements:

Dept/No.	Title	Units	Dept/No.	Title	Units
CIS 1	Introduction to Computer Information Systems (4)		Select a minimum of 9-10 units from the following:		
	or		BUS 238B	Word Processing II (3)	
CIS 5	Introduction to Computer Science (5)	4-5		or	
CIS 40	Database Management	4	CIS 238B	Word Processing II (3)	
CIS 42	Spreadsheet Applications	4	CIS 23	C# Programming (4)	
BUS 238A	Word Processing I (3)		CIS 25	Object-Oriented Programming Using C++ (4)	
	or		CIS 36A	Java Programming Language I (4)	
CIS 238A	Word Processing I (3)	3	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

DESKTOP SUPPORT TECHNICIAN CERTIFICATE OF PROFICIENCY

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.

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

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.

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

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, 3.43-12.86 hours lab (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, 3.43-17.15 hours lab (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 ESOL 52A-B
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, networking, 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. 4901.10

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

NONCREDIT COURSE**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. 4930.14



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

See us on YouTube:

<http://www.youtube.com/watch?v=fsm6MHllqZo>
<http://www.youtube.com/watch?feature=endscreen&v=M13TETX2Q5c&NR=1>
<http://www.youtube.com/watch?v=wpkljQdgDD4>
<http://www.youtube.com/watch?v=4Yrn-flMuBI>
<http://www.youtube.com/watch?v=Cje0sMkzxFI>

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

DANCE 248AA-FZ**Selected Topics in Dance**

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

See section on Selected Topics. 1008.00



DENTAL ASSISTING (DENTL)

The Dental Assisting Program at College of Alameda is a national and state accredited program.

Dental Assisting is the study of the dental healthcare industry. Coursework addresses the various issues surrounding patient dental care and oral health. This program includes California Dental law, ethics, professionalism, infection control, head and neck anatomy, dental radiology, dental materials, chair-side skills, coronal polish, and pit and fissure sealants.

The fall semester courses introduce basic theory and chairside skills, leading to more advanced studies courses during the spring semester, which also include internships and advanced use of technology within dentistry. A **Certificate of Achievement** is awarded upon successful completion of the program. The Dental Assisting Program prepares you for the California Registered Dental Assistant and National Certified Dental Assistant exams.

The program seeks individuals who enjoy interaction with people, teamwork, have good communications skills, enjoy variety in their work and enjoy excellent working opportunities and conditions. Dental Assisting is a rewarding and stable career.

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**

6 units, 18 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



DENTAL ASSISTING ASSOCIATE OF SCIENCE *or* CERTIFICATE OF ACHIEVEMENT

The Dental Assisting Program 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. As part of their field experience, students are required to participate in internships in private offices and at the UCSF Dental School.

The program requires 32 semester units in Dental Assisting, plus 9 semester units in other general education required courses; for a total of 41 units. Students completing all required courses with a minimum grade point average of 2.0 ("C") will earn a Certificate of Achievement and be qualified to take the Certification Examination of the Dental Assisting National Board (DANB) and the State of California RDA examinations; and will be prepared to assume the responsibilities of assisting the dentist in all phases of general and specialty practice.

The **AS degree in Dental Assisting** will be awarded upon satisfactory completion of the Major Course Requirements and the General Education requirements. A **Certificate of Achievement** will be awarded upon satisfactory completion of the Major Course Requirements..

Career Opportunities

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. The application deadline is April 15 of each year for admission into the program starting the following fall semester. The Dental Assisting Program is allowed to take up to 24 students each fall semester per CODA regulations. All completed applications will be placed in a lottery after the applicant has attended the first mandatory orientation. After the first 24 eligible applicants have been selected, all other applicants will be placed on a wait-list and informed in writing of any openings. 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

Eligibility/Admission/Prerequisite and Degree/Certificate Requirements are as follows:

1. Completion of all Dental Assisting courses with a grade of 2.0 ("C") or better.
2. Possession of a high school diploma or the equivalent is required prior to application to and admission into the program.
3. Official transcripts must be on file in the Admissions and Records Office prior to program application.
4. Completion of HLTED 9 (2 units), First Aid and Safety; and HLTED 11, CPR (.5 units); OR possession of current cards from an approved provider are required prior to enrollment in the program.
5. Physical and dental examinations, and negative TB and hepatitis test results are required to be submitted to the Dental Assisting Department prior to enrollment in the program.
6. It is highly recommended (but not required) that the following be completed prior to admission into the program and enrollment in Fall term courses: DENTL 251, Dental Terminology and CIS 205, Computer Literacy.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Apply critical thinking to all aspects of the dental field.
- Communicate in written and verbal form according to terminology of the dental field.
- Demonstrate knowledge of cultural sensitivity within the field of dental assisting.
- Demonstrate self discipline to pursue intellectual curiosities with integrity in both personal and professional lives.

Continued Next Page...

DENTAL ASSISTING -- CONTINUED

ASSOCIATE OF SCIENCE *or* CERTIFICATE OF ACHIEVEMENT

Degree Major/Certificate Requirements:

Dept/No.	Title	Units
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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	17

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
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*A higher level English course, such as Engl 1A, may be substituted for Engl 201B.

DIESEL MECHANICS (DMECH)

Prepare for a well-paying career in Diesel and Truck Mechanics!

Journeyman-level diesel and truck mechanics are well sought after, highly respected, technical experts. Mechanics work independently, repairing and maintaining vehicles and equipment using professional judgment, advanced electronic diagnostic equipment, and computer resources.

The DMECH program prepares students to enter the job market as beginning mechanics or apprentices in this field, and allows students to earn a certificate and their A.S. degree. Opportunities exist in industry to broaden your skills and education in areas of management and advanced technology. Instruction progresses through principles of engines, drive trains, and chassis theory, operation, maintenance and repairs.

DMECH 11 Heavy-Duty Truck Chassis, Transmission, and Drive Axles

6 units, 6 hours lecture (GR)

Also offered as Appr 451. Not open for credit to students who have completed or are currently enrolled in Appr 451.

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)

Also offered as Appr 452. Not open for credit to students who have completed or are currently enrolled in Appr 452.

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)

Also offered as Appr 453. Not open for credit to students who have completed or are currently enrolled in Appr 453.

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

Also offered as Appr 454. Not open for credit to students who have completed or are currently enrolled in Appr 454.

Advanced theory and operation of truck diesel engines and related sub-systems: Newest available technology on the commercial market. 0947.00

DMECH 20A Truck Mechanics I

4 units, 12 hours laboratory (GR)

Corequisite: Dmech 11

Acceptable for credit: CSU

Hands-on experience in diagnosing, servicing, and maintaining heavy-duty truck chassis systems: Clutches, transmission, rear axles, and front-end alignment; uses Internet- and factory-based computerized support programs. 0947.00

DMECH 20B**Truck Mechanics II**

4 units, 12 hours laboratory (GR)

Corequisite: Dmech 12

Acceptable for credit: CSU

Hands-on experience in diagnosing, servicing, and maintaining heavy-duty truck brake and electrical systems: Emphasizes on problem solving and troubleshooting of heavy-duty brake and electrical systems. 0947.00

DMECH 20C**Truck Mechanics III**

4 units, 12 hours laboratory (GR)

Prerequisite: Dmech 20A and 20B

Acceptable for credit: CSU

Advanced practical application of scientific principles of truck mechanics in servicing and repairing the powertrain: Transmission, clutches, hydraulic and rear-axle systems and other components of the chassis. 0947.00

DMECH 20D**Truck Mechanics IV**

4 units, 12 hours laboratory (GR)

Prerequisite: Dmech 20C

Acceptable for credit: CSU

Advanced practical application of scientific principles of truck mechanics in servicing and repairing truck air brake and electrical systems: Air valves, pots, electrical system, starter lighting, computer engine controls and programming. 0947.00

DMECH 20E**Truck Mechanics V**

4 units, 12 hours laboratory (GR)

Prerequisite: Dmech 11 and 20A and 20C

Recommend Preparation: CIS 205 or equivalent, courses in vocational teaching or physical fitness program: heavy-duty mechanic's job duties often required the lifting of objects and tools that weigh over 100 lbs.

Acceptable for credit: CSU

Students work independently in this advanced lab to develop demonstrations and lesson plans in advanced practical application of scientific principles of truck mechanics in servicing and repairing the powertrain: Transmissions, clutches, hydraulic, rear-axle systems and other components of the chassis. 0947.00

DMECH 20F**Truck Mechanics VI**

4 units, 12 hours laboratory (GR)

Prerequisite: Dmech 11 and 20B and 20D

Recommend Preparation: CIS 205 or equivalent, courses in vocational teaching or physical fitness program: heavy-duty mechanic's job duties often required the lifting of objects and tools that weigh over 100 lbs.

Acceptable for credit: CSU

Students work independently in this advanced lab to develop demonstrations and lesson plans for advanced practical application of scientific principles of truck mechanics in servicing and repairing truck air brake and electrical system: Air valves, pots, electrical systems, starter lighting, computer engine controls and programming. 0947.00

DMECH 21A**Diesel Engine Lecture/Laboratory**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Corequisite: Dmech 14

Acceptable for credit: CSU

Theory, operation, and practical application of truck diesel engines and related sub-systems: Engine oil and filters, fuel system, air-induction system, cooling system, fan belts, engine tune-up, water pump, fuel injectors, fuel pump, and other related components. 0947.00

DMECH 21B**Diesel Engine Lecture/Laboratory**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Corequisite: Dmech 15

Acceptable for credit: CSU

Theory, operation, and practical application of truck diesel engines and related sub-systems: Cylinder head, pistons and liners, main bearings, turbo/blower, Cummins accessory drive, cam timing, and other related components; engine troubleshooting. 0947.00

DMECH 21C**Diesel Engine Lecture/Laboratory**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Prerequisite: Dmech 21A and 21B

Acceptable for credit: CSU

Advanced theory, operation, and practical application of truck diesel engines and related sub-systems: Engine oil and filters, fuel system, air-induction system, cooling system, fan belts, engine tune-up, water pump, fuel injectors, fuel pump, and other related components. 0947.00

DMECH 21D**Diesel Engine Lecture/Laboratory**

6 units, 2 hours lecture, 12 hours laboratory (GR)

Prerequisite: Dmech 21C

Acceptable for credit: CSU

Advanced theory, operation, and practical application of truck diesel engines and related sub-systems: Replacement and removal of cylinder heads, pistons and liners, main bearings, turbo/blower, Cummins accessory drive, cam timing, and other related components; advanced engine troubleshooting. 0947.00

DMECH 48AA-FZ**Selected Topics in Diesel Mechanics**

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

Acceptable for credit: CSU

See section on Selected Topics. 0947.00

DMECH 49**Independent Study in Diesel Mechanics**

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

Acceptable for credit: CSU

See section on Independent Study. 0947.00

DMECH 202**Forklift Operation and Certification**

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

Training in forklift operations typically used in the warehousing and distribution industries. Training covers operation, inspection, basic maintenance and safety. 0947.00

DMECH 248AA-FZ**Selected Topics in Diesel Mechanics**

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

See section on Selected Topics. 0947.00



DIESEL MECHANICS

ASSOCIATE OF SCIENCE *or* CERTIFICATE OF ACHIEVEMENT

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.

Career Opportunities

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.

Helpful Qualities for Success in the Program

- Proficiency in basic math, reading, communication and personal computers.
- Experience in High School auto shop.
- Self-discipline, Mechanical aptitude, and ability.
- Good physical condition and coordination.
- Commitment to continuing education in advancing technologies.

Registered students will receive a list of required basic tools for classes to prepare them to enter the trade, adequately prepared upon graduating.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- 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 and inspections including engine tune-ups, front-end alignments, and brake service.
- 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.

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)

ECONOMICS (ECON)

The Economics Department at College of Alameda offers students an opportunity to learn and apply economics knowledge in one of the most vibrant economic areas in the nation and provides incomparable learning experiences. Our faculty have remarkable academic background and long experience in teaching in two and four year colleges in the United States and internationally.

Outstanding and experienced faculty, opportunities to apply knowledge and seek internships in several firms 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, or pursue an Economics Associate in Arts for Transfer degree.

The introductory micro and macro course expose students to a rigorous knowledge and analytical skills and sustain a robust liberal arts education, and offer opportunities for community members to increase their human capital by pursuing an advanced degree such as a M.B.A or a law degree.

Additionally, the Economics Associate in Arts for Transfer degree provides a pathway for transfer to a four year institution. A plethora of jobs are available for those with economics degree. If you would like to have a career in business, government, academia, commercial banks, insurance companies, International lending institutions, unions, consulting firms, and trade associations or simply have a knowledge base that assists you in better serving your communities, you would like to take economics courses in this department.

ECON 1

Principles of Economics (Macro-Economics)

3 units, 3 hours lecture (GR)

Prerequisite: Math 203 or 211D or 230

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 230

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

ECONOMICS ASSOCIATE IN ARTS FOR TRANSFER

The associate in arts in economics for transfer offers a comprehensive lower division program in economics and prepares students for transfer into the California State Universities to complete a baccalaureate degree in Economics or other similar field such business or public administration. This degree is intended for students who plan to complete a bachelor's degree in economics or a similar field at a CSU campus

Economics is a basic component for a career in law, management, sales, banking, health care industry, utility industry, consulting, statistical analysis, finance, and government. Most career options require more than two years of college study.

Associate in Arts in Economics for Transfer (AA-T): Students who would like to pursue advanced degrees in Economics, Business, or Law would benefit greatly from this degree. Many economics majors go on to pursue graduate study in a related professional area, such as law, business, public administration, or banking.

Career Opportunities

Opportunities in business, law, journalism, education, politics, finance and banking, government, and labor leadership are possible with a degree in economics. Economics is essential for a career in law, management, sales, banking, health care industry, utility industry, consulting, statistical analysis, finance, and government.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Use analytical techniques to measure economic conditions related to the individual, business firms, industries, and economic systems.
- Explain the role that households, business organizations, governments, and the international sector, play in free markets, command economies, and mixed economies.
- Evaluate the objectives, limitations, and mechanics of regulation, taxation, tariffs, quotas, and monetary and fiscal policies.
- Use quantitative methodology to measure economic outcomes.
- Apply economic theories and economic reasoning to real life situations.

Degree Major Requirements:

Dept/No.	Title	Units
Core Courses:		
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
MATH 13	Introduction to Statistics	4
MATH 3A	Calculus I	5
List A (Select one course):		
MATH 3B	Calculus II (5)	
BUS 1A	Financial Accounting (4)	
BUS 1B	Managerial Accounting (4)	4-5
List B (Select one course):		
MATH 3C	Calculus III	5
Total Required Units		24-25

ECONOMICS ASSOCIATE IN ARTS FOR TRANSFER RECOMMENDED SEQUENCE

The associate in arts in economics for transfer offers a comprehensive lower division program in economics and prepares students for transfer into the California State Universities to complete a baccalaureate degree in Economics or other similar field such business or public administration. This degree is intended for students who plan to complete a bachelor's degree in economics or a similar field at a CSU campus

Economics is a basic component for a career in law, management, sales, banking, health care industry, utility industry, consulting, statistical analysis, finance, and government. Most career options require more than two years of college study.

Associate in Arts in Economics for Transfer (AA-T): Students who would like to pursue advanced degrees in Economics, Business, or Law would benefit greatly from this degree. Many economics majors go on to pursue graduate study in a related professional area, such as law, business, public administration, or banking.

