

Berkeley City College

2050 Center Street
Berkeley, California 94704

(510) 981-2800
(510) 841-7333 (FAX)

www.berkeleycitycollege.edu
or www.peralta.edu

Important Note about Translations in Chinese, Spanish and Other Languages:

*Chinese, Spanish and translations in other languages
of College and District Policies may be found online at:*

<http://eperalta.org/wp/translations>



An Important Message for Our Students

There are no barriers to your opportunities for success. We welcome to Berkeley City College all who seek to transfer to a university and/or who seek occupational education to upgrade or retrain for successful careers. A variety of support services—e.g., financial aid, career training and counseling—is available to you. Phone (510) 981-2800 or visit our Web home page at www.berkeleycitycollege.edu for more information.

College Accreditation

Berkeley City College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges which is located at 10 Commercial Blvd., Suite 204, Novato, CA 94949; Phone: (415) 506-0234; FAX: (415) 506-0238; E-Mail: accjc@accjc.org; Web site address: www.accjc.org

Accuracy Statement

Berkeley City College endeavors to accurately and fairly present its programs and its policies to the public. Those responsible for the preparation of this catalog, the class schedule and all other public announcements make every effort to ensure that the information presented is correct and up to date. However, Berkeley City College reserves the right to add, amend or repeal any rules, regulations, policies and procedures. The college assumes no responsibility for program changes or publication errors beyond its control. Please check our Web site at www.berkeleycitycollege.edu for the most current information.

Meeting Requirements

Berkeley City College assumes no responsibility for misinterpretation by students of policies and procedures as presented in this catalog. Counselors and advisors are available and willing to assist students in planning their programs and to clarify college policies and procedures.

Important Note about This Catalog for Students with Disabilities

This catalog is available in an alternate media format upon request. Should you need further accommodations, contact BCC's Disabled Students' Programs and Services office at (510) 981-2812.

Open Classes

It is the policy of Berkeley City College, as part of the Peralta Community College District, that unless specifically exempted by statute, every course, course section or class, the average attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully opened to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

Using Berkeley City College's Catalog

Berkeley City College's catalog describes the courses, programs, and services of the college that are planned for the 2013-2015 academic years. Most of the policies and regulations affecting students are described in this catalog and each student is responsible for becoming familiar with this information. You may obtain more current or complete information from the appropriate administrative office.

Cover Design—
Chris Gatmaitan
Peralta Community College District
Marketing Department

Photography—
Mikaela Briggs, Jon Fisher, Shirley Fogarino
Emina Oknovic

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Academic Calendars

Fall Semester 2013 Calendar*

Classes Begin	Monday, Aug. 19
Saturday Classes Begin	Saturday, Aug. 24
Last Day to Drop Full-Term Credit Classes and Receive a Refund	Sunday, Sept. 1
<i>Note: Short-Term and Open Entry Classes must be dropped within three days of the first class meeting to receive a refund.</i>	
Last Day to Add Regular Session Classes	Sunday, Sept. 1
Last Day to Drop Full-Term Classes without a "W" Appearing on Transcripts	Sunday, Sept. 1
Labor Day Holiday	Monday, Sept. 2
Census Day: Instructors Verify Enrollment in Class	Tuesday, Sept. 3
Last Day to File for Pass/No Pass Grading Option for Regular Session Classes	Monday, Sept. 9
Last Day to File Petitions for AA or AS Degree/Certificate	Friday, Oct. 18
Veterans Day Holiday	Monday, Nov. 11
Last Day to Withdraw from Classes and Receive a "W"	Saturday, Nov. 16
<i>All outstanding fees due, even if your classes are dropped on this day.</i>	
Attendance Verification Day	Saturday, Nov. 16
Thanksgiving Holiday	Thursday, Nov. 28-Sunday, Dec. 1
Saturday Instruction Ends	Saturday, Dec. 7
Final Examinations	Monday, Dec. 9-Friday, Dec. 13
Fall Semester Ends	Friday, Dec. 13

Spring Semester 2014 Calendar*

Classes Begin	Tuesday, Jan. 21
Saturday Classes Begin	Saturday, Jan. 25
Last Day to Drop Full-Term Credit Classes and Receive a Refund	Monday, Feb. 3
<i>Note: Short-Term and Open Entry Classes must be dropped within three days of the first class meeting to receive a refund.</i>	
Last Day to Add Regular Session Classes	Monday, Feb. 3
Last Day to Drop Full-Term Classes without a "W" Appearing on Transcripts	Monday, Feb. 3
Census Day: Instructors Verify Enrollment in Class	Monday, Feb. 3
Last Day to File for Pass/No Pass Grading Option for Regular Session Classes	Friday, Feb. 7
President's Day Holiday	Fri.-Mon., Feb. 14-17
Last Day to File Petitions for AA or AS Degree/Certificate	Friday, Mar. 21
Spring Recess	Monday, Apr. 14-Sunday, Apr. 20
Last Day to Withdraw from Classes and Receive a "W"	Saturday, Apr. 26
<i>All outstanding fees due, even if your classes are dropped on this day.</i>	
Attendance Verification Day	Saturday, Apr. 26
Malcolm X Birthday Holiday	Friday, May 16
Saturday Instruction Ends	Saturday, May 17
Final Examinations	Saturday, May 17-Thursday, May 23
Fall Semester Ends	Friday, May 23
Memorial Day Holiday	Monday, May 26
Grade Rosters/Rollbooks Due	Monday, June 2

Summer Session 2014 Calendar*

Enrollment for Continuing Students	Begins Thursday, Apr. 10	Last Day to File for Pass/No Pass Grading Option	Wednesday, June 25
Open Enrollment for All Students	Begins Monday, May 5	Last Day to File Petitions for AA or AS Degree/Certificate	Thursday, June 26
Classes Begin	Monday, June 16	Independence Day Holiday	Friday, July 4
Last Day to Drop Full-Term Credit Classes and Receive a Refund	Wednesday, June 18	Last Day to Withdraw from Classes and Receive a "W"	Tuesday, July 15
<i>Note: Short-Term and Open Entry Classes must be dropped within three days of the first class meeting to receive a refund.</i>		<i>All outstanding fees due, even if your classes are dropped on this day.</i>	
Last Day to Add Regular Session Classes	Wednesday, June 18	Attendance Verification Day	Tuesday, July 15
Last Day to Drop Full-Term Classes without a "W" Appearing on Transcripts	Wednesday, June 18	Summer Session Ends	Thursday, July 24
Census Day: Instructors Verify Enrollment in Class	Monday, June 23	Grade Rosters/Rollbooks Due	Thursday, July 31

*Note: Calendar dates are subject to change; see the online Academic Calendar at www.peralta.edu for the latest information.

Academic Calendars

Fall Semester 2014 Calendar*

Classes Begin	Monday, Aug. 18
Saturday Classes Begin	Saturday, Aug. 23
Last Day to Drop Full-Term Credit Classes and Receive a Refund	Sunday, Aug. 31
<i>Note: Short-Term and Open Entry Classes must be dropped within three days of the first class meeting to receive a refund.</i>	
Last Day to Add Regular Session Classes	Sunday, Aug. 31
Last Day to Drop Full-Term Classes without a "W" Appearing on Transcripts	Sunday, Aug. 31
Labor Day Holiday	Monday, Sept. 1
Census Day: Instructors Verify Enrollment in Class	Tuesday, Sept. 2
Last Day to File for Pass/No Pass Grading Option for Regular Session Classes	Monday, Sept. 8
Last Day to File Petitions for AA or AS Degree/Certificate	Friday, Oct. 17
Veterans Day Holiday	Tuesday, Nov. 11
Last Day to Withdraw from Classes and Receive a "W"	Saturday, Nov. 15
<i>All outstanding fees due, even if your classes are dropped on this day.</i>	
Attendance Verification Day	Saturday, Nov. 15
Thanksgiving Holiday	Thursday, Nov. 27-Sunday, Nov. 30
Saturday Instruction Ends	Saturday, Dec. 6
Final Examinations	Monday, Dec. 8-Friday, Dec. 12
Fall Semester Ends	Friday, Dec. 12

Spring Semester 2015 Calendar*

Classes Begin	Tuesday, Jan. 20
Saturday Classes Begin	Saturday, Jan. 24
Last Day to Drop Full-Term Credit Classes and Receive a Refund	Monday, Feb. 2
<i>Note: Short-Term and Open Entry Classes must be dropped within three days of the first class meeting to receive a refund.</i>	
Last Day to Add Regular Session Classes	Monday, Feb. 2
Last Day to Drop Full-Term Classes without a "W" Appearing on Transcripts	Monday, Feb. 2
Census Day: Instructors Verify Enrollment in Class	Monday, Feb. 2
Last Day to File for Pass/No Pass Grading Option for Regular Session Classes	Friday, Feb. 6
President's Day Holiday	Fri.-Mon., Feb. 13-16
Last Day to File Petitions for AA or AS Degree/Certificate	Friday, Mar. 20
Spring Recess	Monday, Mar. 30-Sunday, Apr. 5
Last Day to Withdraw from Classes and Receive a "W"	Saturday, Apr. 25
<i>All outstanding fees due, even if your classes are dropped on this day.</i>	
Attendance Verification Day	Saturday, Apr. 25
Malcolm X Birthday Holiday	Friday, May 15
Saturday Instruction Ends	Saturday, May 16
Final Examinations	Monday, May 18-Friday, May 22
Fall Semester Ends	Friday, May 22
Memorial Day Holiday	Monday, May 25
Grade Rosters/Rollbooks Due	Monday, June 1

Summer Session 2015 Calendar*

Enrollment for Continuing Students	Begins Thursday, Apr. 9	Last Day to File for Pass/No Pass Grading Option	Wednesday, June 24
Open Enrollment for All Students	Begins Monday, May 4	Last Day to File Petitions for AA or AS Degree/Certificate	Thursday, June 25
Classes Begin	Monday, June 15	Independence Day Holiday	Friday, July 3
Last Day to Drop Full-Term Credit Classes and Receive a Refund	Wednesday, June 17	Last Day to Withdraw from Classes and Receive a "W"	Tuesday, July 14
<i>Note: Short-Term and Open Entry Classes must be dropped within three days of the first class meeting to receive a refund.</i>		<i>All outstanding fees due, even if your classes are dropped on this day.</i>	
Last Day to Add Regular Session Classes	Wednesday, June 17	Attendance Verification Day	Tuesday, July 14
Last Day to Drop Full-Term Classes without a "W" Appearing on Transcripts	Wednesday, June 17	Summer Session Ends	Friday, July 24
Census Day: Instructors Verify Enrollment in Class	Monday, June 22	Grade Rosters/Rollbooks Due	Friday, July 31

Note: Calendar dates are subject to change; see the online Academic Calendar at www.peralta.edu for the latest information.

Berkeley City College Phone/E-Mail Directory—(510) 981-2800
World Wide Web address: <http://www.berkeleycitycollege.edu> or www.peralta.edu

DEPARTMENT	PHONE	EMAIL**
• American Sign Language	Nancy Cayton, 5th Floor, 981-2872 (Voice); 510-356-2656 (VP)	ncayton
• Arts and Cultural Studies	Iva Ikeda, 2nd Floor, 510-356-2666 (VP)	iikeda
• Business Programs	Jennifer Braman, 5th Floor, 981-2904	jbraman
	Dr. Laura Ruberto, 5th Floor, 981-2922	lruberto
	Dr. Paramsothy Thananjeyan, 5th Floor, 981-2921	pthananjeyan
• Computer Information Systems	Jayne Matthews, 5th Floor, 981-2913	jmatthews
• Distance Education Classes	Dr. Paramsothy Thananjeyan, 5th Floor, 981-2921	pthananjeyan
• Elementary Teacher Education	5th Floor	www.berkeleycitycollege.edu/wp/de/
• English	Jenny Lowood, 5th Floor, 981-2912	jlowood
• English as a Second Language	Jenny Lowood, 5th Floor, 981-2912	jlowood
• Global Studies	Laurie Brion, 5th Floor, 981-2875	lbrion
• Mathematics	Joan Berezin, 3rd Floor, 981-2884	jberezin
• Modern Languages	Dr. Mary Jennings, 5th Floor, 981-2927	mjennings
• Multimedia Arts	Dr. Fabian Banga, 5th Floor, 981-2874	fbanga
• Office of Instruction	Lee Marrs, 5th Floor, 981-2900	lmarrs
	Donna Dorsey, 4th Floor, 981-2871	ddorsey
	Sylvia Espinosa, 4th Floor, 981-2928	sespinosa
• Program for Adult College Education (PACE)	Dr. Linda McAllister, 3rd Floor, 981-2935	lmcallister
	Dr. Laura Ruberto, 3rd Floor, 981-2922	lruberto
	Marilyn Clausen, 3rd Floor, 981-2880 or 981-2864	mclausen
• PERSIST Program	2nd Floor, 981-2950	persist@peralta.edu
• Political Science	Dr. Matt Freeman, 981-2949	mfreeman
• Public and Human Services	Stephanie Sanders-Badt, 3rd Floor, 981-2932	ssanders-badt
• Science & Biotechnology	Dr. Barbara Des Rochers, 5th Floor, 981-2887	bdesrochers
	Dr. Siraj Omar, 5th Floor, 981-2887	somar
• Social Sciences	Dr. Linda McAllister, 5th Floor, 981-2998	lmcallister
• Spanish Medical Interpreting	Jose Martin, 5th Floor, 981-5028	jmartin

If you need information about one or more of BCC's student services, call—

• Admissions and Registration	Loretta Newsom, 1st Floor, 981-2805	lnewsom
• Assessment and Orientation	Gail Pendleton, 1st Floor, 981-2804	gpendleton
• Bookstore	5th Floor, 981-1012	bccbookstore@peralta.edu
• CalWORKs	Fatima Shah, 3rd Floor, 981-2832	fshah
• Counseling-BCC Appointments	2nd Floor, 981-5036	jlenahan
• Disabled Students Programs and Services (DSPS)		
Appointments	Lynn Massey, 2nd Floor, 981-2812	cmassey
Learning Disabilities Specialist	Marisela Becerra, 2nd Floor, 981-2929	mbecerra
Alternate Media Specialist	Roberto Gonzales, 2nd Floor, 981-2826	rgonzales
• Extended Opportunity Program & Services (EOPS)	Fatima Shah, 3rd Floor, 981-2832	fshah
• Fees, Refunds	1st Floor, 981-2842	
• Financial Aid & Fee Waivers	Loan Nguyen, 1st Floor, 981-2808	bcc-finaid@peralta.edu
• International Students	333 E. 8th St., Oakland, (510) 466-7380	globaled@peralta.edu
• Job Board	Paula Coil, 1st Floor Lobby	pcoil
• Security	1st Floor, 981-2975	
• Student I.D. Photos	Call for Location, 981-2858	
• Student Services VP's Office	Jasmine Martinez, 2nd Floor, 981-2810	jmartinez
• Transfer & Career Information	Paula Coil, 2nd Floor, 981-2811	pcoil
• TRiO	Ramona Butler, 3rd Floor, 981-2803	rbutler
• Tutoring	Jerry L. Adams Learning Resources Center, 1st Floor, (510) 981-2971	
• Veterans Affairs	Jennifer Lenahan, 2nd Floor, 981-5039	jlenahan

If you need information about other BCC programs and services, call—

• College Library	Joshua Boatright, 1st Floor, 981-2991	jboatright
	Louisa Roberts, Library Technician, 1st Floor, 981-2854	lroberts
	Circulation Desk, 981-2824/Reference Desk, 981-2821	
• Marketing/Public Relations	Shirley Fogarino, 4th Floor, 981-2852	sfogarino

***If you wish to contact someone on this list via E-Mail, enter their name followed by the suffix @peralta.edu; for example, to contact Shirley Fogarino via E-Mail, you would enter sfogarino@peralta.edu*

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Berkeley City College Administration

Dr. Deborah Budd
President

Dr. Kerry Compton
Interim Vice President, Instruction

Ms. Lilia Celhay
Dean of Academic Pathways, Workforce
Development, and Student Success

Dr. May Kuang-chi Chen
Vice President, Student Services

Ms. Brenda Johnson
Dean, Student Services

Ms. Shirley Slaughter
Business Services Officer

Ms. Maeve Katherine Bergman
Interim Director, Special Projects
and Technical Education

Peralta Community College District

Berkeley City College is part of the Peralta Community College District which also includes Laney, Merritt, and College of Alameda. The District serves the cities of Alameda, Albany, Berkeley, Emeryville, Oakland and Piedmont. The District Office is located at 333 E. 8th Street, Oakland, CA 94606. Phone (510) 466-7200 or access Peralta's World Wide Web page at <http://www.peralta.edu>.