Career Opportunities

Opportunities in business, law, journalism, education, politics, finance and banking, government, and labor leadership are possible with a degree in economics. Economics is essential for a career in law, management, sales, banking, health care industry, utility industry, consulting, statistical analysis, finance, and government.

Although there is no proposed major sequence of courses, one possible example of a major sequence might look as follows::

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Use analytical techniques to measure economic conditions related to the individual, business firms, industries, and economic systems.
- Explain the role that households, business organizations, governments, and the international sector, play in free markets, command economies, and mixed economies.
- Evaluate the objectives, limitations, and mechanics of regulation, taxation, tariffs, quotas, and monetary and fiscal policies.
- Use quantitative methodology to measure economic outcomes.
- Apply economic theories and economic reasoning to real life situations.

Dept/No.	Title	Units	Dept/No.	Title	Units
Semester 1:			Semester 3:		
ECON 1	Principles of Economics (Macro-Economics)	3	MATH 3B	Calculus II	5
MATH 13	Introduction to Statistics	4		General Education	10
	General Education	8	Semester 4:		
Semester 2:			MATH 3C	Calculus III	5
ECON 2	Principles of Economics (Micro-Economics)	3		General Education	<u>10</u>
MATH 3A	Calculus I	5		Total Major Units	25
	General Education	7		Total GE Units	<u>35</u>
				Total Required Units	60

ENGLISH (ENGL)

Studying English at College of Alameda gives students advanced skills in expression and critical thinking that can be applied in many aspects of their personal and professional life. 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.

ENGL 1A Composition and Reading

4 units, 4 hours lecture (GR)
Prerequisite: Engl 201B or 264B or ESOL 52A-B 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 1AS Composition and Reading with Support

5 units, 5 hours lectures (GR)
Prerequisites: ENGL 201B or 264B or ESOL 052B or ESL 21B or appropriate placement through multiple measures assessment process
Acceptable for credit: CSU, UC
Reading and writing of expository prose with extended instructional support: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively; reading, writing, study, and information literacy strategies. Not open for credit to students who are currently enrolled in ENGL 1A. 1501.00

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 Workshop**

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

NONCREDIT COURSES**ENGL 510****English for Career and Technical Education**

(Noncredit)
0 units, 0.57 hours lecture, 0.86 hours laboratory (SP)
English course contextualized for CTE programs: Industry-specific reading, writing and other literacy skills. 4930.12

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. 4930.13

ENGL 540**Sentence Development for Writers**

0 units, .25 hours lecture, .75 hour laboratory (Satisfactory Progress)
Noncredit workshop for writing and editing: sentence structure, complexity, and authorial voice in academic writing. 1501.00

ENGL 541**Troubleshooting Grammar**

0 units, .25 hours lecture, .75 hour laboratory (Satisfactory Progress)
Noncredit workshop for correcting and avoiding the most frequent grammar and usage errors: focus on error identification and self-correction for expanding and refining academic writing skills. 1501.00

ENGLISH ASSOCIATE OF ARTS

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.

Career Opportunities

Individuals completing an AA in English become office administrators, tutors, secretaries, associate copywriters, and customer account representatives. Professions for English majors completing a BA include administration, management, professional writing, teaching, editing, advertising, publicity, marketing, and publishing. English is frequently studied as a pre-law major.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- 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.

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)	<u>12</u>
Total Required Units:		19

ENGLISH ASSOCIATE OF ARTS FOR TRANSFER

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.

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).

Career Opportunities

Individuals completing an AA-T in English become office administrators, tutors, secretaries, associate copywriters, and customer account representatives. Professions for English majors completing a BA include administration, management, professional writing, teaching, editing, advertising, publicity, marketing, and publishing. English is frequently studied as a pre-law major.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- 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.

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ENGLISH ASSOCIATE OF ARTS FOR TRANSFER -- CONTINUED

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)	<u>3</u>
Total Required Units:		19

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The major purpose and goal of the ESOL program is to provide quality instruction in reading, writing, speaking and critical thinking. The ESOL program intends to develop competency in students' understanding and use of the English language so that they may successfully enter and complete either a vocational or college level major and fully participate in the communities in which they live. We offer courses at convenient times (mornings, afternoons, evenings, and Saturdays).

Suggested Guideline for Student Level of Difficulty

Courses	High Beginning	Intermediate	High Intermediate	Advanced
Grammar (4 Units)	271A/B	272A/B	273A/B	274A/B
Listening & Speaking (4 Units)	261A/B	262A/B	263A/B	50A/B
Reading & Writing (6 Units)	251A/B	252A/B	253A/B	52A/B
Pronunciation (3 Units)		267	268	
Conversation (3 Units)	288	289		
Vocabulary (3 Units)		292	293	

ESOL 50A

Advanced Listening and Speaking

(Formerly ESL 50A) 4 units, 4 hours lecture (GR or P/NP)
Prerequisites: ESOL 263B or ESL 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. Not open for credit to students who have completed ESL 50A. 4930.86

ESOL 50B

Oral Communication for Advanced ESOL Students

(Formerly ESL 50B)

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

Prerequisites: ESL 50A or ESOL 50A

Acceptable for Credit: CSU

Continuation of ESOL 50A: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms, and pronunciation. Not open for credit to students who have completed ESL 50B. 4930.86

ESOL 52A

Advanced Reading and Writing

(Formerly ESL 52A) 6 units, 6 hours lecture (GR or P/NP)
Prerequisites: ESOL 253B or ESL 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. Not open for credit to students who have completed ESL 52A. 4930.87

ESOL 52B

Advanced Reading and Writing

(Formerly ESL 52B) 6 units, 6 hours lecture (GR or P/NP)
Prerequisites: ESOL 52A or ESL 52A

Acceptable for Credit: CSU, UC

Continuation of ESOL 52A: Critical thinking skills, critical and analytical reading of college level texts, and writing of research and other academic papers. Not open for credit to students who have completed ESL 52B. 4930.87

ESOL 251A

Reading and Writing 1

(Formerly ESL 285A – High Beg. Reading/Writing A)
6 units, 6 hours lecture (GR or P/NP)

Prerequisites: Placement through multiple measures-assessment process.

High beginning level of reading and writing: Fiction and nonfiction readings adapted for ESL; writing short narratives and descriptive paragraphs. Not open for credit to students who have completed ESL 285A. 4930.87

ESOL 251B

Reading and Writing 1

(Formerly ESL 285B – High Beginning Reading/Writing B)

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

Prerequisites: ESOL 251A or ESL 285A

Continuation of ESOL 251A: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. Not open for credit to students who have completed or are currently enrolled in ESL 285B. 4930.87

ESOL 252A**Reading and Writing 2**

(Formerly ESL 222A – Intermediate Reading/Writing A)
6 units, 6 hours lecture (GR or P/NP)

Prerequisites: ESOL 251B or ESL 285B 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. Not open for credit to students who have completed ESL 222A. 4930.87

ESOL 252B**Reading and Writing 2**

(Formerly ESL 222B – Intermediate Reading/Writing B)
6 units, 6 hours lecture (GR or P/NP)

Prerequisites: ESOL 252A or ESL 222A

Continuation of ESOL 252A: Academic vocabulary and critical thinking skills using intermediate-level ESL reading materials; expanding paragraphs into simple narratives and essays. Not open for credit to students who have completed or are currently enrolled in ESL 222B. 4930.87

ESOL 253A**Reading and Writing 3**

(Formerly ESL 223A – High Intermediate Reading/Writing A)

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

Prerequisites: ESL 222B or ESOL 252B 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. Not open for credit to students who have completed ESL 223A. 4930.87

ESOL 253B**Reading and Writing 3**

(Formerly ESL 223B – High Intermediate Reading/Writing B)

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

Prerequisites: ESOL 253A or ESL 223A

Continuation of ESOL 253A: Critical readings of essays, short academic texts, short stories, and/or a novel; writing well-developed essays and compositions. Not open for credit to students who have completed or are currently enrolled in ESL 223B. 4930.87

ESOL 261A**Listening and Speaking 1**

(Formerly ESL 283A – High Beginning Listening/Speaking A)

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

Prerequisites: Placement through multiple measures assessment process

High beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciations and presentation skills. Not open for credit to students who have completed ESL 283A. 4930.86

ESOL 261B**Listening and Speaking 1**

(Formerly ESL 283B – High Beginning Listening/Speaking B)

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

Prerequisites: ESOL 261A or ESL 283A

Continuation of ESOL 261A: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciations and presentation skills. Not open for credit to students who have completed or are currently enrolled in ESL 283B. 4930.86

ESOL 262A**Listening and Speaking 2**

(Formerly ESL 232A – Intermediate Listening/Speaking A)

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

Prerequisites: ESOL 216B or ESL 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. Not open for credit to students who have completed ESL 232A. 4930.86

ESOL 262B**Listening and Speaking 2**

(Formerly ESL 232B – Intermediate Listening/Speaking B)

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

Prerequisites: ESOL 262A or ESL 232A

Continuation of ESOL 262A: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciations and presentation skills. Not open for credit to students who have completed or are currently enrolled in ESL 232B. 4930.86

ESOL 263A**Listening and Speaking 3**

(Formerly ESL 233A – High Intermediate Listening/Speaking A)

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

Prerequisites: ESOL 262B or ESL 232B 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. Not open for credit to students who have completed ESL 233A. 4930.86

ESOL 263B**Listening and Speaking 3**

(Formerly ESL 233B – High Intermediate Listening/Speaking B)

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

Prerequisites: ESOL 263A or ESL 233A

Continuation of ESOL 263A: improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. Not open for credit to students who have completed or are currently enrolled in ESL 233B. 4930.86

ESOL 267**Pronunciation 3**

(Formerly ESL 257A – Pronunciation 2/3)

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

Prerequisites: ESOL 252A or ESOL262A or ESOL 272A or ESL 215A or ESL 222A or ESL 232A or placement through multiple-measures assessment process.

Continuation of ESOL 266: Practice in pronunciation, intonation and fluency in English for effective academic and career communication. Not open for credit to students who have completed ESL 257A. 4930.86

ESOL 268**Pronunciation 4**

(Formerly ESL 257B – Pronunciation 4)

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

Continuation of ESOL 267: Practice in pronunciation, intonation, and fluency for effective academic and career communication. Not open for credit to students who have completed ESL 257B. 4930.86

ESOL 271A**Grammar 1**

(Formerly ESL 284A – High Beginning Grammar A)

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

Prerequisites: Placement through multiple-measures assessment process.

High beginning level of English grammar: Basic grammar structures, sentence patterns and parts of speech. Not open for credit to students who have completed ESL 284A. 4930.87

ESOL 271B**Grammar 1**

(Formerly ESL 284B – High Beginning Grammar B)

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

Prerequisites: ESOL 271A or ESL 284A

Continuation of ESOL 271A: Basic grammar structures, sentence patterns and parts of speech. Not open for credit to students who have completed or are currently enrolled in ESL 284B. 4930.87

ESOL 272A**Grammar 2**

(Formerly ESL 215A – Intermediate Grammar A)

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

Prerequisites: ESOL 271B or ESL 284B or placement through multiple-measures assessment test.

Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. Not open for credit to students who have completed ESL 215A. 4930.87

ESOL 272B**Grammar 2**

(Formerly ESL 215B – Intermediate Grammar B)

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

Prerequisites: ESOL 272A or ESL 215A

Continuation of ESOL 272A: Introduction to complex grammar structures and sentence patterns. Not open for credit to students who have completed or are currently enrolled in ESL 215B. 4930.87

ESOL 273A**Grammar 3**

(Formerly ESL 216A – High Intermediate Grammar A)

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

Prerequisites: ESOL 272B or ESL 215B or placement through multiple-measures assessment process.

High intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. Not open for credit to students who have completed ESL 216A. 4930.87

ESOL 273B**Grammar 3**

(Formerly ESL 216B – High Intermediate Grammar B)

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

Prerequisites: ESOL 273A or ESL 216A

Continuation of ESOL 273A: Further study of complex grammar structures and sentence patterns. Not open for credit to students who have completed or are currently enrolled in ESL 216B. 4930.87

ESOL 274A**Grammar 4**

(Formerly ESL 217A – Advanced Grammar A)

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

Prerequisites: ESOL 273B or ESL 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. Not open for credit to students who have completed ESL 217A. 4930.87

ESOL 274B**Grammar 4**

(Formerly ESL 217B – Advanced Grammar B)

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

Prerequisites: ESOL 274A or ESL 217A

Continuation of ESOL 274A: Expanding, refining and applying the complex grammar skills used in academic writing, reading, listening and speaking. Not open for credit to students who have completed or are currently enrolled in ESL 217B. 4930.87

ESOL 288**Conversation 1**

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

Beginning level of spoken American English: Emphasis on self-expression; vocabulary conducive to carrying on critical daily activities in American society. 4930.87

ESOL 289**Conversation 2**

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

Intermediate level of spoken American English: Emphasis on self-expression; vocabulary conducive to carrying on critical daily activities in American society. Not open for students who have completed or are currently enrolled in ESL 258. 4930.87

ESOL 292**Vocabulary 2**

(Formerly ESL 205A – Vocabulary and Idioms in Context 3)

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

Prerequisites: Placement through multiple-measures assessment process.

Continuation of ESOL 291: Study of words and idioms as used in context. Not open for students who have completed or are currently enrolled in ESL 205A

ESOL 293**Vocabulary 3**

(Formerly ESL 205B – Vocabulary and Word Analysis in Context 4)

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

Prerequisites: Placement through multiple-measures assessment process.

Continuation of ESOL 292: Focus on vocabulary useful in academic courses; analysis of word derivations. Not open for credit to students who have completed or are currently enrolled in ESL 205B. 4930.87

NONCREDIT COURSES**ESOL 541A****Bridge to Credit ESOL – Level I**

0 Units, 2.86 - 5.49 hours lecture (P/NP)

Introduction to Basic English through the context of daily life activities: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of personal information and circumstances. 4930.87

ESOL 541B**Bridge to Credit ESOL – Level II**

0 Units, 2.86 - 5.49 hours lecture (P/NP)

Prerequisites: ESOL 541A

Continuation of ESOL 541A: Listening, speaking, reading, and writing; basics of language structures and form, computer literacy, classroom culture and study skills within the context of jobs. 4930.87

ESOL 541C**Bridge to Credit ESOL – Level III**

0 Units, 2.86 - 5.49 hours lecture (P/NP)

Prerequisites: ESOL 541B

Continuation of ESOL 541B: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of academic life. 4930.87

ESOL 541D**Bridge to Credit ESOL – Level IV**

0 Units, 2.86 - 5.49 hours lecture (P/NP)

Prerequisites: ESOL 541C

Continuation of ESOL 541C: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of life experience. 4930.87

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES: BRIDGE TO CREDIT ESOL CERTIFICATE OF COMPETENCY

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Competency**.

Our Bridge to Credit ESOL Program consists of a series of four short-term intensive courses designed to better prepare ESOL students for credit classes. Each course covers a broad life-skills topic and integrates technology to support student development of digital literacy. Curriculum was backwards-designed from the lowest level of credit ESOL at Peralta and addresses pedagogical gaps identified by adult school instructors.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Identify organizational tools for student success.
- Register for credit-level courses.
- Comprehend and respond appropriately to spoken American English at the level of entry-level credit ESOL courses.