Peralta Community College District Board of Trustees

Mr. Cyril "Cy" Gulassa, President
Mr. Abel Guillén, Vice President
Ms. Meredith Brown
Ms. Linda Handy

Dr. Nicholas González-Yuen
Dr. William "Bill" Riley
Mr. William "Bill" Withrow

Peralta Community College District Administration

Dr. José M. Ortiz
Chancellor

Dr. Michael Orkin
Vice Chancellor, Educational Services

Mr. Ron Gerhard
Vice Chancellor and Chief Financial Officer

Dr. Sadiq Ikharo
Vice Chancellor, General Services

Ms. Trudy Largent, J.D.
Vice Chancellor, Human Resources

Welcome to Berkeley City College



Dr. Deborah Budd, President

Welcome to Berkeley City College, where our faculty, administrators and staff are dedicated to your success. We take pride in our diverse, multicultural, student-centered learning environment that is focused on academic excellence, collaboration and innovation. Whether you are pursuing a degree or certificate, preparing for university transfer, enhancing your career and workforce training or improving your foundational skills, Berkeley City College will help you reach your goals.

Berkeley City College is a comprehensive community college that offers an exceptional array of career and technical programs that prepare you for a rewarding future. The college has one of the highest university transfer rates among California's community colleges. Extensive community and college partnerships also help you broaden and enrich your college experience by emphasizing a combination of academics, experience-based service learning and civic responsibility.

You have chosen to start or continue your education in Berkeley, a culturally rich environment recognized throughout the world as a thriving center of educational excellence, political activism and innovative ideas. Our instructors provide a challenging and welcoming learning environment, while our student services staff ensures that you have the support you need to succeed.

As you read through this catalog, you will find information about the college's programs, courses, policies and requirements. You will also find details about our counseling, financial aid, library, tutorial, and other special services. Our highest priority is to help you achieve your academic and career goals.

As part of our learning community, you will grow, thrive, make new friends, and expand your horizons. We invite you to share and broaden your experiences by participating in an enriching array of student and community activities and events.

We are delighted that you chose Berkeley City College as a path to your higher education goals. Our entire college community is committed to your success.

Sincerely,

Dr. Deborah Budd
President

Introducing Berkeley City College



Welcome to Berkeley City College. Berkeley City College, one of California's 112 community colleges, is located at 2050 Center St. between Shattuck Ave. & Milvia Sts. in downtown Berkeley, in one of the world's great education centers. In August 2006, the college moved to a newly constructed six-story, 165,000 square foot urban campus, only one-and-one-half blocks from the University of California at Berkeley. The college is part of the Peralta Community College District which includes College of Alameda, Laney and Merritt colleges. Model programs in American Sign Language, biotechnology, business, computer information systems, English Language and Literature, global studies, the liberal arts, multimedia arts, social services paraprofessional, social sciences, and university transfer, place Berkeley City College on the cutting edge of community college education in California. Classes convene at the college's urban setting in downtown Berkeley and at the University of California, Berkeley. Berkeley City College also supports an Online Transfer College, which allows you to attend certain classes online.

As a Berkeley City College student, you form part of a thriving college community which mirrors the Bay Area's ethnic, cultural and socioeconomic diversity. Your classmates include single parents, full-time workers, re-entry women, career changers and high school students. Working together with Berkeley City College faculty, you create a dynamic

environment where interdisciplinary education and teamwork prepare you for many career options.

At Berkeley City College, your success is always our first priority. We continually adapt programs and services to meet your needs. Day, evening, online distance education, and Saturday classes guarantee that you can finish any Berkeley City College job training or academic program in two years. Our exceptional partnership with UC Berkeley lets you complete your lower division transfer requirements in evening and Saturday classes held on its Berkeley campus.

Academic and career counseling, combined with strong student support services, provide you with excellent preparation for transfer to public and private universities, and for success in today's demanding job market. Berkeley City College is one of the top five transfer institutions to UC Berkeley in California.

A number of Berkeley City College classes are taught evenings and Saturdays on the UC Berkeley campus. Others are held at the college's 2050 Center St. campus. Outreach classes are held at community locations. A diverse student population attends Berkeley City College, adding to the richness of the educational experience there.

In spring 2013, there were approximately 7,600 students enrolled at Berkeley City College; 28% were Caucasian; 22% were African American; 18% were Asian; 15% were Latino; 2% were Filipino; and 1% was Native American. Those students designating themselves as Multiple Ethnicities were 13% and "Other Non-Caucasian" equaled 3%. Those who declined to state was 11%. Berkeley City College students' average age declined, from 44 years in 1988 to 31 years in 2012-13. The largest number of students was 3,344 in the 19 to 24 year old age group and the second largest was 1,379 in the 25-29 age group.

BART and AC Transit stop half a block away from the college. Evening shuttle services provide direct access to BCC classes on the UC Berkeley campus. Parking is available evenings and Saturdays at UC and in downtown Berkeley.

Berkeley City College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges which is located at 10 Commercial Blvd., Suite 204, Novato, CA 94949; Phone: (415) 506-0234; FAX: (415) 506-0238; E-Mail: accjc@accjc.org.

You may apply for admission via the Peralta Community College District's PASSPORT online registration system. Student Ambassadors who work in the college's 1st floor Welcome Center, 2050 Center St. in Berkeley, can help you to enroll.

Call (510) 981-2852 or access <http://berkeleycitycollege.edu> for program brochures, class schedules and enrollment information.

History of the College

Berkeley City College, formerly Vista Community College, was founded in April 1974 as the fourth of the Peralta Community College District's community colleges, replacing the existing North Peralta Community College. Its original name, the Berkeley Learning Pavilion, was changed in October 1974 to the Peralta College for Non-Traditional Study (PCNS) and its mission expanded to that of, "... a public community college offering alternative post-secondary educational programs and services for students of the [Peralta Community College District]. The college [was] expected to assess unmet learning needs, to devise flexible and diverse ways of responding to those needs, and thereby to increase access to educational opportunities."

(Educational and Resources Plans 2001-2016)

Initially PCNS's charge was to provide degree and certificate programs to the northern cities of Alameda County—Albany, Berkeley, and Emeryville. For the first three years of its existence, PCNS was a "college without walls" with widely dispersed locations, offering classes at sites throughout the service area, including the West Berkeley YMCA, Berkeley High School, the North Berkeley Community Center, St. Mary Magdalene School, the Summit Educational Center, and the Oakland Army Base. The college assumed the administration of courses offered through the Peralta External Program and the UC/ North Peralta Experimental Program, a grant-funded endeavor the purpose of which was to provide a smoother transition to UCB for low-income, minority community college students. The grant afforded PCNS the use of UCB facilities at times when they were minimally used, a facilities relationship that persists to this day.

PCNS also operated an outreach program, offering courses found at the other three Peralta colleges. By 1977, in response to requests from various businesses, community organizations and agencies, PCNS had established classes in over twenty locations throughout the district service areas.

Largely aimed at adults in transition, these alternative programs flourished, pioneering some of the first alternative delivery methods in the district, including telecourses. By 1979 the college was offering approved courses in over 100 locations throughout the community, and by 1981 the number of sites had grown to 200.

In 1976 the college applied for candidacy for initial ACCJC accreditation. This was granted in June 1977. In 1978, the district voted to change the college's name to Vista College. Candidacy was renewed in 1979, and the college was granted full accreditation in June 1981.

From 1981 to 1986, Vista continued to offer classes and programs at multiple off-campus sites, developing new services to meet public and private sector needs. It created the East Bay Small Business Development Center, the International Trade Institute, and the American Sign Language Program. The college directed programs offered through the Downtown Oakland Business Education Center at the Fruitvale Community Education Site, at business locations, and at community and senior centers. The college opened the first computer laboratory in the Peralta Community College District (PCCD). At this time, the college served more than 1,200 disabled students per year.

In 1987, in response to continuing budget pressures at the state and district level, the college's budget was substantially reduced and several of its programs transferred to other Peralta colleges. The Downtown Oakland Business Education Center was closed and the college reduced many of its off-campus classes.

(continued on p. 12)

History of the College

The passage of Assembly Bill 1725 in 1987, which redefined the intent of the community college and the proportion of full-time to part-time faculty, significantly impacted the mission and design of Vista College's classes and programs. The college's faculty and administration reviewed its programs and classes in order to shift resources away from alternative education and focus instead on the comprehensive mission of the California community colleges as we now know it. That year, the district's governing board approved the final modification of the institution's name to Vista Community College.

Even as it broadened its mission and offerings to reflect those of a more comprehensive California community college, Berkeley City College has continued, within that context, to follow its tradition of providing creative and innovative programs in response to community needs. It was the first college in the Bay Area to offer a guaranteed schedule that provides all classes necessary for the completion of degrees for its afternoon college and its evening/Saturday college. College faculty designed a highly acclaimed American Sign Language program, which became a national model in the 1980s.

Berkeley City College's Program for Adult College Education (PACE) provided the first opportunity in Northern California for community college students with full-time jobs to find a suitable route to their educational goals; founded in 1988, it is the largest degree-granting program at the college. Its biotechnology program received state commendations when it was implemented in 1994. New programs that respond to community needs include biotechnology, multimedia arts, office technology, global studies, and social services paraprofessional.

In 1995, a group of community members signed a petition seeking to create the Vista Community College District out of a portion of the existing Peralta Community College District (PCCD) by "deannexing" the cities of Albany, Berkeley, and Emeryville. This was done for a variety of reasons, including lack of a permanent site for the college and a lack of parity in resources.



In response to the community's deannexation efforts, PCCD proposed Measure A, a capital improvement bond initiative which allocated eight million dollars to construct a permanent college facility and also stipulated that \$7.5 million would be used from Measure B, a previous Peralta bond issue, to augment Measure A funds. Measure A passed in November, 1996.

Construction of the new facility is now complete. PCCD also allocated an additional \$36 million to build the site from Measure E, a bond measure that was passed in November 2000. Funds also are from state Proposition 47, passed in 2002. In June 2006, Peralta Measure A was approved by Alameda County voters. Funds from Measure A have helped the college to expand and build new classroom space so that Berkeley City College's campus can fully accommodate up to 7,800 students.

Also in June 2006, Vista Community College's name was changed to Berkeley City College.

The college has consistently grown in full-time equivalent students (FTES) for the past 14 years at a rate, far exceeding the three to five percent annual growth rate projected in the *Educational and Resources Plans 2001-2016*. Enrollment in spring 2013 reached more than 7,600 students.

Mission of Berkeley City College



Berkeley City College's mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.

Adopted by the Board of Trustees April 12, 2005

Vision Statement of Berkeley City College



Berkeley City College is a premier, diverse, student-centered learning community, dedicated to academic excellence, collaboration, innovation, and transformation.

Berkeley City College transforms lives!

Values of Berkeley City College

Berkeley City College embraces values which allow all members of our college community to grow and thrive. Our values include:

A Focus on Academic Excellence and Student Learning.

We value our students' varied educational and experiential backgrounds and learning styles as well as educational objectives.

Strategic Intention: Berkeley City College faculty use teaching and learning strategies that respond to the many different needs of Berkeley City College students. The college's scheduling and delivery methods are responsive to students' needs for access, convenience and different learning styles.

A Commitment to Multiculturalism and Diversity.

We value diversity, which fosters appreciation of others, depth of understanding, insight, empathy, innovation and creativity, characteristics our institution seeks in its students, faculty and staff.

Strategic Intention: Berkeley City College provides students with an environment that supports diversity in learning and self-expression, and with a curriculum supportive of multiculturalism. Berkeley City College hires faculty and staff that reflect the diversity of its communities and students.

A Commitment to Preparing Students for Citizenship in a Diverse and Complex Changing Global Society.

We value the fact that students live and work in an increasingly complex society and world.

Strategic Intention: Berkeley City College faculty members prepare students with learning experiences that help them develop cultural and global perspectives and understanding.

A Commitment to a Quality and a Collegial Workplace.

We value the high quality that characterizes everything we do.

Strategic Intention: The college implements review and improvement processes that constantly improves quality. The college develops leadership skills and respectful, close ties among all employee groups continuously improving the institution.

The Importance of Innovation and Flexibility.

We value innovation because it encourages our students to question the typical and expand their thinking in a flexible manner that allows them to understand life's dynamic potential.

Strategic Intention: We celebrate the maverick attitude which challenges conventional ways of viewing life.

Admissions, Registration and Enrollment Information



The California Community College System is unique in the world. Based on the principles of democracy, it is an integral part of the American system of public education. Open access is its hallmark; educational opportunity the goal. Since opening its doors in 1974, Berkeley City College has been committed to providing educational opportunities to students from diverse backgrounds and experiences.