Certificate of Competency Requirements:

Dept/No.	Title	Units
ESOL 541A	Bridge to Credit ESOL - Level I	0
ESOL 541B	Bridge to Credit ESOL - Level II	0
ESOL 541C	Bridge to Credit ESOL - Level II	0
ESOL 541D	Bridge to Credit ESOL - Level IV	0
LRNRE 505	Transition into Community College	0

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES: INTERMEDIATE CERTIFICATE OF PROFICIENCY

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Proficiency**.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Participate in campus and classroom culture at a level required for success as an intermediate ESOL student.
- Express ideas fluently, accurately and appropriately in American English in preparation for high intermediate ESOL courses.

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
ESOL 252A	Reading and Writing 2	6
ESOL 272A	Grammar 2	4
ESOL 262A	Listening and Speaking 2	<u>4</u>
	Total Required Units:	14

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES: HIGH INTERMEDIATE CERTIFICATE OF PROFICIENCY

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Proficiency**.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Participate in campus and classroom culture at a level required for success as a high-intermediate ESOL student.
- Express ideas fluently, accurately and appropriately in American English in preparation for advanced ESOL courses.

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
ESOL 253A	Reading and Writing 3	6
ESOL 273A	Grammar 3	4
ESOL 263A	Listening and Speaking 3	<u>4</u>
	Total Required Units:	14

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES: HIGH BEGINNING CERTIFICATE OF PROFICIENCY

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Proficiency**.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Participate in campus and classroom culture at a level required for success as a high beginning ESOL student.
- Express ideas fluently, accurately and appropriately in American English in preparation for intermediate ESOL courses.

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
ESOL 251A	Reading and Writing 1	6
ESOL 271A	Grammar 1	4
ESOL 261A	Listening and Speaking 1	<u>4</u>
	Total Required Units:	14

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES: ADVANCED CERTIFICATE OF PROFICIENCY

Students satisfactorily completing the required courses in the following certificate options will be eligible for the **Certificate of Proficiency**.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Participate in campus and classroom culture at a level required for success as an advanced ESOL student.
- Express ideas fluently, accurately and appropriately in American English in preparation for non-ESOL courses.

Certificate of Proficiency Requirements:

Dept/No.	Title	Units
ESOL 52A	Advanced Reading and Writing	6
ESOL 274A	Grammar 4	4
ESOL 50A	Advanced Listening and Speaking	<u>4</u>
	Total Required Units:	14

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.

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 3

World Regional Geography

3 units, 3 hours lecture (GR)

Acceptable for Credit: CSU

Introduction to the world's major geographic regions: Interconnections between regions, cultural and economic development, political organization, land uses, and the environment. 2206.00

AA/AS area 2

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 48CR**Geography Field Studies Abroad**

.5-5 units, 1.5-9 hours laboratory

Acceptable for Credit: CSU

Geography field studies abroad: Physical geography and physical processes producing it, such as volcanism, mountain building, ecosystems and biomes of other regions; cultural geography of language, indigenous peoples, land use practices, ecotourism projects and environmental conservation efforts. 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 1

Introduction to Physical Geology

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

Acceptable for credit: CSU, UC

Survey of materials and structures comprising the outer portion of the earth, and geologic processes responsible for sculpturing the earth: Plate tectonics and mountain building; formation of minerals and igneous, sedimentary and metamorphic rocks; deformation of rocks by folding and faulting; and erosion of the land surface. Two one-day field trips required. 1914.00

GEOL 2

Introduction to Mineralogy

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

Prerequisites: Chem 1A or Chem 30A

Recommended Preparation: Geol 10 or Engl 1A

Acceptable for credit: CSU, UC

Introduction to and classification of the origin of minerals through chemical and physical tests: Spectroscopic, optical plus electron microscopic and x-ray diffraction analyses; study of crystal structures with models, natural crystals, computer visualization, and stereographic projections. Course will include one or more field trips. 1914.00

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.

Eligible for credit by examination

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

GEOL 18

Geology of California

3 units, 3 hours lecture (GR)

Recommended Preparation: Geol 10 and Engl 1A

Acceptable for credit: CSU, UC

Introduction to the geology of California and the North American - Pacific plate boundary: Geologic history and present day geology of California in the context of modern plate tectonic theory; tectonic processes, geologic structures, physiographic provinces, local rocks and minerals, landforms, natural resources, geologic history, and natural hazards in the state. 1914.00

GEOL 22

California Coast Range Studies

3 units, 3 hours lecture (GR)

Recommended Preparation: Engl 1A

Acceptable for credit: CSU, UC Introduction to and field survey of Coast Range geology: Exploration of the San Andreas transform plate boundary and extinct subduction zone, observation of accessible blueschist metamorphic rocks, ophiolites, ophiolitic melange and volcanic rocks; hands on field geology observation experience.

GEOL 49

Independent Study in Geology

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

See section on Independent Study. 1914.00



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 enable 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 communication, the skills acquired when learning languages can help students prepare for careers in education, journalism, linguistics, business and international relations.

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

HEALTH EDUCATION (HLTED)

Health Education offer courses serving a wide range of student educational goals, including transfer to four-year universities/colleges for both non-science and science majors, prerequisites for programs including Kinesiology, allied health, and psychology; as well as, students needing to fulfill general education requirements.

Career opportunities include health services in federal, state and local health care agencies such as county Health Department, Cal OSHA, and Environmental Protection Agency; and health care and education in the private sector.

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



NONCREDIT COURSE

HLTED 502

Certified Nursing Assistant (Noncredit)

0 units, 73.50 total lecture hours; 96.25 total laboratory hours (P/NP)

Basic principles and skills underlying patient care: Emphasis on geriatric nursing and state-required topics to qualify for the California Certified Nurse Assistant certificate. 1230.30

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

Eligible for credit by examination

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

Eligible for credit by examination

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

Eligible for credit by examination

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.

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; 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, 3; CSU area D, C2; CSU American Institutions; IGETC area 3B, 4

HIST 7B

History of the United States Since 1865

3 units, 3 hours lecture (GR)

Hist 7A is not prerequisite to Hist 7B.

Hist 7B is not open for credit to students who have completed or are currently enrolled in Hist 15.

Acceptable for credit: CSU, UC

History of the United States from the end of the Civil War to the present: Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00

AA/AS area 2, 3; 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, 3; 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

AA/AS area 2, 33

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, 3; 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, 3; 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 3B, 4; CSU area C

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; 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 3B, 4; CSU area C

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.

Eligible for credit by examination

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

HISTORY ASSOCIATE OF ARTS

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.

Career Opportunities

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Reason through research and analysis.
- Synthesize ideas from multiple perspectives.
- Communicate reason interpretations.

Degree Major Requirements:

Dept/No.	Title	Units
HIST 7A	History of United States to 1877	3
HIST 7B	History of United States Since 1865	3

Select one course from the following:

HIST 2A	History of European Civilization (3)	
HIST 2B	History of European Civilization (3)	3

Select three courses (9 units) from the following:

AFRAM 30	African-American History: Africa to 1865 (3)	
AFRAM 31	African-American History: 1865-1945 (3)	
AFRAM 32	African-American History: 1945 to Present (3)	
HIST 2A	History of European Civilization (3) (if not already selected above)	
HIST 2B	History of European Civilization (3) (if not already selected above)	
HIST 8A	History of Latin American Civilization (3)	
HIST 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)	<u>9</u>
	Total Required Units	18

HISTORY ASSOCIATE OF ARTS FOR TRANSFER

The Associate in Arts in History for Transfer is intended for students who plan to complete a Bachelor's Degree in History at a CSU campus. A major component of the History program mission is for students planning to transfer into the History majors (or a similar major) with an understanding of History as the study of change over time, and we as the manifestation of that change. In other words, History is the study of us, or the various components of the present. Upon completion of an AA-T in History, students will have an understanding of the diversity of the recorded past and an appreciation of the process of historical change. At the same time, a History major will gain critical reading and writing skills, which are valuable in life, and in any employment field they choose to enter.

Career Opportunities

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Demonstrate a degree of mastery of the discipline of History: As one of the core disciplines of the liberal arts, history provides a classic mode of learning. By studying the past, a History major learns to think with objectivity, to write with logic and accuracy, to organize and assess evidence, to analyze problems and interpret complex events. In essence, students who major in History learn how to learn. History's special appeal, however, comes from its distinctive subject matter, the human past.
- Demonstrate a degree of proficiency of Historical critical thinking: to better access, evaluate, and interpret ideas found in History and information enabling people so disciplined to communicate effectively, reach conclusions, and solve problems.

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	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

HUMANITIES (HUMAN)

What is the Humanities? Humanities is an interdisciplinary field that involves the study of creative human thought and expression. The main objective of studying Humanities at College of Alameda is to examine significant cultural artifacts, enduring artistic creations, and touchstone ideas and beliefs from a variety of scholarly and personal perspectives.

As an integral part of general education, Humanities encourages students to examine diverse forms of creativity and innovation to gain perspective on their own lives and the world around them. COA courses in the Humanities typically explore such fields as the visual arts, literature, media, popular culture, folklore, storytelling, humor, games, religion, music, dance, cuisine, fashion, tourism, and technology.

Humanities will help you to: transfer to any discipline at a college or university; improve your creative and critical thinking, cultural competence, and social awareness; and develop skills in community building and conflict resolution.

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 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

HUMANITIES ASSOCIATE OF ARTS

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.

Career Opportunities

An AA degree in Humanities can be applied to a range of careers in education, arts, science, business, medicine, law, psychology, sociology, anthropology, theology, social work, tourism, and nonprofit organizations.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Increase critical understanding of the aesthetics of human-made environments.
- Analyze selected works of creative expression in relation to various historical and cultural contexts.
- Synthesize elements from a wide range of disciplines to appreciate and evaluate artworks, ideas, and performances from around the world.

Degree Major Requirements:

Dept/No.	Title	Units	Dept/No.	Title	Units
HUMAN 1	Introduction to Humanities	3	Select one course (3 units) from the following:		
Select two courses (6 units) from the following:			MATH 15	Math for Liberal Arts Students (3)	
ASAME 45A	Asian-American History to 1945 (3)		PHIL 1	Introduction to Philosophy (3)	
ASAME 45B	Asian-American History: 1945-Present (3)		PHIL 2	Social and Political Philosophy (3)	
HUMAN 2	Human Values (3)		PHIL 4	Philosophy of Religion (3)	
HUMAN 3	Future Studies (3)		PHIL 5	Ethical Problems (3)	
HUMAN 13A	Myth, Symbol and Folklore (3)		PHIL 10	Logic (3)	
HUMAN 13B	Myth, Symbol and Folklore (3)		PHIL 20A	History of Philosophy (3)	
HUMAN 40	Religions of the World (3)	6	PHIL 20B	History of Philosophy (3)	3
Select one course (3 units) from the following:			Select one course (3 units) from the following:		
ART 1	Introduction to Art History (3)		ENGL 30A	Introduction to American Literature (3)	
MUSIC 10	Music Appreciation (3)		ENGL 30B	Introduction to American Literature (3)	
MUSIC 12A	Introduction to Music Literature: Birth of Christ to 1827 (3)		ENGL 36	Women in Literature (3)	<u>3</u>
MUSIC 12B	Introduction to Music Literature: Romantic Period to Present (3)	3	Total Required Units		18
*Credit limited to one course only.					

KINESIOLOGY

(KIN)

Also see listing for **Athletics**.

Kinesiology is an introduction to the interdisciplinary approach to the study of human movement related to physical activity and sport. Our kinesiology courses teach students an appreciation of the role exercise, activity and sports play in the development of well-rounded individuals interested in physical well-being and the productive use of leisure time. *The College of Alameda Department of Kinesiology is in the STEAM division (Science, Technology, Engineering, Art, and Mathematics).*

Why study Kinesiology? It provides each person the opportunity to acquire a strong knowledge base in Kinesiology and its applications that is comparable to that offered by four year institutions.

What can you do with Kinesiology? Four year universities/colleges, throughout the country, offer undergraduate and graduate degrees in the field of kinesiology. Related majors such as health, physical therapy, athletic training, sports training, recreation, and coaching may require "Introduction to Kinesiology".

The College of Alameda offers a program encompassing both physical education activities and academic courses. Our activity courses include both sports and physical fitness. The fitness center provides a fully-equipped and supportive environment for strength and aerobic training. Our state of the art gymnasium is the location for both our sports, aerobics, cross-fit, and circuit training activities. The Kinesiology academic offerings include "Introduction to Kinesiology" and "Care and Prevention," both are requirements for our Certificate of Achievement "Athletic Trainer Aide."



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 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)

Acceptable for credit: CSU, UC

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)

Acceptable for credit: CSU, UC

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

Eligible for credit by examination

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

KINESIOLOGY: ATHLETIC TRAINER AIDE CERTIFICATE OF ACHIEVEMENT

Certificate of Achievement (CA) Students satisfactorily completing the required courses in the following certificate options will be eligible for the Certificate of Achievement.

Career Opportunities

Many employment opportunities are available through Kinesiology i.e., Allied Health, sports, fitness, teaching and coaching.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Prepare for entry-level opportunities in athletic training through the development of specific educational competencies and clinical proficiencies.
- Prepare to become proficient and capable health care professionals in future employment in athletic training or other allied health settings, as well as receive an certificate of completion.
- Develop their skills in a college athletic program, a high school athletic program or a clinical setting with a variety of physically-active individuals.
- Embrace the college's Mission to serve the educational needs of its diverse community by providing comprehensive and flexible programs and resources that empower students to achieve their goals.

Certificate of Achievement Requirements:

Dept/No.	Title	Units
KIN 150	Introduction to Kinesiology	3
KIN 134	Care and Prevention of Athletic Injuries	3
BIOL 2	Human Anatomy	5
BIOL 4	Human Physiology	5
HLTED 9	First Aid and Safety	2

Choose for the KIN activity courses listed for a total of 3 units

KIN 54A	Cross Fitness I–Fundamentals (1)	
KIN 54B	Cross Fitness II–Beginning (1)	
KIN 54C	Cross Fitness III–Intermediate (1)	
KIN 54D	Cross Fitness IV–Experienced (1)	
KIN 58A	Fitness Center Strength Training I – Fundamentals (0.5)	
KIN 58B	Fitness Center Strength Training II – Beginning (0.5)	
KIN 58C	Fitness Center Strength Training III – Intermediate (0.5)	
KIN 58D	Fitness Center Strength Training IV – Experienced (0.5)	
KIN 36	Aerobic Circuits (0.5)	
KIN 67A	Sports Training I–Fundamentals (0.5)	
COPED 451	Occupational Work Experience (1-2)	<u>3</u>
Total Required Units:		21

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)

Eligible for credit by examination

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.