At Berkeley City College, we are committed to our students' success. This commitment begins the moment you are admitted to the college, and continues until you reach your educational goal. We provide you with assessment, orientation, counseling and follow up activities to ensure that you succeed.

Our faculty and staff stand ready to enter into a partnership with you to help you make the most of the educational opportunity that California's community college system provides.

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 General Education Diploma (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.

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

Berkeley City College will admit you if you are an international student holding an F-1 or M-1 visa. Special regulations govern the admission of foreign students. International students should contact the Office of International Affairs for application and admissions information at (510) 466-7380 or by fax at (510) 465-3257 or e-mail: globaled@peralta.edu. The International Student Application Form along with a \$50 application fee is required. Upon acceptance, the student must complete the online CCCApply application at <http://www.cccapply.org/>. The International Affairs Office is located next to the Peralta Community College District main office at 333 E 8th Street, Oakland, CA 94606.

Admission of High School Students: High School Concurrent Enrollment Program

Peralta’s concurrent enrollment program provides enrichment opportunities for high school students (10th, 11th and 12th grade) who can benefit from college level instruction. Access to the Concurrent 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. Your principal must recommend you for enrollment, you must have parental or guardian consent, and a counselor signature on the high school concurrent enrollment form.

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

You must complete assessment if enrolling in a college-level course such as English, ESL, or a mathematics course. You must follow all the regulations and policies of the college, including adhering to any prerequisite requirements.

The college recommends, but does not require, that you bring your high school transcript to assist your college counselor in determining the correct level of course placement.

Admission of Veterans

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

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

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

Military Residence Exemption

If you are a nonresident 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 nonresident 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.

Admissions Procedures

You must apply for admission online through <http://www.cccapply.org/>. Please follow the CCCApply instructions to complete and submit an online admission application. Once an application is submitted, a message is sent to the your Peralta e-mail or an e-mail assigned by CCCApply with instructions on how to log onto the Passport Student Center where you can enroll in classes. Unless exempted from Matriculation procedures, you must also complete assessment, orientation, and counseling requirements. Detailed instructions may be found online as well as in the printed Schedules of Classes. On campus assistance for online registration is available in the Welcome Center at your college.

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.

Assessment and Testing

The assessment process is a combination of counseling, evaluating prior school transcripts, testing, and identification of career and educational goals—all designed to facilitate your success. Assessment testing is required for all students planning to enroll in certain courses (e.g., English, math, ESL, etc.). If you have achieved satisfactory **ACT** (American College Test) or **SAT** (Scholastic Aptitude Test) scores or have tested at another community college, you should see a counselor for a recommendation for class placement. If you have earned an AA degree (or higher) you should also consult with a counselor.

New students are encouraged to take the assessment test before enrolling in classes. New and continuing students should refer to the current Schedule of Classes for test dates or contact the Counseling Office or Assessment Office. Students with special testing needs must sign up in advance for testing through Programs and Services for Students with Disabilities.

Orientation and Advising

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

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.



Submission of Transcripts

Submit official transcripts of records covering all previous high school and college coursework. Request separate transcripts from each school you have attended. The schools issuing them must mail them directly to the college Admissions and Records Office, 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 into 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.

Note:

High school students pay all other fees unless specifically exempted from paying a particular fee.

**Enrollment Fee Assistance—
Board of Governors
Enrollment Fee Waiver**

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

Nonresident Tuition

If you are not a legal resident of California for one year and one day prior to the first day of the term, you will be charged Nonresident Tuition at the rate of \$213 (subject to change) per semester unit unless you qualify for the nonresident exemption known as “AB 540”. Nonresident students must pay Nonresident Tuition in addition to the California Community College Enrollment Fee, 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.

Note:

You pay all other fees unless specifically exempted from paying a particular fee.

**Nonresident Fee
Exemption/AB 540**

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

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

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

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

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 \$6 per semester unit (subject to change) with a maximum of \$177 per year. Note: Nonresident students pay all other fees unless specifically exempted from paying a particular fee.

**AB 540 California
Nonresident Tuition
Exemption Request
for Eligible California
High School Graduates****General Information**

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

Requirements

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

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

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

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law. The Nonresident Tuition Exemption form can be requested and submitted to Admissions and Records or downloaded online at <http://www.berkeleycitycollege.edu/wp/counseling/faqs/how-do-i-access-the-admissions-and-records-forms/>

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

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

Scholarship), the Board of Governors Fee Waiver, Chafee Foster Youth Grant, and Cal Grants.

AB 540 students may also apply for EOPS. To maximize financial aid opportunities, AB 540 students who are ineligible to file a FAFSA should submit a California Dream Act Application <https://dream.csac.ca.gov/>

For more information on AB 540 and the California Dream Act, please visit www.berkeleycitycollege.edu/wp/financial_aid/ab540-dream-act-2/

Campus Center Use Fee

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

AC Transit EasyPass Fee

All students enrolled in nine (9) or more units are required to pay a AC Transit EasyPass Fee of \$36 per semester. The fee is collected at the time of enrollment. The fee entitles eligible students to receive an AC Transit EasyPass bus pass. The fee is subject to change.

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 can 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.

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 may result in classes being dropped. If you add classes after this deadline, you are required to pay your fees immediately or a hold **will** be placed on your account and the debt will 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 Fees and Financial Aid Checks

All fees will be collected before financial aid checks are released to students. You may authorize the Peralta Community College District to use Financial Aid for these charges. For more information on Financial Aid payments, please visit www.peralta.edu 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. You may request a refund up to the end of the following term in which the refund was due. After that time, you will not be eligible for the refund.

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 summer session.

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 three days of the first class meeting. No refunds will be issued after the third day of the first class meeting. This refers to fall and spring semesters only. Please refer to the deadline dates in the Schedule of Classes for the summer session.

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 the college. 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.

A 50 percent of refund tuition will be made upon your official withdrawal from all classes after the last day to drop regular session credit classes and receive a refund through the last day to drop regular session credit classes without a "W" appearing on your transcript (no grade record date) as indicated in the college calendar.

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

Students who enroll before the beginning of the term must pay tuition and enrollment fees no later than two (2) weeks before the beginning of the term. Failure to do so may result in classes being dropped. Students who add after this deadline are required to pay tuition and enrollment fees immediately or a hold **will** be placed on the your account and the debt will be sent to collections.

Campus Parking and Traffic Regulations

If you attend classes at College of Alameda, Laney, or Merritt colleges, you must park your vehicle 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 for all Peralta Colleges except Berkeley City College can be purchased for \$40.00, (\$20.00 for students with BOGW fee waiver). Motorcycle permit is \$20.00. Summer session parking permit is \$20.00. (Motorcycle permit is \$10.00).

Note:

For all Peralta campuses other than Berkeley City College, 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.

For Peralta campuses other than Berkeley City College (where there are no Peralta parking facilities), you 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.

Note:

Disabled students whose vehicles display a valid DMV placard and a valid parking permit may park in designated disabled parking zones. Visitors to Peralta campuses other than Berkeley City College who park in a fee lot must pay \$1.00 a day.

Campus speed limits are 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.

Berkeley City College Matriculation/ Student Success Program

Note:

Chinese and Spanish translations may be found online at:

<http://eperalta.org/wop/translations>

Matriculation is a state-mandated program/process which brings the College's staff and resources into a **partnership** with you to ensure your educational success.

The Peralta Colleges agree to provide an organized process of: admission, orientation, assessment, counseling and/or advising, and the monitoring of your progress through follow-up activities.

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

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

Matriculation Components for Educational Success

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

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

Special Follow-Up Efforts to Support Matriculating Students

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

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

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

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

The college strongly encourages and welcomes all students to participate in the matriculation program, regardless of whether or not you meet the criteria for exemption from matriculation services or the assessment component. If you are exempt, the college does not require you to participate in the matriculation program (see Exemption from Matriculation).

Exemption from Matriculation

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

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

Note:

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

Exemption from Assessment Component Only

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

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

Note:

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

Exemption from Orientation Component

Contact a counselor concerning possible exemption from the orientation component.

A Note for Students with Disabilities:

If you are a student with a physical, psychological, acquired brain injury, visual, communication, or learning disability who may require special assistance to participate in our registration, assessment, or other parts of our Orientation/ Assessment/ Counseling process, please contact the college's Disabled Students Programs and Services (DSPS) office.

Students' Rights and Responsibilities

If you are a matriculating student wishing to claim exemption from any matriculation component or choosing not to participate, you must file the appropriate waiver form, available from a counselor.

If you wish to file a complaint alleging unlawful discrimination in the implementation of matriculation practices, please refer to the Peralta Community College District Policy on Nondiscrimination (see p. 283 in this catalog).

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

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

Enrollment Policies and Procedures

Adding Classes/ Change of Classes

The last day to add regular session (full-term) classes is published in the 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 shall 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, with two exceptions:** (1) Instructors are to drop students on the Census Roster; and, (2) Instructors are to drop students on the 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 e-mail.

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 e-mail will be sent to the student's Peralta e-mail 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 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: <http://eperalta.org/wp/admissions/?p=46>

Program Preparation

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

Study Load

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

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

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

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

Procedures and Policies Regarding Student Access to Education Records

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

Admissions, Registration and Enrollment Information

The purpose of the Act, as it applies to Berkeley City College, is two-fold:

1. To give presently or formerly enrolled Berkeley City College 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 "access" by students to certain materials including 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 Berkeley City College employee;
 - a. that is appropriate for such officer or employee's performance of his or her responsibility,
 - b. which remains in the sole possession of the maker thereof;
 - c. medical, psychiatric, or similar records 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. information that is maintained by a law enforcement unit;
 1. that is necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or assigned by the district,
 2. and that unit personnel do not have access to other student records,
 3. and such information is kept apart from other student records,
 4. and maintained solely for law enforcement purposes,
 5. and is available only to other law enforcement officials of the same jurisdiction.

As provided by this legislation, students may voluntarily waive their rights of access to confidential recommendations in three areas: Admissions, job placement, and receipt of awards. Under no circumstances, however, can a student be required to waive this right.

This legislation also makes it clear that the parent or legal guardian of a dependent student under the age of 18, as defined for Federal Income Tax purposes, has a right to information about his or her child without the college's having to seek the student's consent. Thus, upon the written request of a parent or legal guardian of a dependent student, the college will honor this to the extent that it is required by law.

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: The student's name, address, telephone listings, date and birth place, field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent/previous educational agency or institution attended by the student.

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 his/her prior consent. Berkeley City College 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. Officials and employees of the college or the District provided that any such person has a legitimate educational interest to inspect a record;
2. Federal or State education officials or county superintendent of education, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally-funded program or pursuant to a federal or state law;
3. Other state and local officials to the extent that information is specifically required to be reported pursuant to state law;
4. Parents of a student under the age of 18 who is a dependent as defined in Section 152 of the U. S. Internal Revenue Code of 1954;
5. Information concerning a student shall be furnished in compliance with a court order.

“Access” may be permitted to the following:

1. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons;
2. Officials and employees of other public or private schools or school systems, including local, county or state correctional facilities where educational programs are provided, where the student has been enrolled, intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 25-430.7 of the Education Code, and set forth in Article 5 of this chapter;
3. Agencies or organizations in connection with a student’s application, or receipt of, financial aid;
4. Accrediting associations carrying out accrediting functions;



5. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, 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.

Finally, it should be noted that the scope of records maintained for students may vary greatly depending on individual circumstances.

Student Services at Berkeley City College



Berkeley City College (BCC) offers a variety of student services to help support your academic studies at the college. All services are conveniently located in BCC's main building at 2050 Center St., in Berkeley, and using these services can help you earn better grades in your courses, overcome obstacles, and speed your progress toward your educational goals.

BCC makes it possible for you to receive personal and individualized services. You can expect our staff to be friendly, supportive, and helpful.

All student services staff is knowledgeable about the services listed on the pages in this section and will direct you to those from which you can benefit. Familiarize yourself with student services early in your college career; doing so will allow you to use them to your best advantage during your stay at BCC. We think you'll find the effort worth your while.

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Berkeley City College offers a wide range of student support services to assist you in reaching your educational goals. You can learn more about these services below.

Admissions

The Admissions and Records Office, located in Room 152 at Berkeley City College, assists you with the registration and enrollment process. Also, this is the office where you can receive such assistance as adding or dropping a class, ordering copies of your transcripts, obtaining a variety of petitions (e.g., graduation, grade change, exemptions from matriculation, etc.) or where you pick up forms such as those pertaining to grading policies. You can find further information about eligibility for admission to the college and registration procedures on pp. 16-30. The telephone number for the Admissions and Records Office is (510) 981-2805.

Assessment and Testing Services

To help you choose classes to match your skill level, the college provides the following assessment and testing services:

- English writing and reading
- Mathematics
- English as a Second Language (ESL)

You will receive course recommendations—based on your test results, and then you will meet with a counselor. Together you and the counselor will discuss your assessment test results and past learning history and then help you decide on the classes that are most appropriate for you.

For additional information about assessment call (510) 981-2804 or go to Room 121. If you are a student with a disability who may require special assistance or alternate media to participate in the assessment process, please contact Disabled Students Programs and Services (DSPS) at (510) 981-2812.

Student ID Card Photo Identification

The college will issue you a photo ID after you have paid your fees and are enrolled in at least one BCC course. Bring your official registration receipt to the Photo ID Office to receive your picture identification. In subsequent semesters, you will need to obtain only a semester sticker for your Photo ID Card. You will be charged to replace a lost card. Your BCC photo ID is very important because you will use it to access various BCC resources, such as tutoring, the library, your financial aid check, and other services. Additionally, some local business establishments, that offer discounts to students, require a picture ID.

Transfer and Career Information Services

• Career Services

There are career services available both in the Transfer & Career Information Center and in the Counseling Department. There is a variety of literature and computer resources available to assist students to explore careers and career decision-making.

There is a career counselor available in the BCC Counseling Department to individually assist students with specific career planning needs, e.g., resume and cover letter development or transferable skills analysis. It is recommended that you take a career planning course (i.e., COUN 57, Career and Life Planning), which is offered every semester, for a full scope of career planning and development.

- **Transfer Services**

The Transfer and Career Information Center provides services to assist you if you are interested in transferring to four-year colleges and universities or in obtaining a two-year certificate or degree. It provides resources to help you identify a major, a career, and I or to select a transfer institution. The Center provides information about transferring to the California State University system, the University of California system, and to private colleges. If you are planning to transfer to a four-year college or university, and/or to complete a degree or certificate, see a counselor to develop your student educational plan (SEP).