Eligible for credit by examination

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, Section 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

NONCREDIT COURSES**LRNRE 501****Supervised Tutoring**

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 502A**Tutor Training I**

0 units, 13.13 total lecture hours; 3.50 total laboratory hours (P/NP, Noncredit)

Introduction to methods of effective tutoring; Responsibilities, questioning and modeling techniques, learning style and strategies, study skills and strategies, cultural awareness, and tutoring in specific subject areas. 0802.00

LRNRE 502B**Tutor Training II**

0 units, 13.13 total lecture hours; 3.50 total laboratory hours (P/NP, Noncredit)

Prerequisite: LRNRE 502A

Continued approaches to tutoring: Socratic method, brain dominance concepts, adjusting study methods, cultural awareness and communications, and referring students to campus resources. 0802.00

LRNRE 502C**Tutor Training III**

0 units, 13.13 total lecture hours; 3.50 total laboratory hours (P/NP, Noncredit)

Capstone course in methods of tutoring: The role of learning centers in higher education, affective domain, structuring the learning experience, working with specific student populations, and group tutoring. 0802.00

NONCREDIT COURSES (Continued)**LRNRE 503****Writing Support Workshop**

0 unit, 1 hour lecture (P/NP, Noncredit)

Workshop-based course in strategies for strong writing skills for assignments across the curriculum: grammar and mechanics review, the writing process, understanding assignments, self-editing strategies, revision skills. 4930.13

LRNRE 504**Technology Support Workshops**

0 unit, 0.34 hours lecture (SP)

Workshop-based course in technologies commonly used across the curriculum: Peralta email, social media, Course Management Systems, document formatting, TurnItIn. 4930.13

LRNRE 511**Study Skills Workshops**

0 unit, .5 hour lecture (P/NP or Satisfactory progress)

Workshop-based course in study skills and strategies for subjects across the curriculum: Note-taking, time management, and goal-setting, managing distractions. 4930.14

LIBERAL ARTS

The **Liberal Arts AA Degree** is designed to expose students to a wide variety of subjects and perspectives at the postsecondary level who desire a broad knowledge of the arts, humanities, natural sciences, and social 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.

LIBERAL ARTS AA DEGREE

General Education Options (Choose One)

a. Local AA/AS General Education	19-31
b. CSU GE BREADTH	39
c. IGETC	37

Areas of Emphasis (Choose One):

• Arts and Humanities	18
• Natural Sciences	18
• Social and Behavioral Sciences	18

Electives 3-23

Other Requirements:

Computer Literacy, Ethnic Studies 0-5

TOTAL Program Units: 60

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LIBERAL ARTS: ARTS AND HUMANITIES ASSOCIATE OF ARTS

The Liberal Arts Degree: Arts and Humanities is a group of courses emphasizing the human condition - its limits, potential and creative expressions - through the study of cultural, literary 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 awareness of themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate it when constructing value judgments. Students must complete 18 units from at least two of the following disciplines with a grade of "C" or better: Art, Chinese, Communication, Counseling, English, German, Humanities, Mexican and Latin American Studies, Music, Philosophy, Spanish, or Vietnamese.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Develop knowledge of their own critical thinking skills and processes.
- Recognize the effects of their communication skills on others' perceptions of themselves.
- Develop an awareness of the manifold perspectives of the diversity of peoples and cultures that surround them.

Degree Major Requirements:

	Units
General Education Options (Choose One)	
a. Local AA/AS General Education	19-31
b. CSU GE BREADTH	39
c. IGETC	37
Areas of Emphasis (Choose One):	
• Natural Sciences	18
	Units
Electives	3-23
Other Requirements:	
Computer Literacy, Ethnic Studies	<u>0-5</u>
TOTAL Program Units:	60

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LIBERAL ARTS: ARTS AND HUMANITIES ASSOCIATE OF ARTS -- CONTINUED

Students should complete 18 units from a minimum of two disciplines from the list of courses:

Degree Major Requirements:

Dept/No.	Title	Units	Dept/No.	Title	Units
Select a minimum of 18 units with no more than two courses per discipline from the following:			GERM 1A	Elementary German (5)	
ANTHR 7	Magic, Religion, and Witchcraft (3)		GERM 1B	Elementary German (5)	
ANTHR 55	Native American Cultures (3)		HIST 7A	History of the United States to 1877 (3)	
ART 1	Introduction to Art History (3)		HIST 7B	History of the United States Since 1865 (3)	
ART 2	History of Western Art: Prehistory through the Middle Ages (3)		HIST 8A	History of Latin-American Civilization (3)	
ART 3	History of Western Art: Renaissance to Contemporary Art (3)		HIST 8B	History of Latin-American Civilization (3)	
ART 4	History of Modern Art (1800 to Present) (3)		HIST 11	History and Culture of South-East Asia: Vietnam – An American Tragedy(3)	
ART 122	World Art (3)		HIST 12	History and Culture of Eastern Asia (3)	
CHIN 10A	Elementary Cantonese A (5)		HUMAN 1	Introduction to Humanities (3)	
CHIN 10B	Elementary Cantonese B (5)		HUMAN 2	Human Values (3)	
CHIN 11A	Elementary Cantonese A (5)		HUMAN 3	Future Studies (3)	
CHIN 11B	Elementary Cantonese B (5)		HUMAN 13A	Myth, Symbol and Folklore (3)	
CHIN 12A	Advanced Cantonese Reading and Writing: Modern and Classical Literature (5)		HUMAN 13B	Myth, Symbol and Folklore (3)	
CHIN 12B	Advanced Cantonese Reading and Writing: Modern and Classical Literature (5)		HUMAN 15	Popular Culture (3)	
COMM 1A	Introduction to Speech (3)		HUMAN 60	Introduction to LGBTQ Studies (3)	
COMM 2A	Fundamentals of Oral Interpretation of Literature (3)		M/LAT 3	Survey of Latin American and Chicano Authors (3)	
COMM 5	Persuasion and Critical Thinking (3)		MUSIC 9	Introduction to World Music (3)	
ENGL 1B	Composition and Reading (4)		MUSIC 10	Music Appreciation (3)	
ENGL 10A	Creative Writing (3)		MUSIC 15A	Jazz, Blues and Popular Music in the American Culture (3)	
ENGL 10B	Creative Writing (3)		MUSIC 15B	Jazz, Blues and Popular Music in the American Culture (3)	
ENGL 30A	Introduction to American Literature I (3)		PHIL 1	Introduction to Philosophy (3)	
ENGL 30B	Introduction to American Literature II (3)		PHIL 2	Social and Political Philosophy (3)	
ENGL 31	Survey of African-American Literature(3)		PHIL 4	Philosophy of Religion (3)	
ENGL 32A	Contemporary Women Writers (3)		PHIL 5	Ethical Problems (3)	
ENGL 47	Children’s Literature (3)		PHIL 10	Logic (3)	
ENGL 49	Independent Study in English (3)		PHIL 20A	History of Ancient Greek Philosophy (3)	
ENGL 79	Introduction to LGBTQ Literature (3)		PHIL 20B	History of Modern European Philosophy (3)	
ENGL 210A	Creative Writing (3)		SPAN 1A	Elementary Spanish (5)	
ENGL 210B	Creative Writing (3)		SPAN 1B	Elementary Spanish (5)	
			SPAN 2A	Intermediate Spanish I (5)	
			SPAN 2B	Intermediate Spanish II (5)	
			VIET 1A	Elementary Vietnamese (5)	
			VIET 1B	Elementary Vietnamese (5)	
			VIET 2A	Intermediate Vietnamese (5)	
			VIET 2B	Intermediate Vietnamese (5)	
			Total Required Units		<u>18</u>
					18

LIBERAL ARTS: ARTS AND HUMANITIES ASSOCIATE OF ARTS RECOMMENDED SEQUENCE

The Liberal Arts Degree: Arts and Humanities is a group of courses emphasizing the human condition - its limits, potential and creative expressions - through the study of cultural, literary 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 awareness of themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate it when constructing value judgments. Students must complete 18 units from at least two of the following disciplines with a grade of "C" or better: Art, Chinese, Communication, Counseling, English, German, Humanities, Mexican and Latin American Studies, Music, Philosophy, Spanish, or Vietnamese.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Develop knowledge of their own critical thinking skills and processes.
- Recognize the effects of their communication skills on others' perceptions of themselves.
- Develop an awareness of the manifold perspectives of the diversity of peoples and cultures that surround them.

Although there is no proposed major sequence of courses, one possible example of a major sequence might look as follows:

Degree Major Requirements:

Dept/No.	Title	Units
FIRST SEMESTER		
Art 1	Introduction to Art History	3
Art 2	History of Western Art: Prehistory through the Middle Ages	3
	General Education	<u>10</u>
	Semester Total	16
SECOND SEMESTER		
ENGL 10A	Creative Writing	3
	General Education	9
	Electives	<u>3</u>
	Semester Total	15
THIRD SEMESTER		
HUMAN 1	Introduction to Humanities	3
HUMAN 2	Human Values	3
	General Education	<u>9</u>
	Semester Total	15
FOURTH SEMESTER		
MUSIC 10	Music Appreciation	3
ART 2	History of Western Art: Prehistory through the Middle Ages	3
	General Education	9
	Electives	<u>2</u>
	Semester Total	17
	Total Major Units:	18
	Total GE Units:	37
	Total Elective Units:	<u>55</u>
	Total Units:	60

LIBERAL ARTS: NATURAL SCIENCES ASSOCIATE OF ARTS

The **Liberal Arts Degree: Natural Sciences** is a group of courses emphasizing examination of the physical universe, its life forms and its natural phenomena. Students will demonstrate an understanding of experimental methodologies, testing hypotheses and the power of systematic questioning as investigative tools. Students will examine the relationship of scientific and technological capability with human values and social goals, and gain a sophisticated understanding of science as a human endeavor, including the limitations as well as the power of scientific inquiry. Students must complete 18 units from at least two of the following disciplines with a grade of "C" or better: Anthropology, Astronomy, Biology, Chemistry, Geography (excluding cultural studies), Geology and Physics.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Develop knowledge of their own critical thinking skills and processes.
- Recognize the effects of their communication skills on others' perceptions of themselves.
- Develop an awareness of the manifold perspectives of the diversity of peoples and cultures that surround them.

Degree Major Requirements:

General Education Options (Choose One)

a. Local AA/AS General Education	19-31
b. CSU GE BREADTH	39
c. IGETC	37

Areas of Emphasis (Choose One):

• Natural Sciences	18
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Electives	3-23
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Other Requirements:

Computer Literacy, Ethnic Studies	<u>0-5</u>
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TOTAL Program Units:	60
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Dept/No.	Title	Units
Students should complete 18 units from a minimum of two disciplines from the list of courses:		
ANTHR 1	Introduction to Physical Anthropology (3)	
ANTHR 1L	Physical Anthropology Laboratory (1)	
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)	
CHEM 1A	General Chemistry (5)	
CHEM 1B	General Chemistry (5)	
CHEM 30A	Introductory General Chemistry (4)	
CHEM 30B	Introductory Organic and Biochemistry (4)	
CHEM 50	Beginning Chemistry (4)	
GEOG 1	Physical Geography (3)	
GEOG 1L	Physical Geography Laboratory (1)	
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)	
PHYS 10L	Introduction to Physics Laboratory (1)	<u>18</u>
Total Required Units		18

LIBERAL ARTS: NATURAL SCIENCES ASSOCIATE OF ARTS RECOMMENDED SEQUENCE

The Liberal Arts Degree: Natural Sciences is a group of courses emphasizing examination of the physical universe, its life forms and its natural phenomena. Students will demonstrate an understanding of experimental methodologies, testing hypotheses and the power of systematic questioning as investigative tools. Students will examine the relationship of scientific and technological capability with human values and social goals, and gain a sophisticated understanding of science as a human endeavor, including the limitations as well as the power of scientific inquiry. Students must complete 18 units from at least two of the following disciplines with a grade of "C" or better: Anthropology, Astronomy, Biology, Chemistry, Geography (excluding cultural studies), Geology and Physics.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Develop knowledge of their own critical thinking skills and processes.
- Recognize the effects of their communication skills on others' perceptions of themselves.
- Develop an awareness of the manifold perspectives of the diversity of peoples and cultures that surround them.

Although there is no proposed major sequence of courses, one possible example of a major sequence might look as follows:

Degree Major Requirements:		Units
Dept/No.	Title	
FIRST SEMESTER		
CHEM 1A	General Chemistry	5
	General Education	<u>9</u>
	Semester Total	14
SECOND SEMESTER		
BIOL 10	Introduction to Biology	4
	General Education	<u>10</u>
	Semester Total	14
THIRD SEMESTER		
BIOL 2	Human Anatomy	5
	General Education	<u>10</u>
	Semester Total	15
FOURTH SEMESTER		
BIOL 4	Human Physiology	5
	General Education	9
	Electives	<u>3</u>
	Semester Total	17
	Total Major Units:	19
	Total GE Units:	38
	Total Elective Units:	<u>3</u>
	Total Units:	60

LIBERAL ARTS: SOCIAL AND BEHAVIORAL SCIENCES ASSOCIATE OF ARTS

The Liberal Arts Degree: Social and Behavioral Science is a group of courses emphasizing the study of perspectives, concepts, theories and methodologies typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will develop an awareness of themselves and others as members of a larger society. Topics of discussion are designed to help students gain an understanding and appreciation of the contributions and perspectives of men, women, and of ethnic and other minorities and a comparative perspective on both Western and non-Western societies. Students must complete 18 units from at least two of the following disciplines with a grade of "C" or better: 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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Develop knowledge of their own critical thinking skills and processes.
- Recognize the effects of their communication skills on others' perceptions of themselves.
- Develop an awareness of the manifold perspectives of the diversity of peoples and cultures that surround them.