The Center's services include:

- a library of college catalogs to review majors and course descriptions
- general information about the transfer process
- 4-year college handouts and brochures (free materials)
- the EUREKA data base on majors, colleges, scholarships, and assessment tools
- UC and CSU transferable course lists(IGETC & CSU-GE)
- opportunity to talk to college representatives
- college applications and application workshops
- Concurrent Enrollment and Transfer Admissions Guarantee (TAG) information
- transfer bulletin boards and website
- information on colleges with B. A. degree programs for working students
- historically Black Colleges resources
- application, personal statement, and majors and career workshops
- UCB Mentor Program and other UC services for underrepresented students

Counseling

The Berkeley City College Counseling Department is located on the second floor west wing. BCC offers a wide range of professional counseling services for enrolled students. These services include the following:

- Educational planning and Student Educational Plan development (SEP) for degrees, occupational (career technical education) certificates, and transfer to four year institutions;
- Career counseling;
- Advising on academic problems;
- Personal counseling on concerns affecting academic progress; and
- Referral to off campus services.

You should consult a BCC counselor early to prepare your program of study. Required courses for associate degrees and certificates appear under each major in the section "Degree and Certificate Programs at Berkeley City College." Certain state university and four-year college requirements appear in the section "Transfer Information" to aid you if you wish to develop a tentative program before meeting with a counselor. Counseling services are available on a drop-in basis (10-15 minute session), or by appointment (30-60 minute session). Please call (510) 981-5036 for an appointment or come to the counseling reception desk on the second floor.

Disabled Students Programs and Services

The Disabled Students Programs and Services (DSPS) provides assistance to facilitate equal educational opportunities for students who have disabilities. Services are voluntary for qualified students who request services. Counselors in the program provide counseling on an individual basis to determine academic accommodation needs. Academic accommodations/ support services may include alternate media and adaptive equipment, sign language interpreting, testing accommodations, classroom note-taking assistance, priority registration, and referral to other campus and community resources.

The Learning Disability Specialist provides assessment and study skills assistance if you have learning difficulties, and may also provide you with an individualized assessment to determine academic and cognitive strengths.

The Alternate Media Specialist can arrange for books and study materials to be reformatted from their standard or published form to a targeted alternate format appropriate to the particular student's disability thus ensuring equal access-instructional materials in alternate formats include Braille, large print, e-text, audio, and tactile graphics.

For any of these services at Berkeley City College, you must provide documentation of a verified disability and make an appointment to meet with a Counselor or with the Learning Disabilities Specialist by calling (510)981-2812 or (510) 981-2813. If you need services at any of the other three Peralta colleges, you must make an appointment with the office serving students with disabilities at that college.

Online information about BCC DSPS can be found at: www.berkeleycitycollege.edu/wp/pssd/

- **Alternate Format Textbook Program**

If you are a student with a qualifying disability, you may be eligible to obtain your classroom materials such as textbooks, handouts, syllabi and exams in an alternate format. The Alternate Media Office of Disabled Students Programs and Services provides this service. To receive accommodations as a registered DSPS student, you must first complete the alternate media request form provided by your DSPS counselor. You are required to purchase each textbook for which you are requesting alternate media and to sign a copyright agreement. Because the DSPS Office must approve accommodations to students seeking these materials, and because of the complexities involved in obtaining alternate media, you are encouraged to submit your request at least four weeks in advance of the semester start date.

- **Alternate Formats Available**

- Publisher's E-text on removable media
- In-house produced E-text (PDF, DAISY, MS Word), on removable media
- Learning Ally and other DAISY audio
- Braille
- Large print
- Tactile graphics

- **Technology Available**

Although students are encouraged to acquire their own assistive technology for accessing alternate media materials, a limited supply of equipment is available for loan each semester from DSPS.

- **Open Lab Accommodations**

DSPS maintains a High Tech Center with computers and a variety of assistive technology installed for use by students with disabilities. One-on-one basic training in the use of specific software / technologies is available. The following assistive technologies are available:

- JAWS (a screen reader for the blind)
- ZoomText (a screen enlarger for low-vision students)
- Kurzweil 3000 (a read and learn program)
- Kurzweil 1000 (a scan and read system for the blind)
- Inspiration (an LD writing tool)
- ccrvs (handheld and desktop magnifiers)

In addition, each of the open computer labs and the library at Berkeley City College provide DSPS computer stations for students with disabilities.

Contact DSPS at (510) 981-2812 or (510)981-2813 for more information.

- **Access**

The Disabled Students Programs and Services (DSPS) the American with Disabilities Act Compliance Officer (ADA) take every opportunity to educate the college community about reasonable accommodations for students with disabilities. Generally, the campus community is sensitive, but if an oversight occurs, students do have protection under the Rehabilitation Act of 1973 (Sections 504 and 508) and the Americans with Disabilities Act. The college encourages students to contact the ADA Compliance Officer at (510) 981-2830 for guidance in addressing any barrier to either programmatic or physical access on campus.

Extended Opportunity Programs & Services (EOPS)

- **Eligibility**

EOPS is a state funded program that provides academic and financial support to students who are economically and educationally disadvantaged. To qualify, you must be a California resident, be enrolled in at least 12 semester units, have completed fewer than 70 degree applicable units, be eligible for a Board of Governors' Enrollment Fee Waiver (BOGFW) A or B; and be educationally disadvantaged.

- **Services**

The EOPS Program is an academically oriented program. Student support services include orientation, early registration, counseling, individualized academic planning, career transfer assistance, peer advising, and special cultural awareness activities.

If you qualify for the program and are interested in a program geared toward new opportunities, you should complete an EOPS application and speak to an EOPS staff member. The EOPS office is located on the third floor West side. For additional information, call (510) 981-2832.

California Work Opportunities and Responsibility to Kids (CalWORKs)

- **Eligibility**

Berkeley City College CalWORKs is a state funded program. To qualify, you must be receiving TANF/CalWORKs for yourself and your children, you must be in good standing with your local county Social Services Department, and have a child under 18 years of age.

- **Services**

In an effort to promote success, we offer academic counseling and financial supportive services such as childcare and work-study. We provide you with the support and training needed to complete your educational goals and to secure employment within the county's guidelines. BCC offers many county-approved vocational (Career Technical Education) certificate and degree programs. If your choice is education, please contact the Berkeley City College Cal WORKs office at (510) 981-2847 to schedule an appointment with a CalWORKs counselor.

Cooperative Agencies Resources for Education (CARE)

CARE is a state-funded supplemental education support program of EOPS. The goal of CARE is to enhance EOPS/CalWORKs students' retention, persistence, graduation, and transfer to four-year universities, and I or career employment. To qualify for CARE, you must be eligible for EOPS and meet the following criteria: be 18 years or older; be a recipient of TANF CalWORKs; and be a single head of household with a child under 14 years of age.

CARE students receive supplemental counseling and advisement services, assistance with transportation and coordination of Cal WORKs funded childcare services, textbook/school supplies, parenting and living skills workshops, special activities such as group support and peer networking, and information and referrals to campus and community-based human services programs.

Program for Adult College Education (PACE)—a Liberal Arts Degree Program

If you are a working adult interested in earning a liberal arts degree, the Program for Adult College Education (PACE) is for you. You can complete an Associate in Arts degree in two to three years. You may transfer in a maximum of 12 units.

As a PACE student, you will travel together in cohorts through a fixed sequence of courses, which are scheduled in the evenings and Saturdays. You may begin the program in the fall or the spring semester. PACE encourages the development of study groups and study buddies. Classes are scheduled to help link and reinforce learning. PACE classes are transferable to public and private colleges and universities. Upon completion of the PACE program you may choose to transfer into a wide variety of degree programs, such as social sciences, humanities, and education.

If you are interested in the PACE program, you must attend and complete a Berkeley City College Assessment Test, a PACE informational session, and meet with the PACE counselor to develop a Student Education Plan. Please call the following numbers to set up appointments: for testing at (510) 981-2804; for the information session-(510) 981-2864; and for counseling (510) 981-2864.

TRiO

Berkeley City College's TRiO Student Support Services (SSS) is a special program designed to help historically disadvantaged students overcome social class and cultural barriers to higher education. Each year, the federally-funded program serves first-generation, low-income students, including students with disabilities.

• Eligibility

To be eligible, a student must meet the following criteria:

- US Citizen or permanent resident
- Currently have a high school diploma or GED
- A member of one or more of the following groups:
 - o First generation college student (neither parent has a four-year degree)

- o Low income according to current federal standards. Have a documented physical or learning disability

- Highly motivated with demonstrated need and potential

• Services

All students enrolled in TRiO must be planning to transfer to a four-year college immediately after completing their Berkeley City College degree. We provide a variety of services including tutoring, academic, career and personal counseling, FAFSA, scholarship and financial literacy assistance, student success workshops and much more.

Financial Aid

Berkeley City College offers financial assistance to help you meet the basic cost of your education if you qualify. Education costs include tuition and fees, books and supplies, personal expenses, transportation, and living costs (room and board, medical, child care, etc.). For a full listing of financial aid programs and services, please refer to the Student Financial Aid section of the catalog, pp. 44-49.

Additional information can be obtained at the Financial Aid Office on the first floor of Berkeley City College or by calling (510) 981-2807.

The Jerry L. Adams Learning Resources Center

You are welcome to visit the Jerry L. Adams Learning Resources Center on the first floor of Berkeley City College in Room 112. Group tutoring, peer tutoring, one-to-one tutoring, and workshops are available to help you improve study habits and be more likely to succeed. Tutoring is available in English, ESL, mathematics, ASL, and Spanish as well as in general study skills. Tutoring is free of charge for any BCC student with a current BCC photo ID card. Priority for tutoring goes to BCC students who require basic skills learning assistance.

To schedule time with a tutor, you can visit Room 114 or call (510) 981-2828.

Susan A. Duncan Library

Berkeley City College's Susan A. Duncan Library, located in room 131 on the first floor, houses books, print journal titles, and a variety of audio visual materials. In addition, the library also subscribes to various online databases which provide access to thousands of books, full-text journal articles, and other learning materials. In addition to a modest circulating books collection, the library maintains a small reserve textbook collection that can be checked out by students for short-term loan periods. Most reserve items are 2-hour loans.

Your Peralta photo ID with a current enrollment sticker serves as your library card. With your library card you have access to the holdings of all four Peralta college libraries (BCC, College of Alameda, Laney, and Merritt).

Currently, the library has computer terminals that provide student access to the Internet and library catalog which indexes the holdings of all four Peralta colleges, including Berkeley City College. Two computers are reserved for DSPS users. In addition, there are 5 group study rooms that are available for student use.

Library computers provide access to databases and various on line resources including Library catalogs at UC- Berkeley, Cal State East Bay, San Francisco State University, and the various Bay Area public library systems, including Berkeley and Oakland. Any current California resident can obtain a library card and have research and checkout privileges at Berkeley Public Libraries. Access to the University of California at Berkeley libraries when necessary is available for nominal fees provided that you have a current BCC student identification card.

There are reference librarians available to assist you with developing research strategies. For more information, please call (510) 981-2824.

Student Success Program

Student Success is the process that brings the college and you into an agreement for the purpose of developing and realizing your educational objectives. Berkeley City College has developed the Student Success Program, which is designed to help you from the moment you first apply until you complete your studies at Berkeley City College. For a full description of the Student Success Program, please refer to pp. 24-26.

Scholarships and Awards

The College maintains a limited list of scholarships and awards, which are sponsored by various alumni, professional groups, and friends of the college. Most scholarships are special merit awards, which are used to recognize students who have distinguished themselves in areas of academic performance and co-curricular activities and who demonstrate financial need. The sponsoring agencies or the campus screening committee select the recipients. Annual, ongoing scholarship include the following:

- **Chancellor's Trophy**

This scholarship is awarded each year to a Peralta student, graduating or transferring to a four-year institute or professional program/ school, carrying a minimum of 12 units per semester and should have earned college credits of not less than 36 semester units.

You must have an overall grade point average of 2.0, based on a 4.0 scale. The finalists are screened by a committee composed of the Chancellor and two members of the Board of Trustees. The district-wide winner receives an award of \$1,000. The three other college winners receive \$500. Candidates should have a record of active participation and leadership in extra-curricular activities during their college attendance. Applications are usually available in late February.

- **John and Deborah Tunis Scholarship Award**

This \$500 scholarship is available to support female students who demonstrate financial need and outstanding academic achievement and potential in pursuing their career and degree in one of three categories: math / science, business / industry or vocation education. Additional criteria include the applicant's volunteer and community service activities and achievements. Applicants with a minimum of three full completed semesters are preferred.

The scholarship will be awarded to a qualifying student currently enrolled in one of the Peralta Colleges. The recipient will be selected from four semi-finalists - one from each college- upon review of applications by the Tunis family.

- **The Jerry L. Adams Scholarship**

The Jerry L. Adams Scholarship commemorates Mr. Adams' extraordinary commitment to thousands of community college students during his 35+ year career with the Peralta Community College District. This scholarship is intended to keep his spirit of community and political activism, as well as commitment and collaboration, in the forefront of future generations.

Mr. Adams, an African-American educator from Talladega, Alabama, was an inspiration to all of these who came in contact with him through his passion for education, his advocacy for civil and human rights for all people, and his unflinching commitment to underrepresented individuals. This scholarship was created as an encouragement to individuals to pursue their goals while developing skills that can make positive changes in their communities and in the lives of their peers.

Three awards are made from this scholarship fund. Two \$500 scholarships are available to continuing students who are in the process of completing an AA/AS degree, a Certificate of Completion or course work leading to transfer to a four year institution. One \$2,000 scholarship is available for a student who is graduating from BCC and is transferring to a four year institution.

This scholarship recognizes and supports the success of BCC students who (1) take and successfully complete basic pre-collegiate mathematics courses and/or English or equivalent, with a grade "C" or better, (2) are pursuing an associate degree or certificate of completion, and (3) persist in their mathematics studies and I or who graduate with an associate degree and transfer to a four-year university.

Initial screening will be conducted by the BCC Scholarship Committee.

For more information on this scholarship, please speak with a BCC counselor or BCC's Scholarship Committee chair.

- **Peralta Association of African American Affairs Scholarship (PAAAA)**

The PAAAA scholarships consist of eight awards totaling \$4,000. Two students from each of the Peralta colleges receives \$500.

These scholarships are intended to recognize African American students attending the Peralta colleges who demonstrate academic achievements, leadership skills, and community services in the African American community. These scholarships assist them in continuing their education.

Eligibility for these scholarships includes: (1) enrollment in at least six degree applicable semester units at a community college or four-year institution in the fall semester; (2) enrollment in at least six degree-applicable semester units at the student's home college in the spring semester;

(3) completion of a minimum of twenty-four degree-applicable semester units as of the previous fall semester with a 3.00 GPA; (4) two letters of recommendation: one from an instructor, counselor, or classified staff at the student's home college and one from a community service agency on official letterhead; and (5) submission of a complete application packet (including letters of recommendation) to the PAAAA scholarship representative on the BCC campus.