Degree Major Requirements:

General Education Options (Choose One)

a. Local AA/AS General Education	19-31
b. CSU GE BREADTH	39
c. IGETC	37

Area of Emphasis (Choose One):

• Social and Behavioral Sciences	18
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Electives	3-23
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Other Requirements:

Computer Literacy, Ethnic Studies	<u>0-5</u>
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TOTAL Program Units:	60
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Dept/No. Title Units
Students should complete 18 units from a minimum of two disciplines from the list of courses:

AFRAM 5	The African-American Family in the United States (3)	
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 7	Magic, Religion, and Witchcraft (3)	
ANTHR 19	Anthropology of Sex and Gender (3)	
ANTHR 55	Native American Cultures (3)	
ASAME 45A	Asian-American History to 1945 (3)	
ASAME 45B	Asian-American History from 1945 to the Present (3)	

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LIBERAL ARTS: SOCIAL AND BEHAVIORAL SCIENCES

ASSOCIATE OF ARTS -- CONTINUED

COMM 6	Intercultural Communication (3)		
COMM 19	Survey of Mass Media (3)		
COUN 30	Personal Growth and Development (3)	POSCI 32	Learning Organization Governance (3)
COUN 230	Strategies for Personal Development (3)	POSCI 35	Introduction to Community Violence Prevention (3)
ECON 1	Principles of Economics (Macro-Economics) (3)	POSCI 36	Applied Peacebuilding and Violence Prevention (3)
ECON 2	Principles of Economics (Micro-Economics) (3)	POSCI 37	Transformative Social Change and Futures Studies (3)
ECON 5	Introduction to Economics (3)	POSCI 41	Service Learning: Law, Democracy, and Public Administration (3)
GEOG 2	Cultural Geography (3)	PSYCH 1A	Introduction to General Psychology (3)
GEOG 3	World Regional Geography (3)	PSYCH 1B	Introduction to General Psychology (3)
HIST 2A	History of European Civilization (3)	PSYCH 3	Introduction to Personality Theory (3)
HIST 2B	History of European Civilization (3)	PSYCH 7A	Psychology of Childhood (3)
HIST 5	History of Mexico (3)	PSYCH 7B	Adolescent Psychology (3)
HIST 7A	History of the United States to 1877 (3)	PSYCH 9A	Psychology of Interpersonal Relations (3)
HIST 7B	History of the United States since 1865 (3)	PSYCH 9B	Psychology of Interpersonal Relations (3)
HIST 8A	History of Latin-American Civilization (3)	PSYCH 12	Human Sexuality (3)
HIST 8B	History of Latin-American Civilization (3)	PSYCH 18	Psychology of Race and Ethnicity in the U.S. (3)
HIST 11	History and Culture of South-East Asia: Vietnam – An American Tragedy (3)	PSYCH 24	Abnormal Psychology (3)
HIST 12	History and Culture of Eastern Asia (3)	PSYCH 28	Introduction to Research Methods in Psychology (3)
HIST 17	History of the Mexican-American (3)	PSYCH 29	Introduction to Forensic Psychology (3)
HIST 18	20th Century American Protest Movement (3)	PSYCH 34	Psychology of Resiliency, Stress Management, and Personal Growth (3)
HIST 19	History of California (3)	SOC 1	Introduction to Sociology (3)
HIST 50	African-American History: Africa to 1865 (3)	SOC 2	Social Problems (3)
HIST 51	African-American History: 1865 to 1945 (3)	SOC 3	Sociology of Women (3)
HIST 52	African-American History: 1945 to Present (3)	SOC 5	Minority Groups (3)
HIST 53A	History and Culture of the Caribbean/Central America (3)	SOC 120	Introduction to Research Methods (3)
HIST 53B	History and Culture of the Caribbean/Central America (3)		Total Required Units
HIST 56	Sociology of Women (3)		18
HUMAN 13A	Myth, Symbol and Folklore (3)		
HUMAN 13B	Myth, Symbol and Folklore (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 3	International Relations (3)		
POSCI 4	Political Theory (3)		
POSCI 6	The U.S. Constitution and Criminal Due Process (3)		
POSCI 8	Law and Democracy (3)		
POSCI 26	United States and California Constitution (3)		
POSCI 31	Introduction to Public Administration (3)		

LIBERAL ARTS: SOCIAL AND BEHAVIORAL SCIENCES ASSOCIATE OF ARTS RECOMMENDED SEQUENCE

The Liberal Arts Degree: Social and Behavioral Science is a group of courses emphasizing the study of perspectives, concepts, theories and methodologies typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will develop an awareness of themselves and others as members of a larger society. Topics of discussion are designed to help students gain an understanding and appreciation of the contributions and perspectives of men, women, and of ethnic and other minorities and a comparative perspective on both Western and non-Western societies. Students must complete 18 units from at least two of the following disciplines with a grade of "C" or better: 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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Develop knowledge of their own critical thinking skills and processes.
- Recognize the effects of their communication skills on others' perceptions of themselves.
- Develop an awareness of the manifold perspectives of the diversity of peoples and cultures that surround them.

Although there is no proposed major sequence of courses, one possible example of a major sequence might look as follows:

Degree Major Requirements:		
Dept/No.	Title	Units
FIRST SEMESTER		
PSYCH 1A	Introduction to General Psychology	3
SOC 1	Introduction to Sociology	3
	General Education	<u>10</u>
	Semester Total	14
SECOND SEMESTER		
PSYCH 18	Psychology of Race and Ethnicity in the U.S.	3
	General Education	9
	Electives	<u>3</u>
	Semester Total	15
THIRD SEMESTER		
PSYCH 24	Abnormal Psychology	3
PSYCH 28	Introduction to Research Methods in Psychology	3
	General Education	<u>9</u>
	Semester Total	15
FOURTH SEMESTER		
PSYCH 12	Human Sexuality	3
PSYCH 9A	Psychology of Interpersonal Relations	3
	General Education	9
	Electives	<u>2</u>
	Semester Total	17
	Total Major Units:	18
	Total GE Units:	37
	Total Elective Units:	<u>5</u>
	Total Units:	60

LIBERAL ARTS: IGETC CERTIFICATE OF ACHIEVEMENT

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.

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).

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LIBERAL ARTS: IGETC CERTIFICATE OF ACHIEVEMENT -- CONTINUED

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 CERTIFICATE OF ACHIEVEMENT

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.

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

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LIBERAL ARTS: CSU GE BREADTH CERTIFICATE OF ACHIEVEMENT -- CONTINUED

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.

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LIBERAL ARTS: CSU GE BREADTH CERTIFICATE OF ACHIEVEMENT -- CONTINUED

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 "USHISTORY" 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.

LIS 74

Information Seeking Behavior

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

Recommended Preparation: ENGL 201A or ENGL 264A or placement through multiple-measures assessment process, and CIS 1 or 200 or 205 or BUS 219.

Acceptable for Credit: CSU, UC

Introduction to Information-seeking theories, methods and user behaviors: Psychological, emotional, and physiological aspects of information seeking; Social issues such as information overload, information access, censorship, intellectual property, privacy, and social networks. 1699.00

AA/AS area 4C

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

NONCREDIT COURSES

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

LIS 511

Research Skills I

0 units, 0.12 hours lecture (P/NP or Satisfactory progress)

Introduction to research: Information literacy skills, research process, topic selection and development, and overview of appropriate information sources. 4930.14

LIS 512

Research Skills II

0 units, 0.12 hours lecture (P/NP or Satisfactory progress)

Prerequisite: LIS 511

Continuation of LIS 511: Identifying search terms, locating information sources, and evaluating information sources. 4930.14

LIS 513

Research Skills III

0 units, 0.12 hours lecture (P/NP or Satisfactory progress)

Prerequisite: LIS 512

Continuation of LIS 512: Presenting research and data, citations, and academic integrity. 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)

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.

MATH 1 Pre-Calculus

4 units, 4 hours lecture

Prerequisite: Math 203 or Math 211D or Math 230

Acceptable for Credit: CSU, UC

Preparation for the calculus sequence or other courses requiring a sound algebraic background: Inequalities, theory of equations, sequences and series, matrices, functions and relations, logarithmic and exponential functions; 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 \mathbb{R}^2 and \mathbb{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 13**Introduction to Statistics**

4 units, 4 hours lecture (GR)

Prerequisite: Math 203 or Math 206 or Math 211D or Math 230 or Math 240 or appropriate placement through multiple-measures assessment process

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 15**Mathematics for Liberal Arts Students**

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

Prerequisites: MATH 203 or 211D or 230 or 240 or equivalent

Eligible for credit by examination

Acceptable for credit: CSU, UC

Fundamental ideas underlying modern mathematics: Elements from logic, sets, and number systems; concepts of elementary algebra, geometry, topology, and combinatorics. 1701.00

AA/AS area 4b; CSU area B4

MATH 16A**Calculus for Business and Life/Social Sciences**

3 units, 3 hours lecture (GR)

Prerequisite: Math 2

Eligible for credit by examination

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 203 or Math 211D or Math 230

Recommended Preparation: Math 202

Not open for credit to students who have completed or are currently enrolled in Math 52ABC.

Eligible for credit by examination

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.

Eligible for credit by examination

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 Math 210D or appropriate placement through multiple-measures assessment process

Eligible for credit by examination

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 Math 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.

Eligible for credit by examination

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. 1701.00

MATH 215**Support for Pre-Calculus**

2 Units, 2 hours lecture (P/NP)

Corequisites: Math 1

Recommended Preparation: This course is appropriate for students who are confident in their graphing and beginning algebra skills.

Review of the core prerequisite skills, competencies, and concepts needed in pre-calculus: Factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry. Intended for students majoring in business, science, technology, engineering, and mathematics and concurrently enrolled in MATH 1. This course is appropriate for students who are confident in their graphing and beginning algebra skills. 1701.00

MATH 216**Support for Trigonometry**

1 Unit, 1 hour lecture (P/NP)

Prerequisite: Math 50

Recommended Preparation: This course is appropriate for students who are confident in their graphing and beginning algebra skills.

Review of the core prerequisite skills, competencies, and concepts needed in trigonometry: Geometry, transformations of graphs, trigonometric functions and applications, conic sections, polar coordinates including the complex plane and analytic geometry. Intended for students majoring in science, technology, engineering, and mathematics and who are concurrently enrolled in MATH 50, Trigonometry. This course is appropriate for students who are confident in their graphing and beginning algebra skills. 1701.00

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

Eligible for credit by examination

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.

Eligible for credit by examination

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

NONCREDIT COURSE**MATH 521****Algebra 1 Review**

0 units, 1-5 lecture hours (P/NP)

Review of the California State Standards for Algebra 1: Key components of first year high school algebra; symbolic reasoning and calculations with symbols as applied to solving, graphing equations, functions, and inequalities. 1702.00

MATHEMATICS ASSOCIATE OF SCIENCE

The **AS degree in Mathematics** will be awarded upon completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree listed in the Degrees, Programs & Transfer Requirements section of this Catalog.

Career Opportunities

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- **Problem Solving:** Use quantitative reasoning to solve everyday mathematical problems in the workplace and in the home.
- **Solve Equations:** Read, write, and critique technical writings and analytical arguments.
- **Graphing:** Convey and interpret information through visual representations.

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 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)

MATHEMATICS ASSOCIATE OF SCIENCE FOR TRANSFER

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.

Career Opportunities

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- **Problem Solving:** Use quantitative reasoning to solve everyday mathematical problems in the workplace and in the home.
- **Solve Equations:** Read, write, and critique technical writings and analytical arguments.
- **Graphing:** Convey and interpret information through visual representations.

Degree Major Requirements:

Dept/No.	Title	Units
MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 3C	Calculus III	5

**At least one(1) course from Group A
(If a student chooses both, Group B is optional).**

GROUP A

MATH 3E	Linear Algebra (3)	
MATH 3F	Differential Equations (3)	3

**At least one (1) course from Group B if necessary
to complete 21 units for the major.**

GROUP B

MATH 11	Discrete Mathematics (4)	
MATH 12	Symbolic Logic (4)	
MATH 13	Introduction to Statistics (4)	
PHYS 4A	General Physics with Calculus (5)	
PHYS 4B	General Physics with Calculus (5)	
PHYS 4C	General Physics with Calculus (5)	<u>4-5</u>
Minimum Required Units:		22-23

CSU General Education or IGETC Pattern	38-41
CSU Transferrable Elective Units (as needed to reach 60 transferable units)	
Total Units Required for Degree	60

* For the Associate in Science Degree in Mathematics for Transfer, students must complete the IGETC or CSU GE-Breadth Education pattern and elective courses for additional 41-42 units: some units can be double counted in order to stay within the 60-unit requirement for the degree.

MEXICAN AND LATIN-AMERICAN STUDIES

(M/LAT)

M/LAT 2A

Latin-American Folklore

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

Also offered as Human 51A. Not open for credit to students who have completed or are currently enrolled in Human 51A.

Acceptable for credit: CSU, UC

Study of Mexican and Mexican-American folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 2203.04
AA/AS area 3; CSU area C2; IGETC area 3

M/LAT 2B

Latin-American Folklore

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

Also offered as Human 51B. Not open for credit to students who have completed or are currently enrolled in Human 51B.

Acceptable for credit: CSU, UC

Study of Central American and Caribbean folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 2203.04
AA/AS area 3; CSU area C2; IGETC area 3

M/LAT 2C

Latin-American Folklore

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

Also offered as Human 51C. Not open for credit to students who have completed or are currently enrolled in Human 51C.

Acceptable for credit: CSU, UC

Study of South American folklore, including Spanish-speaking folk groups in the United States: Indigenous myths, legends, contemporary oral narrative, folk art, cooking, and folk music with emphasis on ballads, folk humor, and festivals, both religious and secular. No knowledge of Spanish required. 2203.04
AA/AS area 3; CSU area C2; IGETC area 3

M/LAT 3

Survey of Latin-American/Chicano Authors

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

Also offered as Span 51. Not open for credit to students who have completed or are currently enrolled in Span 51.

Acceptable for credit: CSU, UC

Chronological study of selected pre-Hispanic, Spanish colonial, and contemporary Latin literature in translation: Focus on contemporary Chicano, Puerto Rican, and Mexican authors with emphasis on Latin-American literary trends. 2203.04

AA/AS area 3, 4D; CSU area C2; IGETC area 3

M/LAT 18A

History and Culture of the Caribbean/Central America

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

Also offered as Hist 53A. Not open for credit to students who have completed or are currently enrolled in Hist 53A.

Acceptable for credit: CSU, UC

History, culture, politics, and social and economic make-up of the Caribbean and Central American nations from the pre-Columbian period to 1810: Emphasis on understanding contemporary institutions and events in relation to Anglo America. 2203.04

AA/AS area 2; IGETC area 3, 4; CSU area C

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

MEXICAN AND LATIN-AMERICAN STUDIES ASSOCIATE OF ARTS

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:

M/LAT 2A	Latin-American Folklore (3)	
M/LAT 2B	Latin-American Folklore (3)	
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 I (5)	
SPAN 2B	Intermediate Spanish II (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.

**Proficiency through the level of SPAN 1B is strongly recommended.

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)

Eligible for credit by examination

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: Natural Sciences**.



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 listings for **Kinesiology** and for **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 and

Prerequisite or Co-requisite: Math 3B

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 and

Prerequisite or Co-requisite: Math 3C

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 and

Prerequisites or Co-requisites: Math 3E and Math 3F

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, 3A-3B, or 4A-4B-4C

Acceptable for credit: CSU, UC

Elementary study of major topics of physics: Motion, forces, gravity, matter, energy, momentum, rotation, oscillation, sound, heat, thermodynamics, electromagnetism, light, quantum physics, atoms, nuclei, and relativity. 1902.00

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

PHYS 10L**Introduction to Physics Laboratory**

1 unit, 3 hour laboratory (GR or P/NP)

Prerequisites: Phys 10 or

Corequisites: Phys 10

Recommended Preparation: Math 201 or 202 or 210D

Acceptable for Credit: CSU

Not open for credit to students who have completed or are currently enrolled in PHYS 2A-2B, 3A-3B, or 4A-4B-4C.

Practical application of basic concepts and principles of physics: Motion, forces, gravity, matter, energy, momentum, rotation, oscillation, sound, heat, thermodynamics, electromagnetism, light, quantum physics, atoms, nuclei, and relativity. 1902.00

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)

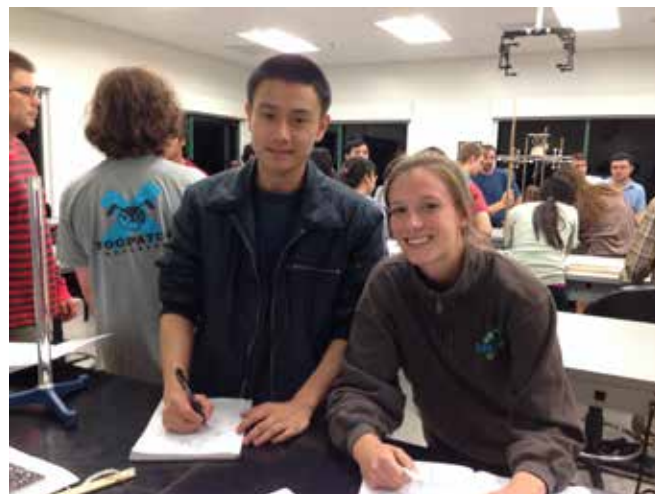
Acceptable for credit: CSU

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 inquiry is the study of how power in its myriad forms is used in human affairs and interrelationships and the structures operating in human societies; and the consequences of these for people as individuals, in groups, and in society. We study the unfolding human story on Planet Earth and just who it is we humans are going to become. This discipline of inquiry is an integrated field of study drawing upon all the social & behavioral sciences perspectives including most notably: sociology, anthropology, geography, philosophy, psychology, economics, urban & organizational studies, and futures studies. At College of Alameda we seek to prepare students to be effective global citizens in a 21st century knowledge economy guided by the democratic ideal, an ethic of service & the principles of sustainable life, and these framed within the context of futures consciousness. We offer support in pathways to career success through our partnerships with local nonprofit organizations and relationships with Bay Area universities.

In addition to the Political Science degrees and certificates explained in this section, POSCI courses are core components of several Pathways. See the Specialized Learning Opportunities section in this Catalog for more information on:

- Community Change and Urban Leadership (CCUL) Pathway
- Pathway to Law School
- Pathway to Public Administration
- Violence Prevention Certificate Pathway

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 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

Overview of social history and political consciousness around the conditions that create and perpetuate violence in urban communities: Examination of the psycho-social theories of causality in the emergence of violence in individuals, families, and communities; review of historical and contemporary issues around violence and the variety of impacts it has on society; exploration of public and social sector partnership approaches toward healing and revitalizing communities that are affected by violence. 2102.00

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. 2102.00

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. 2102.00

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

POLITICAL SCIENCE ASSOCIATE OF ARTS

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.

Career Opportunities

Careers in Political Science: Careers often pursued by persons with training and degrees in political science 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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- **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.

Degree Major Requirements:

Dept/No.	Title	Units	Dept/No.	Title	Units	
POSCI 1	Government and Politics in the United States	3	Select two courses (6 units) from the following:			
POSCI 2	Comparative Government	3	ANTHR 3	Introduction to Social and Cultural Anthropology (3)		
POSCI 4	Political Theory	3	GEOG 2	Cultural Geography (3)		
POSCI 6	The U.S. Constitution and Criminal Due Process (3)		HIST 7A	History of the United States to 1877 (3)		
	or		HIST 7B	History of the United States Since 1865 (3)		
POSCI 26	U.S. and California Constitution (3)	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)		
			SOC 1	Introduction to Sociology (3)		
			SOC 2	Social Problems (3)		
			SOC 3	Sociology of Women (3)		
			SOC 5	Minority Groups (3)	<u>6</u>	
			Total Required Units:			18

POLITICAL SCIENCE ASSOCIATE OF ARTS FOR TRANSFER

The Associate in Arts in Political Science for Transfer Degree (AA-T) is designed for students planning to transfer into the political science major. Political Science is the study of politics using the skills of social scientific inquiry. Political inquiry examines the human use of power in relationships creating the structures operating human society. Inquiry into politics explores power in its myriad forms and consequences for people as individuals, in groups, and in society. This realm of psycho-socio-political inquiry is an integrated field of study drawing upon all the disciplines of the Social and Behavioral Sciences as well as in the Arts and Humanities. Upon completion of an AA-T in Political Science, persons have an increased capacity to: demonstrate an overall working knowledge of the principles of governance; demonstrably be able to utilize critical political thinking; and articulate an appreciation of how to apply what is learned in a manner useful in day to day life. This set of outcomes of learning enables students to become more effective citizens in the context of challenges faced by humans in the Modern World System. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in political science or similar major. Students interested in the AA for transfer degree in political science should consult with the departmental faculty chair.

Career Opportunities

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- **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.

Continued Next Page...

POLITICAL SCIENCE ASSOCIATE OF ARTS FOR TRANSFER -- Continued

Degree Major Requirements:

Dept/No.	Title	Units
Required Core Course (3 units):		
POSCI 1	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)	
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)	<u>6</u>
Total Required Units:		18

*Credit is only allowed for either POSCI 6 or POSCI 26, but not both.

VIOLENCE PREVENTION CERTIFICATE OF PROFICIENCY

The **Certificate of Proficiency** is an exploration of leadership, prevention and intervention knowledge and skills relative to the field of violence prevention and local community peace building; classroom and field based learning through peer group and individual projects, community based action research, and internships; curriculum contextualized to student career goals; designed for college ready individuals who are interested in working in the field of violence prevention; completion of two 3 unit courses in addition to 2-4 units of internship and/or employment experience in the field. The program includes training in conflict resolution and mediation, self-care, theories and methods for social change as well as coaching through professional development areas identified through a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis completed every semester.

Career Opportunities

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Demonstrate the skills of critical evaluation and application of these ideas (of violence prevention) in various contexts, which you'll have learned about – and in your role in building healthy community.
- Demonstrate a working knowledge of the theory (an overall working knowledge of historical background and foundational principles) and practice of the field of violence prevention and healthy community
- Articulate how to effectively apply these principles and skills in violence prevention and healthy community building in your own life as professionals and as people living in your own community.

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

PSYCHOLOGY (PSYCH)

What is Psychology? It is the scientific study of behavior and mental processes, in essence, you! By receiving an A.A. degree in Psychology from COA, we offer you enhanced life & interpersonal skills helping you with improved self-awareness to empower you in your personal and professional relationships. We also 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 supportive faculty that recognize the mind-body-heart connection as core to the transformation of self, community, and our planet. We encourage students to examine their own psychological issues and develop a keen understanding of who they are and what they will bring to their work with others by emphasizing cognitive and emotional development through self-reflection, academic rigor and experiential practice. The COA psychology department prides itself on having students apply theories to their own lives so that the information is understandable, useful, and illuminating.

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 Race and Ethnicity in the U.S.**

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**Stress Management and Well-Being**

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

AA/AS area 2; ; CSU area D

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



PSYCHOLOGY ASSOCIATE OF ARTS

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.

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. The study of Psychology enables you to better comprehend how people think, perceive, learn, develop unique personalities, manage stress, and interact with one another.

Career Opportunities

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Apply multiple schools of psychology (e.g. psychodynamic, behavioral, cognitive, humanistic, biological, and transpersonal) to life situations.
- Demonstrate effective communication and interpersonal relationship skills rooted in the person centered approach and mindfulness-based skills.
- Increase awareness of self, others, and the environment in order to have greater agency and authentic expression.

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 Race and Ethnicity in the U.S. (3)	
PSYCH 24	Abnormal Psychology (3)	<u>12</u>
	Required Semester Units	18

PSYCHOLOGY ASSOCIATE OF ARTS FOR TRANSFER

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.

The study of Psychology enables you to better comprehend how people think, perceive, learn, develop unique personalities, manage stress, and interact with one another.

Career Opportunities

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- Apply multiple schools of psychology (e.g. psychodynamic, behavioral, cognitive, humanistic, biological, and transpersonal) to living situations.
- Demonstrate effective communication and interpersonal relationship skills rooted in psychological perspectives and exhibiting an awareness of psychological dynamics in inter-relationship.
- Increase awareness of self, others, and the environment in order to have greater agency and authentic expression.

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 Race and Ethnicity in the U.S. (3)	
PSYCH 24	Abnormal Psychology (3)	
PSYCH 29	Introduction to Forensic Psychology (3)	
PSYCH 34	Stress Management and Well-Being (3)	<u>3</u>
Required Semester Units		20-21

SOCIAL AND BEHAVIORAL SCIENCES

See listing for **Liberal Arts: Social and Behavioral Sciences**.

SOCSC 10

Introduction to Social Justice Studies

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

Acceptable for Credit: CSU

Inter-disciplinary study of race and ethnicity in the United States: Examines social justice movements in relation to ethnic and racial groups in the United States to provide a basis for a better understanding of the socio-economic, cultural and political conditions among key social groups. 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.

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

SOCIOLOGY ASSOCIATE OF ARTS

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.

After Earning an AA degree in Sociology, you will be able to:

- (1) transfer to a four year college or university with robust sociological training
- (2) apply your sociological imagination to promote the common good in business, the public sector, human service, and community contexts

Career Opportunities

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.

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

SOCIOLOGY ASSOCIATE OF ARTS FOR TRANSFER

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.

Career Opportunities

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.

Program Learning Outcomes

Upon completion of this program a student will be able to:

- **Foundational Knowledge in Sociology:** Demonstrate a degree of mastery of the state of the discipline of Sociology Define the core concepts of sociology, theory and forms of applied research and the use of sociological data (social structures, culture, social stratification, race, ethnicity, gender, and globalization).
- **Critical Sociological Thinking:** Demonstrate a degree of proficiency at the life skills of critical thought and political consciousness to better access, evaluate, and interpret ideas found in sociological theory and research enabling people to be disciplined to communicate effectively, reach conclusions, and solve problems as a responsible global citizen - part of the social, political and economic structure in an unequal 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.
- **Personal Enrichment & Lifelong Learning – Sociological Efficacy:** Demonstrate a degree of capacity in personal sociological efficacy to assume responsible and healthy membership in society - in the application of sociological concepts explored in this learning experience (class, classes, program) in a meaningful manner to one's own self defined reality in all spheres of social interaction in society (a) as part of their everyday life as engaged persons in the modern world system; and (b) in the context of global environmental (and other) challenges.
- Articulate the various social realities for people through an intersectional framework that provides a deeper understanding of an individuals experience as it relates to group membership. Thus enabling student capacity to discuss the interpersonal, institutional, cultural and structural mechanisms that produce and maintain inequality in various social and political institutions; and, to be able to engage with such challenges and assume a degree of change agency in this context.

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)	3
	Total Required Units	18-19

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 enable 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 communication, the skills acquired when learning languages can help students prepare for careers in education, journalism, linguistics, business and international relations.

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 I

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 II

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 enable 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 communication, the skills acquired when learning languages can help students prepare for careers in education, journalism, linguistics, business and international relations.

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



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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Academic Record Symbols and Grade Point Average

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.
I		Incomplete The grade of I is only appropriate when the student has completed a minimum of two-thirds of the work for the course with a passing grade. Conditions for removal of the "I" and the grade assigned shall be filed 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. If the stipulation has not been met by the allotted time the incomplete symbol will revert to an assigned incomplete grade. Incomplete defaults: I-B: The I-B grade defaults to an assigned grade of a B I-C: The I-C grade defaults to an assigned grade of a C I-D: The I-D grade defaults to an assigned grade of a D I-F: The I-F grade defaults to an assigned grade of a F
P		Pass (at least satisfactory; units awarded not counted in GPA)
NP		No Pass (less than satisfactory, or failing; units not counted in GPA)
SP		Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)
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.

Symbol	Points	Definition
W		<p>Withdrawal A withdrawal reported to the Office of Admissions and Records during the first four weeks of instruction (or thirty percent [30%] of instruction under the semester system, summer session, intersession and short-term courses) shall not be noted on the student's academic record.</p> <p>A "W" symbol can be awarded any student between the end of the fourth week of 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>
EW		<p>Excused Withdrawal "Excused Withdrawal" (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the District's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the Governing Board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW." (2) Excused withdrawal shall not be counted in progress probation and dismissal calculations. (3) Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. (4) In no case may an excused withdrawal result in a student being assigned an "FW" grade. (f) Notwithstanding the limits set forth above, apportionment will be limited as set forth in Title 5. section 58161</p>
MW		<p>Military Withdrawal The "MW" shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the "MW" symbol may be given in lieu of a grade at any time after the last day to withdraw without receiving a letter grade (14 weeks for semester colleges). The "MW" shall not be counted in determining "progress probation" and in calculating grade points for dismissal.</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 noncredit 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 x 4 =	12
5 units	5 units	B	(3 points)	5 x 3 =	15
3 units	3 units	C	(2 points)	3 x 2 =	6
3 units	3 units	D	(1 point)	3 x 1 =	3
1 unit	0 unit	F	(0 point)	1 x 0 =	0
<u>0 unit</u>	<u>1 unit</u>	P	(0 point)	0 x 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.

*Continued from page 251...***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://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>.

The California State University Advanced Placement Policy can be found at their website:

<https://www2.calstate.edu/apply/transfer/Pages/advanced-placement-ap.aspx>.

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 for Speakers of Other Languages (ESOL) 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:

- Apparel Design and Merchandising 235
- Apprenticeship 451, 452, 453, 454, 471, 473A, 482, 484
- Automotive Technology 10, 11, 12, 14, 15, 21, 22, 23, 24A, 24B, 25, 26, 27, 234
- Aviation Maintenance Technology 58L, 62, 64, 64L, 70, 70L, 78, 78L
- Biology 102
- Computer Information Systems 1, 5, 205, 238A
- Geology 10
- Health Professions and Occupations 202, 203, 204
- History 53A
- Kinesiology 150
- Learning Resources 265, 266, 268
- Mathematics 15, 16A, 50, 201, 202, 203, 225, 250
- Music 1A

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/files/2011/06/Petition-for-credit-by-examination-02-16-2016-rev.pdf>.

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 noncredit; 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 office



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

The district and college policies in this section were developed to protect your interests while you are a student at College of Alameda. Read through them carefully to become familiar with your student rights and responsibilities.

Policies and procedures are subject to revision to comply with laws, requirements, and best practices. For a comprehensive list of all board and administrative policies, please visit: <http://web.peralta.edu/trustees/bps-aps/>.

Key:

BP - Board Policy

AP - Administrative Procedure

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/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 College of Alameda'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.

In compliance with the Clery Act, PCCD publishes and updated every year an Annual Security Report (ASR) with contains three years of campus crime statistics and information on college security. The ASR available online at <http://web.peralta.edu/police-services/> and emailed annually to students at their registered Peralta email account by Oct 1st.

Title IX

College of Alameda complies with Title IX policies and regulations and provides students with resources to understand, prevent, and take action when a violation occurs. For more information about Title IX policy and reporting, services, and resources available at College of Alameda, please visit: <http://alameda.peralta.edu/title9/>.

BP/AP 3410 NONDISCRIMINATION

BP 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.
 Labor Code Section 1197.5
 ACCJC Accreditation Eligibility Requirement 20 and
 ACCJC Accreditation Standard Catalog Requirements (formerly
 Accreditation Standard IIB.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
 Updated and approved by the Board of Trustees: February 26, 2019

AP 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

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.
 Labor Code Section 11997.5

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

Revised and approved by the Chancellor: November 16, 2018

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, 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.

Reference:

Education Code Sections 212.5, 44100, and 66281.5;
Government Code section 12940
Title 2 Sections 10500 et seq.
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

Approved by the Chancellor: July 25, 2014

Revised and approved by the Chancellor: June 15, 2015

Revised and approved by the Chancellor: January 9, 2017

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 preserving evidence and the identification and location of witnesses.
- 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.

References:

- Education Code Sections 67385, 67385.7 and 67386
- 20 U.S. Code Section 1092 (f)
- 34 Code of Federal Regulations Section 668.48 (b) (11)

Approved by the Chancellor: January 30, 2013
 Revised and approved by the Chancellor: January 21, 2014
 Revised and approved by the Chancellor: June 15, 2015
 Revised by the Chancellor: February 11, 2016

AP 3435 Discrimination and Harassment Complaints and Investigations**I. Complaints**

Any person who has suffered harassment, discrimination, or retaliation may file a formal or informal complaint of harassment, discrimination, or retaliation.