Student Organizations/Associated Students of Berkeley City College (ASBCC)

The Associated Students of Berkeley City College (ASBCC) is the official organizational representative of the student body. Officers of the ASBCC are elected through student elections each spring semester for the following academic year. The ASBCC President appoints students to fill any vacancies, and the ASBCC officers confirm the appointment by a simple majority vote.

The ASBCC provides the students a voice on policy issues at Berkeley City College and for the Peralta Community College District. Additionally, the ASBCC charters clubs and provides awareness of issues pertaining to the students of Berkeley City College. All ASBCC meetings are open to the public except for executive sessions.

The ASBCC and its committees with an opportunity to assume a leadership role and actively participate in the organization, planning, and implementation of student activities. The college encourages you to support the student body through active participation in the ASBCC.

- **Student Government**

The student-elected senators and officers comprise the ASBCC and serve as the governing body for student concerns on and off campus. Student government meetings are open to all interested students. The ASBCC and its committees provide an opportunity for you to assume a leadership role and actively participate in student activities.

- **Student Clubs**

The Associated Students of Berkeley City College (ASBCC) charters all student clubs. These clubs must submit a constitution that the ASBCC approves. Any group of students having a common interest may petition the ASBCC for recognition as a chartered club. The club must also have a faculty or staff sponsor and adhere to the general rules and regulations that the ASBCC and the college and district administration have established. Members of the faculty or staff must supervise all activities and events student group sponsor.

- **Phi Theta Kappa Honor Society**

Phi Theta Kappa is an international community college honor society established to promote scholarship, service, community leadership, and fellowship. Berkeley City College's chapter, Beta Gamma Nu, was founded in February 1996. Chapter members participate in numerous campus and community projects. Membership is open to you if you have accumulated 12 degree-applicable semester units in the Peralta Community College District, 8 units of which must have been completed at Berkeley City College, and have a cumulative grade point average of 3.5 or higher. You must also be pursuing a degree or certificate or be planning to transfer to a four-year institution.

Veterans

The California State Approving Agency, the Council for Private Postsecondary and Vocational Education, and the Veteran's Administration approves Berkeley City College as a degree-granting institution for veterans and to eligible dependents of veterans seeking educational and vocational training under Title 38, United States Code. Services include counseling and financial assistance.

Student Services at Berkeley City College

To receive VA benefits at Berkeley City College, veterans and dependents must do the following after having obtained information from the veteran's assistant in Room 259 on the second floor of Berkeley City College:

1. Apply for admission to the college through Admissions and Records at www.peralta.edu or through CCCApply.
2. Complete the assessment and orientation process (Room 121 on the first floor).
3. Meet with a BCC general 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 Berkeley City College and has been approved by the California state approving agency. Unofficial transcripts of any previous college or university work 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 educational objective. Evaluations cannot be done on a drop-in basis. The evaluation is required prior to certification of your second semester, and if and when you change to a new major a new evaluation must be completed prior to further certification. Only courses indicated the evaluation will be certified for payment by the Veterans Administration, 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
333E, 8th St. Oakland, CA 94607

All students receiving Veterans Benefits are required to submit official academic transcripts from all schools previously attended, 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 our Evaluation of Course Requirements.

5. Submit applicable documents to the veterans' assistant (Room 241) for the processing of your educational benefits: Application (Form 22-1990) and DD214 for the Veteran Student, application (Form 22-5490) and dependant documentation for the Veterans' Dependents Program.

Determination of eligibility will be made and you will be notified of such awards. It is the responsibility of veterans continuing at the college to notify the BCC veterans' assistant (Room 259) of any change in address, major, unit status, courses, grades, education plan, academic objective, and number of dependents to be claimed. Failing to do so may result in overpayment of benefits which would need to be repaid to the VA. Class attendance verification forms must be turned in on a monthly basis to the veterans' assistant (Room 259).

Call (510) 981-5039 for more information.

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 BCC veterans' assistant will submit the DD214 to the PCCD Office of Admissions and Records to obtain the credit once 12 semester units has been completed at the Peralta Colleges. In addition, a DD-214 may also be used to satisfy the requirements of CSU General Education Area E.

If you have completed courses taken during military service, the BCC veterans' assistant will request evaluation of the ACE or SMART transcripts from the PCCD Office of Admissions and Records.

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

If you are on academic probation for two consecutive semesters, you shall be subject to discontinuance of benefits if you 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. Also if you are placed on progress probation, you shall be terminated when the percentage of "W" (Withdrawal), "NP" (not passed), or "I" (Incomplete) grades reaches at least fifty percent (50%) of all grades recorded in two semesters. If the college allows you to remain on probation beyond this period, the Veterans' Administration will still discontinue your benefits and will terminate any further certification of benefits (CFR 21,4253 [d]).

Air Force ROTC (AFROTC) Instruction for Students at Berkeley City College

In 2011, Berkeley City College entered into an agreement with the University of California, Berkeley, which hosts Air Force ROTC Detachment 085, making Air Force ROTC available to qualified students at Berkeley City College who desire to earn appointments as commissioned officers in the United States Air Force. This agreement applies only to Air Force ROTC courses, education, and training.

Air Force ROTC is offered through the Aerospace Studies department at UC Berkeley. Students may enroll in and attend one course per semester at the UC Berkeley campus at no cost. Topics covered in AFROTC courses include Basic Military knowledge (1 credit), Military History (1 credit), Leadership Training (3 credits), and U.S. National Security Affairs and Preparation for Active Duty (3 credits). Additional components of the ROTC program include 3 hours per week of fitness activities, 2 hours per week of Leadership Lab, and a 4-week Summer Field Training.



Upon completion of the program and granting of 4-year degree, students will commission as Second Lieutenants in the United States Air Force. To be eligible for AFROTC, applicants should be a full-time student, plan on transferring to a B.S. or B.A. degree-granting program, and meet additional fitness, GPA, testing, and other requirements. Qualified students may also compete for Air Force ROTC scholarships. Interested students should visit the department website: <http://airforcerotc.berkeley.edu>, call 510-642- 3572, or e-mail afrotc@military.berkeley.edu.

Army ROTC Instruction for Students at Berkeley City College

Students who wish to take Army ROTC classes may do so in affiliation with UC Berkeley. These courses are fully accredited through the university and are transferable. Please direct all enrollment inquiries to armyrotc@military.berkeley.edu or phone (510) 642-7682.

Institutional Student Learning Outcomes: Student Services Definitions

Institutional level student outcomes are the knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experiences with any aspect of the college, including courses, programs, and student services.

The following provides the student services definitions to the seven institutional areas:

- **Ethics and Personal Responsibility**
Students will be able to understand consequences of their actions and then act with that knowledge collaboratively in the college community.
- **Information Competency**
Students will demonstrate the ability to find relevant college information, resources, and services necessary for student success.
- **Communication**
Students will be able to engage in effective communication with college personnel and peers.
- **Critical Thinking**
Students will be able to understand concepts, isolate facts, generate pros and cons, and draw conclusions to identify and achieve their educational goals.
- **Computational Skills**
Students will be able to use quantitative reasoning to understand and assess the costs and benefits of their actions and decisions during their college experience.
- **Global Awareness**
Students will be able to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college community.
- **Self-awareness and Interpersonal Skills**
Self-awareness and interpersonal skills are reflected in the ability to analyze one's own actions, see the perspective of other people, and work effectively with others in groups.

Each student services area includes outcomes which reflect one or more of these institutional learning outcomes.

TRiO Can Help You Succeed in College!

Join Today!



TRiO* provides the support you need to be a successful student at Berkeley City College and beyond! With TRiO, you can get these FREE services:

- Academic, Transfer, and Career Counseling
- Tutoring
- Priority Registration
- Campus Visits to Four-Year Universities
- College Success Workshops and More!

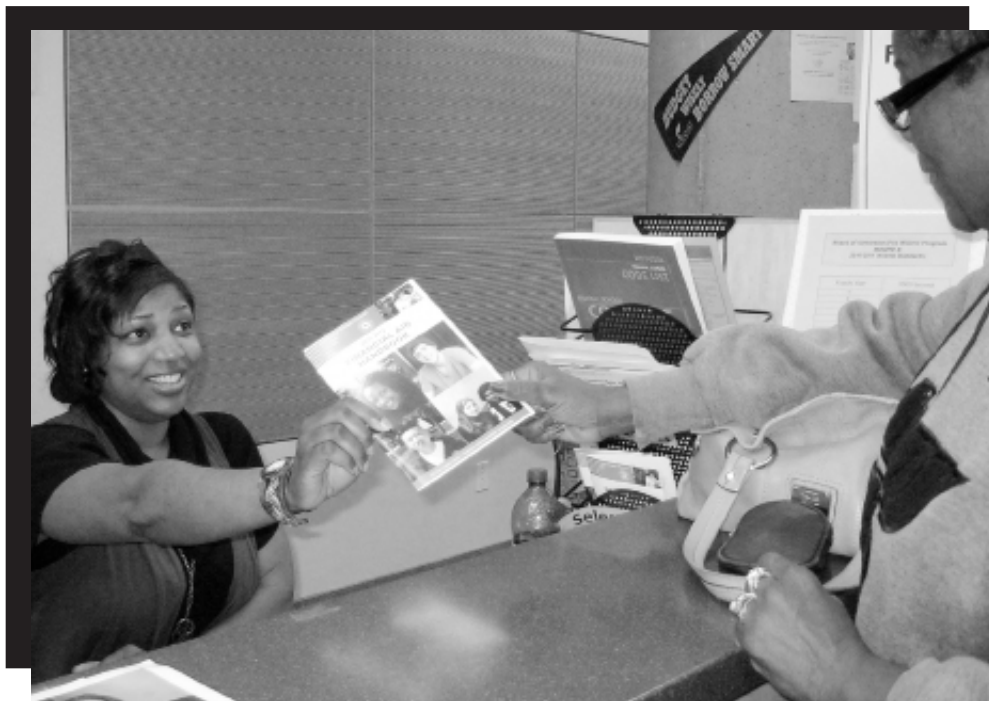
Want to know more? Contact:

- **Ramona Butler**
BCC, Rm. 354, 3rd Floor
(510) 981-2803

**TRiO is a federally funded program designed to help students overcome barriers to pursuing a college education.*

TRiO

Financial Aid



Berkeley City College offers financial aid to help students who need financial assistance to meet the basic cost of their education.

As a means of serving students, the Financial Aid Office evaluates students' needs, determines financial aid awards, and provides budget and debt management counseling.

Because of federal restrictions on eligibility and limited funding, students should not expect to meet all of their financial needs from financial aid programs. In fact, one of the basic principles governing financial aid is that a student and his or her family have an obligation to assume responsibility for meeting educational costs since it is the student who will benefit most from the education.

This section provides you with information about applying for financial aid and the various financial aid programs available to BCC students.

Student Financial Aid

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 who apply 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 January 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 dead lines 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 high school diploma or GED who passed the Ability to Benefit test or completed six 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 and 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 at least 6 units during the semester, 3) if completely withdrawn, repay any “unearned” financial aid as soon as possible. Failure to do any of the above may result in the loss of financial aid eligibility.

Financial Aid Programs

- **Board of Governors Fee Waiver (BOGW)**

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

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

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

- **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 Programs 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 24 years of age who wish to take vocational training or college courses. To complete Chafee Grant application requirements, in addition to verification of qualifying foster youth status, the following forms must be submitted: Chafee Grant Application, <https://www.chafee.csac.ca.gov/default.aspx>; the Free Application for Student Aid (FAFSA), www.fafsa.gov; and Chafee Need Analysis Report (NAR)*. In addition, you must have financial need. Your school must report your financial need by submitting a Needs Analysis Report, www.chafee.csac.ca.gov/SupportFiles/Chafee_NAR_Generic.pdf. 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 that Students are now limited to six full-time (600%) years of Pell Grants in a lifetime at any college. Students are advised that the financial aid information included here is limited. Additional information on all financial aid categories is available on the Financial Aid website or upon request at the campus Financial Aid Office.

Satisfactory Progress Standards

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

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

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

Remedial Coursework

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

English as a Second Language (ESL) Coursework Students who enroll in excessive ESL coursework (over 45 units) without enrolling in classes leading toward their stated educational major or goal will be notified by the Financial Aid Office. ESL students will be strongly urged to enroll in coursework that will assist them in completing their educational goal. To continue receiving Financial Aid the student must enroll in at least one class leading toward their approved educational goal.

English as a Second Language (ESL) Coursework

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

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 two-payment per semester basis. Normally, the first payment may be expected during the first week of each semester, and the second 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 HigherOne, 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 FAFSA will be sent a Peralta HigherOne Debit Card. Students must activate their card in order to select their preference on how they would like to receive their financial aid disbursement.

There are 3 free methods a student may choose:

1. **PeraltaCard – One Account.** This is an online financial account where the student uses their PeraltaCard (debit card)
 2. **Direct deposit** to your existing bank account.
- Or**
3. **By Paper Check.** This would be mailed to your home address

The PeraltaCard will be mailed to each student's current mailing address on file with PCCD. It is critical that all students update and maintain their mailing address with PCCD. For more information on the PeraltaCard please visit <http://web.peralta.edu/financial-aid/peraltacard-higherone/> and www.PeraltaCard.com.

Dream Act Scholars

• What is the California Dream Act?

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

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

Check with the campus Financial Aid Office and EOPS/CARE offices for information on how to apply.

• What is an AB 540 student?

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

- Attended a California high school for at least three years;
 - Graduated from a California high school, got a GED or passed the California High School Proficiency Exam;
 - Are registered or enrolled at a California community college;
- And**
- If required, complete an affidavit (AB540) saying you have filed (or will file when you are eligible to do so) for legal immigration status.