A formal complaint is a written and signed statement filed with the District or the State Chancellor's office that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures or in violation of state or federal law. An informal complaint is any of the following:

- (1) An unwritten allegation of harassment, discrimination, or retaliation;
- (2) A written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint; or
- (3) A written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he/she does not want to file a formal complaint.

II. Informal Complaints

Any person may submit an informal complaint to the college Vice President of Student Services (students) or the college Vice President of Instruction (employees) or any other District or college administrator. Administrators receiving an informal complaint shall immediately notify the Vice Chancellor of Human Resources and Employee Relations in writing of all pertinent information and facts alleged in the informal complaint.

Upon receipt of an informal complaint, the Vice Chancellor of Human Resources and Employee Relations will notify the person bringing the informal complaint of his/her right to file a formal complaint, if the incident falls within the timeline for a formal complaint, and explain the procedure for doing so. The complainant may later decide to file a formal complaint, if within the timelines to do so. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the Vice Chancellor of Human Resources and Employee Relations shall consider the allegations contained in the informal complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter, or a fact-finding investigation.

Investigation of an informal complaint will be appropriate if the Vice Chancellor of Human Resources and Employee Relations determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting harassment, discrimination, or retaliation. The Vice Chancellor of Human Resources and Employee Relations will explain to any individual bringing an informal complaint that the Vice Chancellor of Human Resources and Employee Relations may decide to initiate an investigation, even if the individual does not wish the District to do so. The Vice Chancellor of Human Resources and Employee Relations shall not disregard any allegations of harassment, discrimination, or retaliation solely on the basis that the alleged conduct falls outside the deadline to file a formal complaint.

III. Formal Complaints

Formal Complaints must be filed with the State Chancellor or the Vice Chancellor of Human Resources and Employee Relations unless the party submitting the Formal Complaint alleges discrimination, harassment, or retaliation against the responsible District Officer, in which case it should be submitted directly to the Chancellor or the State Chancellor.

Formal Complaints should be submitted on the form prescribed by the State Chancellor. A copy of the form will be available at the college Office of Student Services, District Office of Human Resources, and the District/college web sites.

If any party submits a written allegation of harassment, discrimination, or retaliation not on the form described above, the District will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the District will attach the written allegation(s) to the form and treat it as a Formal Complaint. In no instance will the District reject a written allegation of harassment, discrimination, or retaliation on the basis that it was not submitted on the proper form.

A Formal Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The complainant must sign and date the Formal Complaint;
- The complainant must file any Formal Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.

- The complainant must file any Formal Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Formal Complaint does not meet the requirements set forth above, the District Office of Employee Relations will promptly return it to the complainant and specify the defect. If the sole defect is that the Formal Complaint was filed outside the applicable proscribed timeline, the Vice Chancellor of Human Resources and Employee Relations will handle the matter as an informal complaint.

IV. Oversight of Complaint Procedure

The Vice Chancellor of Human Resources and Employee Relations is the "responsible District Officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation.

The actual investigation of complaints may be assigned by the Vice Chancellor of Human Resources and Employee Relations to other staff or to outside persons or organizations under contract with the District. This shall occur whenever the Vice Chancellor of Human Resources and Employee Relations is named in the complaint or implicated by the allegations in the complaint.

Who May File a Complaint: Any student, employee, or third party who believes he/she has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: A student, employee, or third party who believes he/she has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing.

If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he/she must file the complaint on a form prescribed by the State Chancellor's Office. These approved forms are available from the District Office of Employee Relations, the District's Human Resources website, and at the State Chancellor's website.

The completed form must be filed with any of the following:

- The Vice Chancellor of Human Resources and Employee Relations;
- College Vice President of Student Services (students), the College Vice President of Instruction (employees), or the College President; or
- the State Chancellor's Office.

V. Employment-Related Complaints

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Complaints filed with the EEOC or the DFEH should be forwarded to the State Chancellor's Office.

Any District employee who receives a harassment or discrimination complaint shall notify the Vice Chancellor of Human Resources and Employee Relations immediately.

VI. Filing a Timely Complaint

Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the college's programs or activities.

VII. Communicating that the Conduct is Unwelcome

The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate.

VIII. Intake and Processing of the Complaint

Upon receiving notification of a harassment or discrimination complaint, the Vice Chancellor of Human Resources and Employee Relations shall:

- Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise the complainant that he/she need not participate in an informal resolution of the complaint, as described above, and has the right to end the informal resolution process at any time. Note: the OCR September 2017 Interim Guidance now permits mediation in all cases as long as all parties agree. Districts should exercise care in using mediation in cases of sexual violence.
- Advise a student complainant that he/she may file a complaint with the Office of Civil Rights of the U.S. Department of Education and employee complainants may file a complaint with the Department of Fair Employment and Housing. All complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the complainant files a complaint with local law enforcement. In addition, the District should ensure that complainants are aware of any available resources, such as counseling, health, and mental health services. The Vice Chancellor of Human Resources and Employee Relations shall also notify the State Chancellor's Office of the complaint.
- Take interim steps to protect a complainant from coming into contact with an accused individual, especially if the complainant is a victim of sexual violence. The Vice Chancellor of Human Resources and Employee Relations should notify the complainant of his/her options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the complainant pending the results of the investigation. When taking steps to separate the complainant and accused individual, the District shall minimize the burden on the complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.

IX. Investigation

The Vice Chancellor of Human Resources and Employee Relations shall:

- Authorize the investigation of the complaint, and supervise or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where complainants opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

X. Investigation of the Complaint

The District shall promptly investigate every complaint and claim of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and 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, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus.

As set forth above, where the complainant opts for an informal resolution, the Vice Chancellor of Human Resources and Employee Relations may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by

the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the complainant if it cannot maintain confidentiality.

XI. Investigation Steps

The District will fairly and objectively investigate harassment and discrimination complaints.

Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

XII. Timeline for Completion

The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

XIII. Cooperation Encouraged

All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

XIII. Written Report

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint;
- A summary of the testimony provided by each witness interviewed by the investigator;
- An analysis of relevant evidence collected during the course of the investigation;
- A specific finding as to whether there is probable cause to believe that discrimination, harassment, or retaliation occurred with respect to each allegation in the complaint; and
- Any other information deemed appropriate by the District.

XV. Confidentiality of the Process

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation and to protect the rights of Accused students and employees during the investigation process and any ensuing discipline.

XVI. Administrative Determination

1. In any case not involving employment discrimination, within 90 days of receiving a formal complaint, the District shall complete its investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all of the following to both the complainant and the Chancellor:
 - (a) The determination of the Chancellor or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
 - (b) A description of actions taken, if any, to prevent similar problems from occurring in the future;
 - (c) The proposed resolution of the complaint; and
 - (d) The complainant's right to appeal to the District governing board and the Chancellor.
2. In any case involving employment discrimination, within 90 days of receiving a formal complaint, the District shall complete its investigation and forward a copy or summary of the report to the complainant, and written notice setting forth all the following to the complainant:

- (a) The determination of the Chancellor or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- (b) A description of actions taken, if any, to prevent similar problems from occurring in the future;
- (c) The proposed resolution of the complaint; and
- (d) The complainant's right to appeal to the District governing board and to file a complaint with Department of Fair Employment and Housing or the U.S Equal Employment Opportunity Commission.

XVII. Discipline and Corrective Action

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

1. providing an escort to ensure that the complainant can move safely between classes and activities;
2. ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
3. preventing offending third parties from entering campus;
4. providing counseling services or a referral to counseling services;
5. providing medical services or a referral to medical services;
6. providing academic support services, such as tutoring;
7. arranging for a student-complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and
8. reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

If the District imposes discipline, the nature of the discipline will not be communicated to the complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the complainant; for example, the District may inform the complainant that the harasser must stay away from the complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the complainant from further harassment, or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation.

The District will ensure that complainants and witnesses know how to report any subsequent problems, and should follow-up with complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

XVIII. Appeals

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the complainant is not satisfied with the results of the administrative determination, he/she may, within fifteen days, submit a written appeal to the Board of Trustees. The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant and to the State Chancellor's Office. The complainant shall also be notified of his/her right to appeal this decision.

If the Board does not act within 45 days the administrative determination shall be deemed approved and shall become the final decision of the District in the matter.

In any case not involving workplace discrimination, harassment, or retaliation, the complainant shall have the right to file a written appeal with the State Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing.

XIX. Extension of Time

Within 150 days of receiving a formal complaint, the District shall forward to the State Chancellor's Office the original complaint, the investigative report, a copy of the written notice to the complainant setting forth the results of the investigation, a copy of the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the complainant of his/her appeal rights. If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline.

XX. File Retention

The District will retain on file for a period of at least three years after closing the case copies of:

1. the original complaint;
2. the investigatory report;
3. the summary of the report if one is prepared;
4. the notice provided to the complainant, of the District's administrative determination and his/her right to appeal;
5. any appeal; and
6. the District's final decision.

The District will make such documents available to the State Chancellor upon request.

XXI. Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, faculty members, members of the administrative staff and members of the support staff, and will be posted on campus and on the District's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

XXII. Training

By January 1, 2006, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005. All new supervisory employees must be provided with the training and education within six months of their assumption of a supervisory position. After January 1, 2006, the District shall provide sexual harassment training and education to each supervisory employee once every two years.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

Training of all staff will be conducted. This includes counselors, faculty, health personnel, law enforcement officers, coaches, and all staff who regularly interact with students. Training for academic staff should emphasize environmental harassment in the classroom. The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence. Participation of faculty in such training is strongly encouraged, but is not mandatory, except when required by law.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.

XXIII. Education and Prevention for Students

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

Reference:

20 U.S.C. Section 1681 et seq.;
 Education Code Section 66281.5;
 Government Code Section 12950.1;
 Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;
 34 Code of Federal Regulations Section 106.8(b)

Approved by the Chancellor: June 14, 2016
 Revised and approved by the Chancellor: March 28, 2018

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.

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.

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.

2. Rationale:

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

3. Ethical Violation:

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

4. Presumption of a Policy Violation:

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

5. Voluntary Consent Not a Defense:

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

F. Harassment and Discrimination Complaint Procedures

1. In order to accomplish the task of prohibiting discrimination and harassment, the District’s Equal Opportunity Officer is assigned the responsibilities of overseeing and investigating any charges or complaints of discrimination or harassment. The District’s Equal Opportunity Officer will maintain a discrimination and harassment complaint log and complete records of complaints, investigations and resolutions.
2. The District’s Equal Opportunity Officer will work with the Vice President of Student Services of each college for processing all discrimination and harassment complaints.
3. In compliance with the guidelines established by state and federal law, the following procedures will be implemented to investigate and resolve complaints of unlawful discrimination and harassment:
 - (a) Complaints of unlawful discrimination may be filed by a student who has personally suffered discrimination or by a person who has knowledge of such discrimination, within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination or harassment.
 - (b) Student discrimination or harassment complaints may be filed with the District’s Equal Opportunity Officer (at 333 East Eighth Street, Oakland, CA 94606; (510) 466-7252).
 - (c) Student discrimination and harassment complaints may also be filed with the Vice President of Student Services as follows:

Berkeley City College, 2050 Center St., Berkeley, 2nd Floor, (510) 981-2820
 College of Alameda, Building A, Room 111, (510) 748 2204
 Laney College, Tower Building, Room 412, (510) 464-3162
 Merritt College, Building P, Room 311, (510) 436-2478

- (d) All complaints not filed directly with the District's Equal Opportunity Officer should be immediately forwarded to that Officer on the approved District form.
- (e) Whenever any person brings charges of unlawful discrimination to the District Equal Opportunity Officer's attention, that Officer shall:
- i. Inform the complainant that he or she may, but is not required to, informally resolve the charges and that s/he has the right to end the informal resolution effort and begin the formal stage at any time;
 - ii. Notify the complainant of the procedures for filing a complaint;
 - iii. Discuss with the complainant what actions he or she is seeking in response to the alleged discrimination; and
 - iv. Advise the complainant that he or she may file a complaint with the Office for Civil Rights of the United States Department of Education.
 - v. Immediately upon receipt of a complaint, the District's Equal Opportunity Officer will forward a copy to the State Chancellor's Office on the appropriate form.
 - vi. The District's Equal Opportunity Officer will return defective complaints to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
 - vii. Upon receipt of the complaint, the District Equal Opportunity Officer will review the complaint and determine the need for any interim measures of relief pending completion of the investigation.
- (f) Within fourteen (14) days of receiving the complaint, a thorough and impartial investigation will commence with notification to the complainant and the Chancellor of the initiation of the investigation. Complaints will be investigated and resolved in accordance with the District's unlawful discrimination complaint procedures. To ensure a prompt and equitable investigation of complaints, the investigation shall include an opportunity for the complainant and the accused to present witnesses and other evidence on their behalf. Thus, the investigation shall include private interviews with the complainant, the accused individual and each of the witnesses identified by both parties. Sufficient information about the allegations of the complaint shall be disclosed to the accused to provide him/her with an opportunity to respond to the allegations of the complaint and provide additional information. To the extent appropriate, the District will keep the complainant apprised of the progress of the investigation.
- (g) Complaints will be handled promptly in an appropriately confidential manner — that is, the District's Equal Opportunity Officer will disclose the identities of the parties only to the extent necessary to carry out an investigation. The results of the investigation shall be set forth in a written report which shall include at least all of the following:
- i. Description of the circumstances giving rise to the complaint;
 - ii. A summary of the testimony provided by each witness, including the complainant and any witnesses identified by the complainant;
 - iii. An analysis of any relevant data or other evidence collected during the course of the investigation; and
 - iv. A specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint.
- (h) Within ninety (90) days of receiving a complaint, the District shall complete its investigation and provide the complainant with the following information: A written notice setting forth:
- i. A copy or summary of the District's investigative report;
 - ii. The District's determination on the merits of the complaint; the proposed resolution of the complaints, to the extent that disclosure does not invade any person's privacy rights; and
 - iii. The complainant's right to appeal to the District governing board and the Chancellor. Likewise, the accused individual shall be notified of the outcome of the investigation.
- (i) If the allegation of sexual, racial, or disability harassment is substantiated, the District will take reasonable, timely and effective steps to end the harassment. Depending upon the severity of a given case and/or prior incidents of harassment, a violation of this rule shall lead to disciplinary action including the possibility of expulsion or termination from the District. Remedial measures will be offered if appropriate to correct the discriminatory effects on any individual who has experienced harassment. The District's policy against discriminatory harassment will be interpreted consistently with any federally guaranteed rights involved in a complaint proceeding, including student's First Amendment rights to free speech and the accused individual's right to due process.

- (j) Should the Complainant not be satisfied, he or she may appeal the proposed resolution within ten (10) days of the date of the proposed resolution to the Chancellor. The Chancellor may request an additional investigation, sustain the administrative determination, reverse the administrative determination or take any other appropriate action. If the Chancellor makes the administrative determination, the Complainant may appeal directly to the Board of Trustees within the same time periods set forth above. If the Chancellor sustains the administrative determination or the Complainant is not otherwise satisfied with the Chancellor's decision, the Complainant may appeal to the Board of Trustees within fifteen (15) days of the Chancellor's decision. All appeals shall be filed with the Chancellor's Office at 333 East 8th Street, Oakland, CA 94606. Should the complainant not be satisfied, he or she may appeal the proposed resolution to the District governing board within fifteen (15) days. The District board shall review the original complaint, the investigative report, the determination and the appeal and may issue a final District decision within forty-five (45) days of receiving the appeal. The decision of the Administration will become final if the Board does not act within forty-five (45) days. The student may then appeal the final District decision to the State Chancellor's Office within thirty (30) days. The Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State Chancellor's Office.
- (k) Within 150 days of receiving the complaint, and after the resolution proposal is sent to the complainant, the District will forward the complete file of the complaint, findings of the investigation, the District's proposed resolution, the letter to the complainant informing him or her of the proposal, and any relevant material to the State Chancellor's Office.