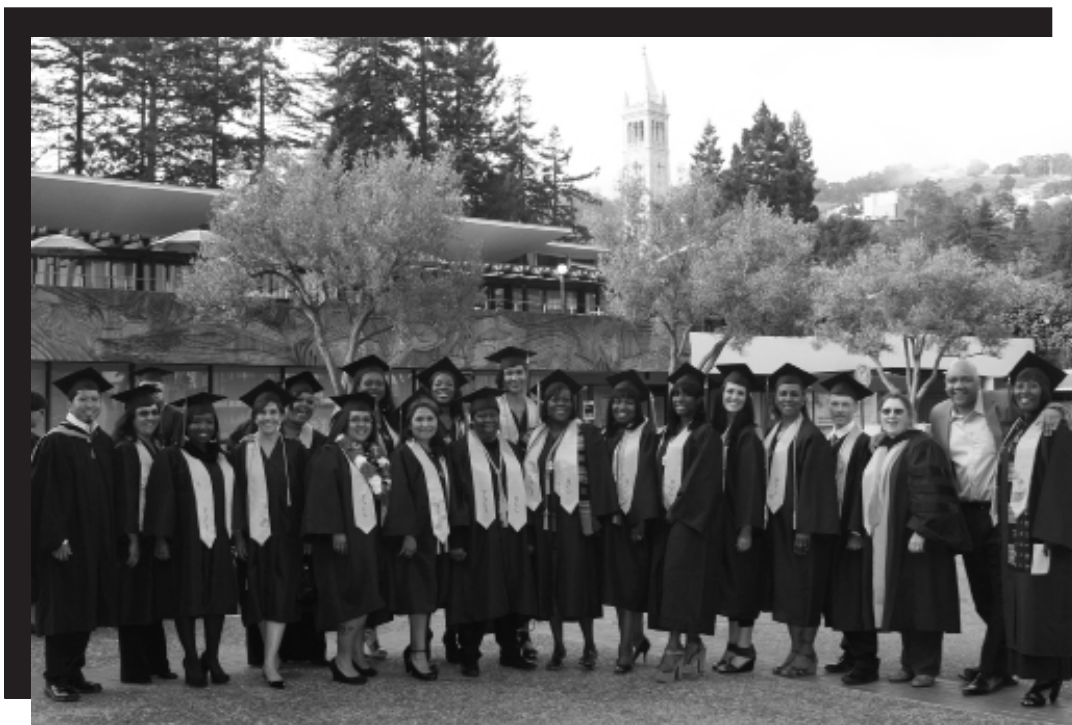
Financial Aid

Grant/Scholarship	Eligible to Apply	Who do I contact, or where do I apply?	What is it?	Type of Application Required
Privately Funded Institutional Scholarships	Beginning January 1, 2012	Financial Aid Office	Helps pay for education-related expenses	Institutional application(s)
Board of Governors Fee Waiver	Registration period for Spring 2013	Financial Aid Office	Waives community college enrollment fees for eligible students	BoG Fee Waiver Form or California Dream Application*
Assistance from EOPS or CARE	Spring 2013	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 Community College Transfer Entitlement	January 1 – March 2, 2013 for the Fall 2013 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	January 1 – March 2, 2013 for the Fall 2013 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	January 1 – March 2, 2013 for the Fall 2013 term	SBCC 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	Apply as soon as possible (awards are limited)	SBCC 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.

Transfer Information



One of the primary missions of a community college is to prepare students for transfer to four-year colleges and universities. If you are planning to transfer to a California public four-year school, you should complete the lower division (freshman/sophomore) major, as well as general education and elective courses for a total of 60 transferable units so that you can transfer with junior (upper division) standing. Although it is not required for transfer, many students earn an Associate Degree in addition to completing transfer requirements.

City College (BCC) students may choose to transfer to a California State University, a campus of the University of California, or to a private college or university in California, as well as out-of-state. BCC has developed a number of partnerships with local four-year institutions, including a Concurrent Enrollment Program with California State University, East Bay, the University of California, Berkeley and Mills College (see pp. 52-53). Because a number of BCC courses are taught on the University of California-Berkeley campus, you have an opportunity to attend community college classes on the campus of one of the world's most renowned educational institutions.

BCC has a variety of resources to assist students with the transfer process. The college's Transfer and Career Information Center houses catalogs for four-year colleges and universities and sponsors visits with their representatives. Counselors are familiar with all transfer requirements. Counselors can assist you in planning a program of study to ensure your smooth, timely, and successful transfer.

Planning to Transfer

If you wish to enter a four year college or university after attending Berkeley City College, you should take note of the following suggestions:

1. See a Berkeley City College Counselor by appointment to develop an appropriate Student Educational Plan (SEP) to assist you in planning your transfer and to ensure that you take appropriate transferable courses to meet requirements while at Berkeley City College.
If you have completed coursework at another college, you should inform the Counselor when scheduling your appointment and, if possible, bring an unofficial transcript to your appointment.
2. Read the four year college or university catalog and website regarding:
 - a. Transfer admissions requirements;
 - b. Major requirements and degrees offered;
 - c. General education or breadth requirements; and
 - d. Application and financial aid deadlines.
3. Review information regarding transferability of courses, including lower-division major requirements and general education requirements, and articulation agreements for the University of California (UC) and the California State University (CSU) systems which are available online at www.ASSIST.org. Also, many catalogs are available for review in the Berkeley City College Transfer and Career Information Center.
4. Identify the degree credit in lower-division community college courses which are articulated lower-division major courses at the four-year college or university (general education, major, graduation, or elective degree credit).
5. A maximum of 70 lower-division transferable semester (or 105 transferable quarter) units can be applied toward the total number of Bachelor's degree units required in the University of California or California State University systems. Total units transferable to independent and private colleges vary. Subject credit for all transferable courses in excess of 70 semester units will be granted to satisfy university lower-division (i.e., general education, major, and graduation) requirements.
6. Complete all courses designated as required lower-division preparation for the major prior to transfer, especially when admission to the major is contingent upon successful completion of specific courses (i.e., with selective or impacted majors).
7. Plan to complete the lower-division requirements for most transfer majors. The Student Education Plan (SEP) developed with a counselor will assist you in planning your programs and understanding any required prerequisites.
8. Applications for admission to the University of California and the California State University are available online at www.ASSIST.org (in the left hand navigation bar) or at <http://www.universityofcalifornia.edu/admissions> for the University of California and at <http://www.csumentor.edu> for the California State University. The Transfer and Career Information Center staff can provide assistance in obtaining many catalogs and applications for independent and private institutions.
9. You must assume complete responsibility for compliance with regulations and instructions for selecting the courses that will permit you to meet your educational objectives for transfer and for satisfying prerequisites for any programs or courses.

Transfer to a Four-Year College or University

If you are completing requirements for the Associate Degree and are also planning to transfer to a four-year college or university, the college reminds you that the Associate Degree alone does not usually qualify you for admission. You should meet with a Berkeley City College Counselor regarding admission, general education, and major prep requirements to be sure that your Berkeley City College program of study (which may include an Associate Degree for Transfer to CSU) will meet the course, unit, and grade requirements of the college to which you seek admission.

Attend Four-Year Colleges and Universities Before Transfer

Concurrent Enrollment and Cross Registration Programs

Berkeley City College offers a Concurrent Enrollment Program with the University of California - Berkeley, Mills College, and a Cross Registration Program with CSU-East Bay, and allows you to take courses you need (if offered) that are not available at BCC and enables you to test your potential for success in a university/college setting. The benefits of this opportunity include:

- Take lower-division courses at the university without paying university fees;
- Earn academic credit toward transfer at the university; and
- Enjoy the university experience before you transfer.

You are not eligible for this program if you have previously attended a four-year institution or hold a Bachelor's degree or equivalent from a foreign university.

The eligibility criteria for these programs are outlined below:

• Mills College

You may take one (1) undergraduate lower-division course each semester for a total of four (4) courses at Mills College (subject to availability and instructor approval), provided the course is not offered at Berkeley City College.

To participate, you must meet the following criteria:

- Have completed twelve (12) semester units with a cumulative grade point average of 2.0 at the time of application;
- Be enrolled in at least 12 semester units, which includes units taken at Mills College, and may not drop below full-time status (12 units) during the semester;
- Have completed necessary prerequisites for the course to be taken; and
- Have a Student Educational Plan (SEP) on file at the time of application.

• UC Berkeley

You may take one (1) undergraduate lower-division course at UCB for a maximum of two (2) semesters. To participate, you must meet the following criteria:

- Have completed twenty (20) transferable semester units (to UCB) with a cumulative grade point average of 2.4 at the time of application;
- Have completed necessary prerequisites for the course to be taken;
- Be enrolled in at least 12 semester units, which includes units taken at the university and may not drop below full-time status (12 units) during the semester; and
- Have a Student Educational Plan (SEP) on file at the time of application.

• California State University, East Bay (CSUEB)

You may take from one to three undergraduate courses per quarter at CSUEB (subject to space availability and approval by the department or instructor), provided the course(s) are not offered at BCC. To participate, you must meet the following criteria:

- Completion of 20 units at BCC;
- Cannot participate if you have completed A1, A2, A3, B3 of the CSU General Education Breadth Requirements and 60 transferable units;
- Must have a 2.0 GPA; and
- Must be enrolled in six (6) units at BCC (not necessarily transfer units).

There is also a cross enrollment program for students who have previously attended a four-year institution. Undergraduate students enrolled at any California Community College, the California State University, or the University of California may enroll without formal admission in a maximum of one course per academic term at a campus of either of the other systems. The requirements for cross enrollment are identical to the concurrent enrollment requirements, except that you pay registration fees (currently \$46 per unit) directly to the Registrar's office of the host institution.

For further information about the concurrent enrollment program or cross registration program and eligibility criteria, please consult with a Berkeley City College Counselor.

Special Transfer Admission Opportunities/Programs

- **Transfer Admissions Guarantee (TAG)**

If your goal is to transfer to a four-year university, you might want to consider the Transfer Admissions Guarantee (TAG) program. TAG is available to students who meet specific unit, transfer coursework, and GPA requirements. Students who complete the university's admission application, the TAG application process, and meet the contractual requirements are guaranteed admission. A TAG is generally written one year prior to transfer.

If you are preparing for a Transfer Admissions Guarantee, you begin by working with a BCC Counselor early in your academic preparation and develop a Student Education Plan (SEP). With a Student Educational Plan in place, you have the knowledge that each course taken has been agreed upon and that you will lose no credit when you transfer.

Currently, Berkeley City College has Transfer Admission Guarantees with seven (7) University of California schools, CSU East Bay, and Golden Gate University.

- **University of California (TAG)**

UC Davis
UC Irvine
UC Merced
UC Riverside
UC San Diego
UC Santa Barbara
UC Santa Cruz

To complete a TAG with a University of California campus, you must have completed 30 transferable units at the time of application (UC Merced requires 27 transferable units). Each school has specific eligibility criteria, GPA requirements, and guidance on major preparation. If you decide to participate in the TAG program, please meet with a Berkeley City College Counselor by appointment to determine your eligibility.

Additional information about the specific TAG requirements can be found at <http://www.universityofcalifornia.edu/admissions/transfer/guarantee>.

To apply for a TAG you are required to complete an online application and submit it during the filing period. The application can be found at <https://uctag.universityofcalifornia.edu/>. You also must apply for admission to UC during the appropriate application filing period. This application can be found at:

<http://www.universityofcalifornia.edu/apply>

- **CSU - East Bay (TAG)**

To complete a TAG with CSU East Bay, you must:

- Have completed a minimum of 12 CSU transferable units at the time the TAG is signed;
- Have completed 60 CSU transferable units with a 2.0 GPA at the time of transfer;
- Have completed CSU General Education courses in English composition, critical thinking, speech, and mathematics with a grade of "C" or better; and
- Be in good standing at the time of transfer.

Additional information can be found at: <http://www20.csueastbay.edu/prospective/how-to-apply/transfer-student-admission/transfer-admission-guarantee.html>

You should meet with a Berkeley City College Counselor by appointment for additional information.

- **Golden Gate University (TAG)**

To complete a TAG with Golden Gate University, you must:

- Have a minimum cumulative GPA of 2.0;
- Complete a minimum of 24 transferable semester units; and
- Meet the English Language Proficiency Requirement, which can be met in a variety of ways.

You should meet with a Berkeley City College Counselor by appointment for additional information.

Note:

TAG guidelines are subject to change, so please check with a Berkeley City College Counselor by appointment to ensure that you have the most current TAG information in effect for the year and term in which you intend to transfer. It is important to remember that in addition to an approved TAG agreement, you also must apply for admission during the appropriate filing period.

Articulation Agreements

Articulation is the process that facilitates the successful transfer of students from community colleges to undergraduate baccalaureate programs at other colleges and universities. It is the development of formal written agreements that explain how courses transfer from one institution to another, either "as comparable to" or "acceptable in lieu of specific course requirements" at four year institutions. Successful completion of articulated courses related to admission criteria, general education, and major preparation, according to a Student Education Plan (SEP) developed with the assistance of a Counselor will ensure successful and competitive transfer.

The Berkeley City College Articulation Officer and Counselors have information regarding the updated articulation agreements between Berkeley City College and the California State University campuses, the University of California campuses, and some private colleges. Articulation agreements with the CSU and UC campuses are available at www.ASSIST.org.

By working closely with your Counselor, you will be able to complete the first two years (minimum of 60 semester units) of a four-year college degree at Berkeley City College and then transfer as a junior (an upper division student).

ASSIST

ASSIST (Articulation System Stimulating Inter-institutional Student Transfer) is California's official statewide repository of transfer information, offering easy access to a single articulation database.

At the ASSIST website, students planning to transfer from a community college to a University of California (UC) or a California State University (CSU) campus have access to the following types of articulation agreements:

- transferable course lists;
- general education agreements (IGETC, CSU/GE Breadth, and campus specific);
- major preparation; and
- department (course-to-course) agreements.

ASSIST will help you in determining if you will receive credit for courses you have already taken, or plan to take, and how those courses apply to a specific academic major or general education requirement. You can access ASSIST at <http://www.ASSIST.org>.

General Education Transfer Requirements

You have the option of fulfilling General Education/Breadth requirements in one of the following ways:

- IGETC – primarily used when applying to multiple UC's and CSU's (not advisable for high unit majors);
- CSU GE/Breadth – used when applying to CSU's only; and
- UC campus specific requirements – an option used depending on the choice of major and college.

A listing of approved courses in these three general education requirement options is available from a Counselor or at www.ASSIST.org. The approved courses are subject to change on an annual basis. See the 2013-2014 IGETC, CSU GE/Breadth, and UC Berkeley College of Letters and Sciences Breadth course lists on pp. 61-69.

Certification of General Education

Berkeley City College (Peralta Community College District) can certify officially the completion of the following general education patterns:

- **Intersegmental General Education
Transfer Curriculum (IGETC)**

Berkeley City College (the Peralta Community College District) can certify either full certification (completing all requirements in each subject area) or partial certification (maximum of two courses missing and completed after transfer) of IGETC. You should file the certification request at the Office of Admissions and Records during the final term before transfer, once an offer of admission has been accepted.

- **CSU General Education Breadth**

California State University General Education Breadth (CSU GE/Breadth) allows full certification (completion of all requirements) or partial certification (completion by area). (See the CSU/GE Breadth course list.) You should file the certification request with a Counselor during the final term before transfer, once an offer of admission has been accepted.

Official transcripts of any coursework completed outside the Peralta Community College District must be on file prior to or accompany the request. The "Request for Certification" form is available from and can be filed in the Office of Admissions and Records. Once certification is completed, student records (transcript) will reflect the type of certification. If you transfer without certification, you will be subject to the campus specific general education requirements of the university or college to which you transfer.

The University of California

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

The University of California admissions requirements for transfer vary according to the student's eligibility to enroll at UC when you graduated from high school. In addition, if you wish to enroll in an oversubscribed and/or upper-division major, you must meet additional admissions requirements.

General Transfer Requirements

You should place the highest priority on achieving minimum transfer eligibility and completing preparation courses for your choice of major. Major preparation gives you the best opportunity to begin upper-level courses after transfer. Some campuses require completion of certain major preparation requirements before transfer.

Lack of such major preparation may affect eligibility for the major, particularly if there are many applicants and a limited number of spaces. The general education or breadth requirements are designed to give University undergraduates a broad background in all major academic disciplines – natural sciences, physical sciences, social sciences, humanities, and fine arts.

You should develop a Student Education Plan (SEP) that first gives attention to minimum admission eligibility and completion of major preparation, and then incorporates the most appropriate General Education (GE) pattern. Typically, completion of GE is not required for admission; it is required for graduation from UC. There are two options for completing GE. If you are pursuing a major with few required major preparation courses, you should consider completing the Intersegmental General Education Transfer Curriculum (IGETC). If you are pursuing a major with a large number of preparatory courses, you should consider the UC campus specific GE pattern. Each school and college at every UC campus has its own set of GE requirements. You should consult with a Counselor for assistance in developing a Student Education Plan (SEP) that plans for major preparation and the most appropriate General Education pattern option.

There are three parts to preparing for transfer to the University of California (UC):

- Minimum Transfer Admissions Eligibility: courses and grades that prepare you to be minimally eligible for UC transfer;
- Major preparation: courses that prepare you to complete a major after transferring; **and**
- General Education (GE): courses that satisfy the GE requirements for graduation from UC.

- **Minimum Transfer Admissions Eligibility**

Students eligible to enter UC after high school graduation, (Subject, Scholarship, and Examination requirements for freshman status were met), or students who were identified by UC in the senior year as eligible under the Eligibility in the Local Context (ELC) Program are minimally eligible to transfer with a “C” (2.00) average in transferable coursework. Students who met the Scholarship Requirement, but did not satisfy the Subject Requirement for UC eligibility as a freshman must take transferable college courses in the missing subjects, earning a “C” or better in each course, and have an overall “C” (2.00) average in all transferable coursework to be minimally eligible to transfer. Students who were not eligible for admission to UC after high school graduation because the Scholarship Requirement was not met must meet minimum eligibility requirements as follows:

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

- **Other Baccalaureate Degree Requirements**

1. **Entry Level Writing Requirement**
(formerly Subject A)

An English composition requirement that each student must satisfy to graduate may be met by one of the following methods:

- Score of at least 3 on the College Board Advanced Placement Examination in English.
- Score of at least 680 on the SAT II Writing Subject Test.
- Score of at least 5 on the International Baccalaureate Higher Level Examination in English Language.
- Completion of a UC transferable community college course of 3 units in English composition with a “C” grade or better.

2. **American History and Institutions**

This requirement may be met by one of the following methods:

- Satisfactory completion in high school of a one-year course in U.S. History or a half-year course in both American Government and U.S. History with a grade of “C” or better (except UCLA which requires a “B” average and Santa Barbara requires a college-level course).
- Completion of UC transferable college history / government course(s).

Additional information can be found at www.universityofcalifornia.edu/admissions.

- **High School Proficiency Examination**

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

- **Requirements for Non-Residents**

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

University of California —Berkeley Campus

The Berkeley campus of the University of California is on the semester system. If you are applying to the College of Letters and Sciences, you may fulfill your lower-division general education requirements by completing IGETC or by completing the College of Letters and Sciences Breadth Requirements.

Transfer students with 60 or more transferable semester units who are admitted to the College of Letters and Science must have satisfied the Essential Skills in:

- (1) reading and composition,
- (2) foreign language, and
- (3) quantitative reasoning prior to admission.

The Breadth Requirement for courses outside the field of the major is required for all community college transfers. You should make every effort to complete as many of the seven-course requirements as possible. UC-Berkeley College of Letters and Science Breadth Requirements for 2013-2014 are listed on pp. 64-66, are available from a Counselor, or at www.ASSIST.org. This list is subject to revision and is updated annually.

The California State University

The following information applies to the 23 campuses of the California State University System: Bakersfield, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, Hayward, 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, and Stanislaus.

Transfer Requirements

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

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

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

Consult with a Berkeley City College Counselor or any CSU Admissions Office for further information about alternative ways to satisfy the subject requirements. Berkeley City College Counselors will provide assistance in determining which BCC courses satisfy lower-division General Education requirements.

Making up Missing College Preparatory Subject Requirements

1. Undergraduate transfer applicants who did not complete the subject requirements while in high school may make up missing subjects in any of the following ways:
 - a. Complete appropriate courses in college with a "C" or better (one course of 3 semester [4 quarter] units will be considered equivalent to one year of high school study); **or**
 - b. Earn acceptable scores on specified examinations.
 2. Transfer applicants with 56 or more semester units (84 or more quarter units) can satisfy the preparatory subject requirements by completing, with a "C" or better, one of the following alternatives:
 - a. 1987 or earlier high school graduates: Meeting the eligibility requirements listed for lower division transfer, or successful completion of written communication and mathematics courses on the approved CSU list of transferable general education courses.
 - b. 1998 and later high school graduates: Meeting the eligibility requirements listed for lower division transfer or successful completion of 30 semester (45 quarter units) of General Education courses to include all of Area A and the Mathematics requirement on the CSU General Education Certification list.
- **Minimum eligibility for upper division transfer applicants:**
 1. Completion of at least 60 transferable units with a minimum grade-point average of 2.0;
 2. Within the total units completed, you must complete a minimum of 30 lower division units of General Education/Breadth; and
 3. Completion of areas A1, A2, A3, and B4 with a grade of "C" or better.

- **United States History, Constitution and American Ideals Certification**

To complete the CSU graduation requirement before transfer, you must complete one course from both Section 1 and 2 listed below to be certified that the requirement in U.S. History, Constitution and American Ideals has been met.

1. **United States History:**

History 7A, 7B, 40

2. **United States Constitution, California State and Local Government:**

Political Science 1, 5

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 Berkeley City College's ADTs and to find out which CSU campuses accept each degree, please go to www.adgreewithaguarantee.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 SS 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); **or** the California State University Intersegmental General Education Transfer Curriculum (IGETC) pattern.

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).

Berkeley City College currently offers AA-Ts in:

- Elementary Teacher Education
- English
- Political Science,
- Psychology and
- Sociology

The college offers AS-Ts in:

- Business Administration and
- Mathematics

Other majors/degrees are under development. For more information, please see a Counselor.

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.

*You should. You would.
You might. You will.
Make Time to Start
Your College Degree*



Enroll in Program for Adult College Education (PACE) at Berkeley City College.

- Finish your first two years of college at a very low cost.
- Attend class six evenings a month and six Saturdays a semester.
- Transfer to a four-year university.
- Receive individual attention from teachers and counselors.

Contact us today at (510) 981-2864,
or e-mail mclausen@peralta.edu.
Find out more at our home page at:
www.berkeleycitycollege.edu.

Below is the current list of Berkeley City College courses that have a C-ID Designator.

Berkeley City College Course	C-ID Designator
1. BUS 1A	ACCT 110
2. BUS 1B	ACCT 120
3. BUS 10	BUS 110
4. CHDEV 51	CDEV 100
5. CHEM 12A	CHEM 150
6. CHEM 12A + CHEM 12B	CHEM 160S
7. COMM 45	COMM 110
8. COMM 4	COMM 140
9. ENGL 1A	ENGL 100
10. ENGL 5	ENGL 105
11. ENGL 1B	ENGL 120
12. ENGL 10A	ENGL 200
13. GEOG 3	GEOG 125
14. HUMAN 30A	PHIL 120
15. MATH 3A	MATH 210
16. MATH 3B	MATH 220
17. MATH 3F	MATH 240
18. MATH 3E	MATH 250
19. PHIL 1	PHIL 100
20. PHIL 10	PHIL 110
21. PHIL 31A	PHIL 120
22. PHIL 20A	PHIL 130
23. PHIL 20B	PHIL 140
24. PHIL 11	PHIL 210
25. PSYCH 1A	PSY 110
26. PSYCH 6	PSY 170
27. PSYCH 21	PSY 180
28. PSYCH 28	PSY 200
29. SOC 1	SOCI 110
30. SOC 2	SOCI 116
31. SOC 120	SOCI 120
32. SOC 13	SOCI 130
33. SOC 8	SOCI 160

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.

Intersegmental General Education Transfer Curriculum 2013-2014

(Updated Annually)

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit you to transfer from a community college to a campus in either the California State University or the University of California systems without the need, after transfer, to take additional lower-division general education courses to satisfy campus lower-division general education requirements.

- You must complete all courses with grades of “C” or better.
- You must request IGETC certification from the Office of Admissions and Records, prior to transfer.
- IGETC is not advisable for all transfer students, especially if you are pursuing a major requiring extensive lower-division preparation. Please see a BCC counselor.

^ = Indicates that transfer credit may be limited by either UC or CSU, or both.

Area 1—English Communication

CSU: 1 course from Group A
1 course from Group B
1 course from Group C

UC: 1 course from Group A
1 course from Group B

Group A: English Composition, 1 Course (3 Semester Units or 4-5 Quarter Units)
English 1A

Group B: Critical Thinking—English Composition, 1 course (3 Semester Units or 4-5 Quarter Units)
Communication 5
English 5

Group C: Oral Communication (CSU requirement only), 1 course (3 Semester Units Or 4-5 Quarter Units)
Communication 1A, 4, 20, 45

Area 2—Mathematical Concepts and Quantitative Reasoning

1 course: (3 Semester Units or 4-5 Quarter Units)

Math 1^, 2^, 3A^, 3B^, 3C, 3E^, 3F^, 11, 13, 16A^, 16B^

Area 3—Arts And Humanities

At least 3 courses, with at least one from the Arts and one from the Humanities:
(9 Semester Units or 12-15 Quarter Units)

Arts: African-American Studies 44B
Art 1, 2, 3, 4, 13, 14, 16, 98(*), 180
English 21(*)
Humanities 21(*), 26, 52(**), 53
Multimedia Arts 122B, 123
Music 15A, 15B
Women’s Studies 52(**)

Intersegmental General Education Transfer Curriculum 2013-2014

(Updated Annually)

Area 3—Arts And Humanities

**At least 3 courses, with at least one from the Arts and one from the Humanities:
(9 Semester Units or 12-15 Quarter Units)**

(continued from previous page)

Humanities: Anthropology 7
Arabic 1B
Asian and Asian-American Studies 30
English 1B, 17A, 17B, 20, 50, 85A, 85B, 85C
French 1B
History 33
Humanities 1, 5, 30A(*), 30B, 40, 46(**), 55
Mexican/Latin American Studies 30A, 30B
Philosophy 1, 2, 16, 20A, 20B, 31A(*), 35(***), 37, 46(**)
Portuguese 1B
Spanish 1B, 2A^, 2B^, 10A, 10B, 38, 40
Women Studies 35(***)

(), (**), or (***) Students will receive credit and certification for one course only.*

Area 4—Social and Behavioral Sciences

**At least 3 courses from at least 2 disciplines or an interdisciplinary sequence:
(9 Semester Units or 12-15 Quarter Units)**

African-American Studies 1, 33
American Sign Language 55A
Anthropology 2, 3, 13, 15, 18, 55
Asian and Asian American Studies 45B
Biology 27 (**)
Child Development 51
Communication 6
Economics 1, 2
Geography 2, 3, 5, 10^
Health Education 27(**), 46F
History 1, 2A, 2B, 5, 7A, 7B, 8B, 10B, 12, 17, 19, 20, 21, 22, 23,
28(**), 29, 31(***), 37(+), 38(++), 39, 40
Humanities 55
International Trade 34, 35
Political Science 1, 2, 3, 5, 6, 12(***), 20(++), 25(+)
Psychology 1A, 6, 7A, 10, 21, 30
Social Science 1(+++), 2
Sociology 1, 2, 3, 5, 8, 13
Women's Studies 1(+++)

(), (**), (***), (+), (++), or (+++) Students will receive credit and certification for one course only.*

Intersegmental General Education Transfer Curriculum 2013-2014

(Updated Annually)

Area 5—Physical and Biological Sciences

At least 2 courses, 1 Physical Science course and 1 Biological Science course; at least 1 must include a laboratory (Indicated by "L" In Parentheses): (7–9 Semester Units or 9-12 Quarter Units)

Physical Sciences: Astronomy 10
Chemistry 1A(L), 1B(L), 12A(L), 12B(L), 30A(L)^, 30B(L)
Geography 1/1L
Geology 10/10L
Physical Science 10^, 20
Physics 2A(L)^, 2B(L)^, 3A (L)^, 3B (L)^, 4A(L)^, 4B(L)^, 4C(L)^, 10^

Biological Sciences: Anthropology 1, 1L
Biology 1A(L), 1B(L), 3(L), 10(L)^, 13/13L, 25^

Science Laboratory: One course shown with (L) in Physical Sciences or Biological Sciences.

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 Berkeley City College courses;
Or
2. Completion of two years of high school course work in one language other than English with a grade of "C-" or better (verified by official high school transcript);
Or
3. Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English; 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 (documentation required);
Or
7. Completion of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English (confirmed by appropriate documentation).

College courses that meet the proficiency level:

American Sign Language 50, 51, 52, 53
Arabic 1A, 1B
Chinese 1
French 1A, 1B
Portuguese 1A, 1B
Spanish 1A, 1B, 2A, 2B, 22A, 22B

Note:

Courses above proficiency level may also be used to meet this requirement and may also be used to clear, if listed, another IGETC area.

University of California at Berkeley Campus
College of Letters and Sciences: Breadth Requirements

(Updated Annually)

The following are primarily the breadth requirements for the College of Letters and Sciences only. Applicants to majors offered by the College of Chemistry, the College of Engineering, the College of Environmental Design, the College of Natural Resources, and Haas School of Business should check the individual transfer agreements for exceptions and breadth requirement guidelines. Requirements for the College of Letters and Science are divided into four areas:

1. Reading and Composition (R&C);
2. Quantitative Reasoning (QR);
3. Foreign Language (FL); and
4. The Seven-Course Breadth Requirement.