IV. Sexual Assault Procedure

(see also AP 3540: Sexual and Other Assaults on Campus)

A. Statement regarding Sexual Assault

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

B. Definition of Sexual Assault (Education Code 67365)

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

C. Procedure

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

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

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. 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.

References:

Education Code Sections 66017, 66300, 66301, 72122, and 76030, et seq.
Penal Code Section 626.4
ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)

Approved by the Chancellor: December 5, 2012

Revised and Approved by the Chancellor: January 3, 2014

Revised and approved by the Chancellor: June 15, 2015

Revised and approved by the Chancellor: August 13, 2015

Revised and approved by the Chancellor: February 11, 2016

Revised and approved by the Chancellor: September 28, 2016

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.

A. 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.

B. 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.

C. 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 |
| (1) English Composition* | one (1) course 3-4 semester units |
| (2) Mathematics* | one (1) course 3-4 semester units |
| (3) Computer Literacy | one (1) course 1 semester unit |
| (4) Oral or Written Communication, or Literature | one (1) course 3 semester units |
| (5) 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.*

D. Associate Degree Requirements (AA-T and AS-T)

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

1. A minimum of 60 CSU-transferable courses semester units.
2. 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.
3. 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 or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 Section 55063).
4. 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.

5. Double counting of courses is recommended by California Education Code and Title 5, section 55063. Double-counting refers to use of a course to fulfill both a general education requirement and a major requirement.

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 for Speakers of Other Languages 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:

- A. 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
- B. 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. Certificate of Competency (Noncredit):

A Certificate of Competency is awarded when a student completes noncredit coursework in a prescribed pathway that prepares a student to take credit coursework, including basic skills and ESL and is approved by the State Chancellor's Office. A noncredit Certificate of Competency is a document certifying that a student enrolled in a noncredit educational program of noncredit courses and has attained a set of competencies that prepares the student to progress in a career path or to undertake degree-applicable or non-degree-applicable credit courses.

VI. Certificate of Completion (Noncredit):

A Certificate of Completion is awarded when a student has completed noncredit courses in a prescribed pathway leading to improved employability or job opportunities and is approved by the State Chancellor's Office. A noncredit Certificate of Competency is a document certifying that a student has completed a noncredit educational program of noncredit courses that prepares the student to progress in a career path or to take degree-applicable credit courses.

VII. Use of Coursework From Another Accredited Institution

A. Students may use lower and upper division coursework from a regionally accredited institution to fulfill subject requirements of a comparable PCCD course upon approval by the appropriate department chair(s) and administrator(s). Upper division coursework cannot be used to fulfill unit requirements.

Students may also use lower division 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 lower division 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 lower division 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 lower division 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 lower division 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.D. 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.

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.

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, Certificate of Proficiency, Certificate of Completion, and Certificate of Competency have catalog rights. A student's catalog rights are preserved by maintaining enrollment in at least one semester per academic year, in any of the four Peralta Colleges, excluding summer sessions. 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.

References:

Education Code Sections 70902(b)(3), Sections 66745 et seq.;
Title 5 Sections 55060 et seq.;
Accreditation Standard II.A.3

Approved by the Chancellor: March 13, 2012
Revised and approved by the Chancellor: May 24, 2013
Revised and approved by the Chancellor: December 15, 2014
Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: January 9, 2017
Revised and approved by the Chancellor: September 29, 2017
Revised and approved by the Chancellor: March 28, 2018

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.

Approved by the Chancellor: January 30, 2013

AP 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.

Reference:

Title 5 Section 55031- 55032, 55033, and 55034

Approved by the Chancellor: April 12, 2012

Revised and approved by the Chancellor: January 3, 2014

Revised and approved by the Chancellor: November 16, 2018

AP 4255 DISMISSAL AND READMISSION

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 semesters in which the recorded entries of "W", "I", and "NP" exceeds 50% of enrolled units.
- C. **Reinstatement from Dismissal:** Appeals of dismissal and requests for reinstatement are handled by the Vice President of Student Services. A student may appeal for reinstatement if unusual circumstances prevailed. Such circumstances will be evaluated by petition and could be, but not limited to, health and financial strain. Readmission will be conditional and on a semester review basis with the student subject to the continued probation dismissal procedure.

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; 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.

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 procedures shall be published in each Peralta College catalog.

Reference:

Title 5 Section 55033 and 55034

Approved by the Chancellor: April 12, 2012

Revised and approved by the Chancellor: January 3, 2014

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.

c. Request for Grievance Hearing

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

- i. For academic (grade) grievance, the Chair shall request records and documents from the faculty member against whom the complaint has been filed.
- ii. For grievance based on an alleged violation of law, policy, and procedures, the Chair shall request records and documents from the party against whom the complaint has been filed.

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

d. Grievance Hearing Committee

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

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

Additional committee member:

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

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

e. Hearing Procedure

1. The Vice President of Instruction, as Chair, shall provide written notice, including the date, time and place of the hearing to both parties at least ten days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.
2. The Chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the Chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The Chair of the committee shall inform both parties orally of this fact at the commencement of the hearing

3. The decision of the Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The Chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
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.

f. Final Decision by Vice President of Student Services

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

- 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.

3. Appeals

a. President's Decision

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

The College President shall issue a written decision to the parties and their representatives within ten (10) 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.)

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.

References:

Education Code Sections 76224 and 76232
Title 5 Section 55025

Approved by the Chancellor: January 31, 2012

Revised: April 28, 2013

Revised: June 15, 2015

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.)

4. Time Limits

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

References:

Education Code Section 76224(a)
Title IX, Education Amendments of 1972
ACCJC Accreditation Eligibility Requirement 20
ACCJC Accreditation Standard IV.D.

Approved by the Chancellor: December 7, 2012

Revised and approved by the Chancellor: August 13, 2015

Revised and approved by the Chancellor: March 28, 2018

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 Vice Chancellor of Academic Affairs (or designee), will ensure that the District's Drug Abuse and Alcohol Prevention Program (DAAPP) will be emailed to all students following the census deadlines for each term, each academic year to ensure all students receive the notification regardless of when they enroll. The notification will include the consequences of illicit drug and alcohol abuse violations on campus, including possible criminal sanctions and student disciplinary action up to and including expulsion pursuant to applicable state/federal law and District policy and administrative regulations. The purpose of such sanctions and discipline is to urge students to begin the personal process of rehabilitation. The notification will provide a list of campus and community resources available to all students, such as counseling and rehabilitation for persons with alcohol or drug-related problems.

E. A review of the District's Drug Abuse and Alcohol Prevention Program (DAAPP) will occur biennially. The Vice Chancellor of Academic (or designee), in coordination with the college Vice Presidents of Student Services, will be responsible for conducting the District's biennial review. The review will consist of an assessment from several sources, including, but not limited to, surveys of District students and employees and data-related to reports including alcohol and drug incidents that resulted in a criminal or disciplinary investigation.

Approved by the Chancellor: May 11, 2012

Revised and approved by the Chancellor: May 8, 2018

AP 3570 SMOKING ON CAMPUS

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. The area immediately outside the southwest corner of parking lot B;
 - 2. The grass area immediately to the east of the southernmost parking lot which is near buildings A and L.
- C. Laney College: No exceptions designated.
- D. Merritt College: No exceptions designated.
- E. District Administrative Center Offices: 50 feet away from all buildings in the parking lot behind the main Administrative Office building.

F. Per Health and Safety Code Section 104495, tobacco products, including cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, and an electronic device that delivers nicotine or other vaporized liquids to a person inhaling from the device (e.g., e-cigarettes and vaporizers) may not be used within 250 feet of a youth sports event. A youth sports event is any practice, game, or related activity organized by any entity at which athletes up to 18 years of age are present.

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. 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.

References:

California Government Code Sections 53069.4, 7597, 7597.1, and 7598
 California Labor Code 6404.5
 Health and Safety Code Section 104495
 Title 8 Section 5148

Approved by the Chancellor: May 11, 2012

Revised and approved by the Chancellor: March 15, 2016

Revised and approved by the Chancellor: June 13, 2017

Revised and approved by the Chancellor: December 12, 2017

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, stiletos, 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.

VIII. Notification

- A. Signage shall be publicly posted at each site that firearms, weapons, and unlawful explosive compounds are prohibited at each college campus, administrative building and other District-owned and controlled property or site.
- B. All employees, students, volunteers, visitors, vendors, and contractors must be informed of the following:
1. Legal implications of prohibiting firearms, weapons, and unlawful explosive compounds on District property or at District sanctioned functions.

2. Possible penalties associated with violations of this policy.
3. Reporting procedures to notify appropriate law enforcement agencies of a potential violation.

IX. Exceptions

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

- H. Upon granting or revoking permission under this Policy, grantee shall immediately furnish written notice to the appropriate District Personnel for the campus or site at which the person to whom permission has been granted will be located.
- I. Except as otherwise set forth in writing by this procedure, permission granted under this Policy:
1. Shall be effective only for the specific time period for which it is granted unless renewed in writing
 2. May be revoked at any time, in writing
 3. Shall terminate automatically when the person to whom permission has been granted leaves the District, College or is suspended for any reason.
- J. Granting of permission applicable to a stated term does not guarantee that this Policy shall not be revised or that permission will remain in effect for the remainder of that term or for any subsequent terms.

X. Violations

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

Approved by the Chancellor: July 26, 2012

Revised and approved by the Chancellor: September 28, 2016

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.

Reference:

Business and Professions Code Sections 24045.4, 24045.6, 25608 and 25658;

34 Code of Federal Regulations Section 668.46(b)

Approved by the Chancellor: October 25, 2014

Revised and approved by the Chancellor: June 15, 2015

Revised by the Chancellor: February 11, 2016

Other Policies

Policies and procedures are subject to revision to comply with appropriate laws, requirements, and best practices. For a complete list of Board and Administrative Policies including regarding:

AP 2430: Delegation of Authority to the Chancellor's Staff

AP 3440: Service Animals

AP 3840: Students on Campus

AP 5013: Students in the Military

AP 5015: Residency Determination

AP 5030 Student Fees

AP 5040: Student Records and Directory Information

AP 5052: Open Enrollment

AP 5140: Disabled Students Programs and Services

AP 5400: Associated Students Organization

AP 5410: Associated Students Elections

AP 7500: Volunteers

Please visit: <http://web.peralta.edu/trustees/bps-aps/>.

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**An Associate Degree
 can be the basis for
 a career in Education!**

Alameda's Faculty and Staff hold three dozen
 Associate degrees.
 Twenty-four are from
 the College of Alameda itself,
 and seven are from other Peralta colleges.

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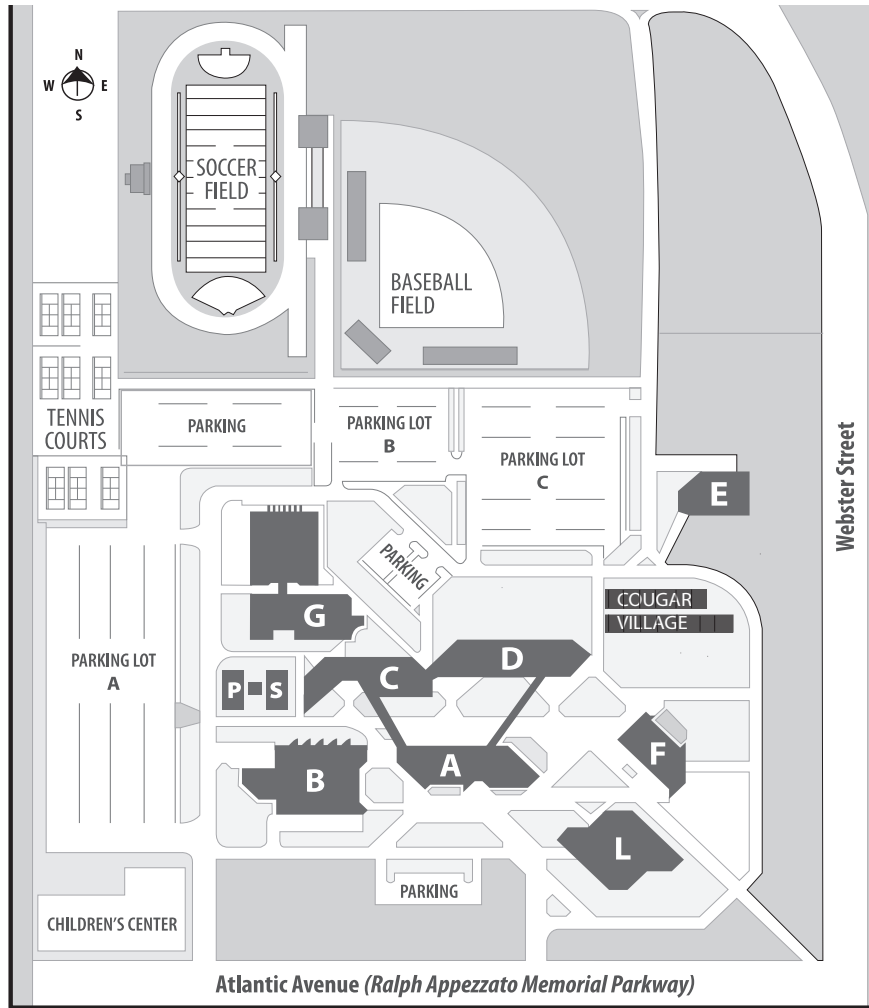
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Building Guide



- 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 1 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

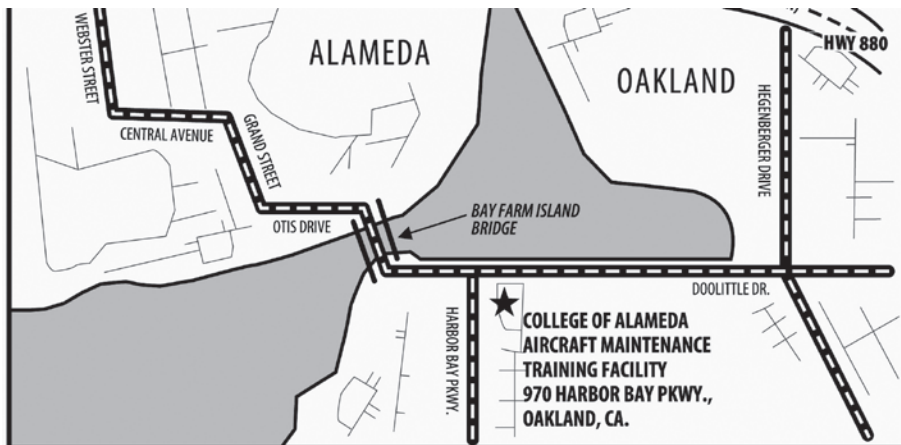
Cougar Village

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.

To 860 Atlantic Avenue →

860 Atlantic Ave. Science labs and classrooms will move into this building, located three blocks from the main campus, in 2010.

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.



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Alameda, CA 94501
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