Please know that completion of IGETC (certified by Admissions and Records) satisfies all of these requirements.

UC Berkeley College of Letters & Science Breadth Requirements for 2013-2014 are listed below. This list is subject to change; it is updated periodically. Consult a counselor for further information.

Essential Skills

1: Reading Comprehension (2 Courses)

Students may also satisfy this requirement with a score or grade of:

- 5 on the Advanced Placement Exam in English Literature & Composition; **Or**
- 5 on the International Baccalaureate Higher Level Exam in English A1 Credential Exam; **Or**
- A, B, or C on the General Certificate Exam "A" Level English Exam.

The first half of this requirement can be satisfied by scoring:

- 4 on the Advanced Placement Exam in English Literature & Composition; **Or**
- 4 or 5 on the Advanced Placement Exam in English Language & Composition

Transfer students must fulfill this requirement with one of the options mentioned above or take the courses (with a grade of "C" or better) listed:

English 1A and 1B

2: Quantitative Reasoning (1 Course)

Students may also satisfy this requirement with a score or grade of:

- 600 on the SAT Reasoning Test; or
- 570 on the Math Achievement Test (SAT II Math Subject Exam) Level I or 520 Level II; **Or**
- 28 on the ACT; or
- 3 or better on the Advanced Placement Exam in Calculus AB or BC; **Or**
- 3 or better on the Advanced Placement Exam in Computer Science; **Or**
- 3 or better on the Advanced Placement Exam in Statistics; **Or**
- 5 or better on the International Baccalaureate Higher Level Math Exam; **Or**
- A, B, or C on the General Certificate Exam "A" Level Mathematics Exam.

Transfer students must fulfill this requirement with one of the options mentioned above or take one course (with a grade of "C" or better) listed:

CIS 3

Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 16A, 16B

University of California at Berkeley Campus
College of Letters and Sciences: Breadth Requirements

(Updated Annually)

3: Foreign Language (1 Course)

Students may also satisfy this requirement with a score or grade of:

- Grade C or better in the third year a high school foreign language or the second semester of a foreign language taught at UC Berkeley; **Or**
- 550 on the SAT II Foreign Language Subject Exam, if taken before May 1995; **Or**
- 590 on the SAT II Subject Exam, if taken May 1995 or later; **Or**
- 3 or better on the Foreign Language Advanced Placement Exam; **Or**
- A, B, or C on the General Certificate "A" or "0" Level Foreign Language Exam

Transfer students must fulfill this requirement with one of the options mentioned above or take one course (with a grade of "C-" or better) listed:

American Sign Language 51, 52, 53, 55B, 57
Arabic 1B
French 1B
Portuguese 1B
Spanish 1B

Seven-Course Breadth Requirement

(1 Course from Each Area, with a Minimum of 2 Units)

Guidelines:

- Requirements Have to be Met with Course Work - No AP Or IB Exam Credit.
- Courses May Be Taken For A Grade of "C" or Better Or P/NP in Peralta.
- Courses Must Carry a Minimum of 2 Units.
- Courses from One's Major Department May be Used.
- Not More Than 2 Courses Offered by the Same Department May be Used.

** Courses Used for Breadth Credit May Not be Used to Meet R&C, QR and FL Requirements.*

Take one course from each of the following seven (7) areas.

1: Arts and Literature

African American Studies 44B
Art 1, 4, 13, 14, 41, 98(*)
English 10A, 10B, 17A, 17B, 20, 21(*), 85A, 85B, 85C
Humanities 1, 21(*), 26, 30B, 52(**), 53, 55
Mexican and Latin American Studies 30A, 30B
Multimedia Arts 123
Music 15A, 15B
Spanish 38, 39, 40
Women's Studies 52(**)

(), (**) Students will receive credit for one course only.*

2: Biological Sciences

Anthropology 1
Biology 1A, 1B, 3, 10, 13, 25, 33, 34
Geography 1
Physical Science 20

University of California at Berkeley Campus
College of Letters and Sciences: Breadth Requirements

(Updated Annually)

3: Historical Studies

American Sign Language 55A, 55B
Art 1, 4, 13, 14, 41
Asian and Asian American Studies 45B
History 1, 2A, 2B, 5, 7A, 7B, 8B, 10B, 12, 17, 19, 20, 21, 22, 23, 28, 29, 31 (^) 33, 37(*), 39, 40
Health Education 46F
Humanities 55
Multimedia Arts 123
Political Science 12(^), 25(*)

(), or (^) Students will receive credit for one course only.*

4: International Studies

Asian American Studies 30
Geography 2, 3, 5
History 31(*), 38(**)
International Trade 34, 35
Political Science 2, 3, 12(*), 20(**)

(), or (**) Students will receive credit for one course only.*

5: Philosophy And Values

Humanities 30A(*), 40, 46(**)
Philosophy 1, 10, 16, 31A(*), 35(***), 37, 46(**)
Women's Studies 35(***)

(), (**), (***) Students will receive credit for one course only.*

6: Physical Science

Astronomy 10, 15
Chemistry 1A, 1B, 12A, 12B, 30A, 30B
Geography 1, 10
Geology 10
Physical Science 10, 20
Physics 2A, 2B, 3A, 3B, 4A, 4B, 4C, 10

7: Social And Behavioral Sciences

African American Studies 1, 33
Anthropology 1, 2, 3, 13, 15, 18, 55
Asian and Asian American Studies 30, 45B
Biology 27(*)
Business 10
Communication 6
Economics 1, 2
Geography 2, 3, 5, 10
History 1, 2A, 2B, 5, 7A, 7B, 8B, 10B, 12, 17, 19, 20, 22, 23, 28, 29, 31(**), 33, 37(+), 38(++), 39, 40
Health Education 27(*), 46F
Political Science 1, 2, 3, 5, 6, 12(**), 20(++), 25(+)
Psychology 1A, 6, 7A, 10, 21, 30
Sociology 1, 2, 3, 5, 8, 13
Social Science 1(+++), 2
Women's Studies 1(+++)

(), (**), (+), (++), or (+++) Students will receive credit for one course only.*

Courses which fulfill the American Cultures graduation requirement:

History 7B, 19, 21

The California State University General Education Breadth Requirements 2013-14

(Updated Annually)

Transfer to the CSU system requires completion of at least 60 transferable units. Of these, a minimum of 30 units of General Education Breadth must be completed including area A1, A2, A3, and B4, all of which require a minimum grade of "C". The courses that meet CSU General Education Breadth Requirements for 2013-2014 are listed below (subject to change.) Consult a Counselor for further information.

Area A—English Language, Communication, and Critical Thinking

Minimum of 9 semester (or 12-15 Quarter) units. One course from each sub-area with a grade of "C" or better.

- A-1:** Oral Communication
Communication 1A, 4, 20, 45
- A-2:** Written Communication
English 1A
- A-3:** Critical Thinking
Communication 5
English 5
Philosophy 10

Area B—Scientific Inquiry And Quantitative Reasoning

Minimum of 9 semester (or 12-15 quarter) units. One from Physical Sciences (B1), one from Life Sciences (B2), and one from Mathematics/Quantitative Reasoning (B4). One lab activity (L) required from either Physical Sciences or Life Sciences or ANTHR 1L or GEOG 1L. Math/Quantitative Reasoning (B4) with a grade "C" or better.

- B-1: Physical Science**
Astronomy 10
Chemistry 1A(L), 1B(L), 12A(L), 12B(L), 30A(L), 30B(L)
Geography 1
Geology 10
Physical Science 10, 20
Physics 2A (L), 2B (L), 3A(L), 3B(L), 4A(L), 4B(L), 4C(L), 10
- B-2: Life Science**
Anthropology 1
Biology 1A(L), 1B(L), 3(L), 10(L), 13, 25, 33(L), 34(L)
- B-3: Laboratory Activity**
One course from either B1 or B2 with a lab (L) or one of the following (when combined with the matching lecture course):
Anthropology 1L
Biology 13L
Geography 1L
Geology 10L
- B-4: Mathematics/Quantitative Reasoning**
Math 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 18, 50

The California State University General Education Breadth Requirements 2013-2014

(Updated Annually)

Area C—Arts and Humanities

Minimum of 9 semester (or 12-15 quarter) units with one course from (Arts) C1, one course from Humanities (C2), and one course from either the Arts or Humanities.

C-1: Arts (Arts, Cinema, Dance, Music, Theater)

African-American Studies 44B
Art 1, 2, 3, 4, 13, 14, 16, 98(*), 180
English 21(*)
Humanities 21(*), 26, 52(**), 53
Multimedia Arts 122B, 123
Music 15A, 15B
Women's Studies 52 (**)

(*), (**), (***) Students will receive credit and certification for one course only.

C-2 Humanities (Literature, Philosophy, Languages other than English)

Anthropology 7
Arabic 1A, 1B, 30A
Art 182(^)
American Sign Language 50, 50AB, 51, 51AB, 52, 52AB, 53, 53AB
Asian and Asian-American Studies 30
Chinese 1, 40A
English 1B, 10A, 10B, 14, 17A, 17B, 20, 47, 50, 71A, 71B, 72A, 72B, 73A, 73B, 85A, 85B, 85C, 91A, 91B, 92A, 92B, 93A, 93B
French 1A, 1B
History 33
Humanities 1, 5, 30A(*), 30B, 40, 46(**), 55, 182(^)
Mexican/Latin American Studies 30A, 30B
Philosophy 1, 2, 10, 16, 20A, 20B, 31A(*), 35(***), 37, 46(**)
Portuguese 1A, 1B
Spanish 1A, 1B, 2A, 2B, 10A, 10B, 22A, 22B, 30A, 30B, 31A, 31B, 35A, 35B, 38, 39, 40
Women's Studies 35(***)

(*), (**), (***), (^) Students will receive credit and certification for one course only.

Area D—Social Sciences

Minimum of 9 semester (or 12-15 Quarter) units with courses from at least two different disciplines.

African-American Studies 1, 33
American Sign Language 55A
Anthropology 2, 3, 13, 15, 18, 55
Asian and Asian-American Studies 45B
Biology 27(**)
Communication 6
Child Development 51
Economics 1, 2

(continued on next page)

The California State University General Education Breadth Requirements

(Updated Annually)

Area D—Social Sciences

Minimum of 9 semester (or 12-15 Quarter) units with courses from at least two different disciplines.

(continued from previous page)

Geography 2, 3, 5, 10
History 1, 2A, 2B, 3A, 5, 7A, 7B, 8B, 10B, 12, 17, 19, 20, 21, 22, 23, 28, 29,
31(*), 32, 33, 37(+), 38(++), 39, 40
Health Education 27(**), 46F
Humanities 55
International Trade 34, 35
Political Science 1, 2, 3, 4, 5, 6, 12(*), 20(++), 25(+)
Psychology 1A, 6, 7A, 10, 21, 30
Social Science 1(+++), 2
Sociology 1, 2, 3, 5, 8, 13
Women's Studies 1

(+++), (), (**), (+), (++) or (+++) Students will receive credit and certification for one course only.*

Area E. — Lifelong Learning and Self-Development

Minimum of three semester-units, one course from the following:

Biology 27
Child Development 51
Counseling 24, 57
Health Education 1, 27(*)
Psychology 6, 7A, 21, 30

Note:

DD-214 documentation also can be used to satisfy this Area E requirement.

United States History, Constitution, and American Ideals Requirement

CSU graduation requires completion of a U.S. History, Constitution and American Ideals requirement.

To complete this requirement take:

Political Science 1 or 5 and History 7A or 7B or 40

Note:

Students must request certification of CSU general education requirements from the Office of 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.

Maps of Four-Year Public Universities in California

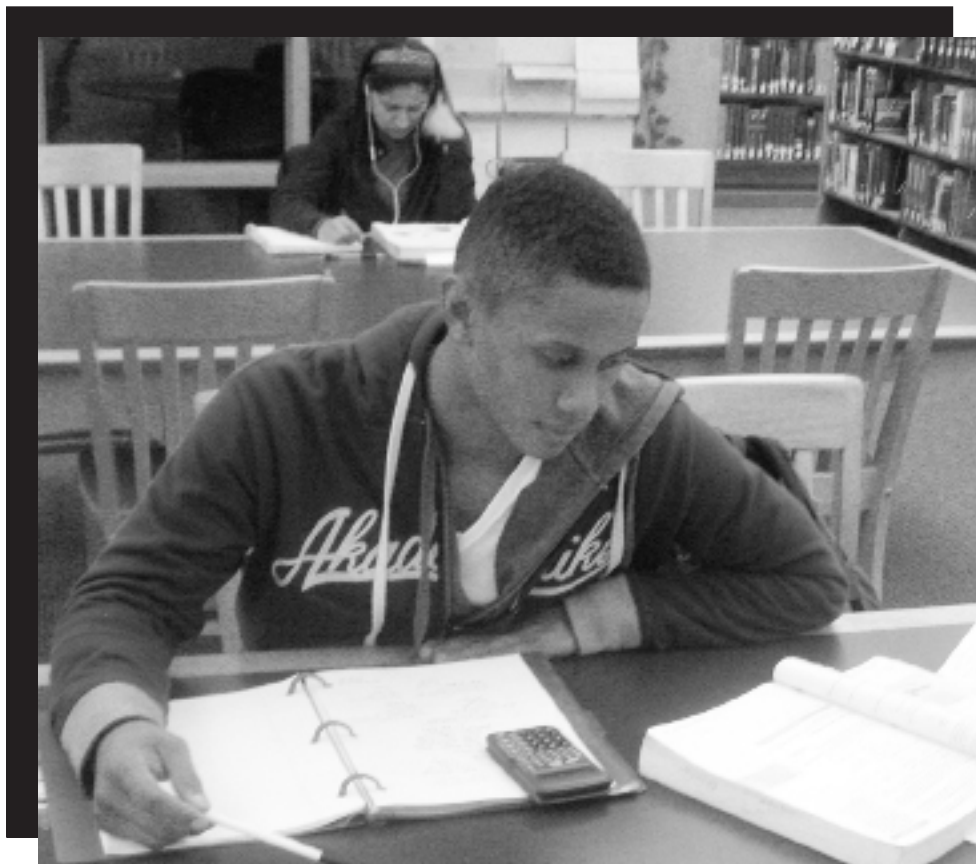
Map of University of California Campus Locations



Map of California State University Campus Locations



Academic Policies and Procedures



As a Berkeley City College student, you should be familiar with college policies and regulations. This section includes information about a variety of academic policies, including attendance regulations, grades and grading options, course repetition, study load limits, and transcripts.

Take a few moments to read through this important material. If you have questions, contact your counselor or instructor.

Academic Policies and Procedures

Academic Recognition—Honor Roll

You are placed on the Honor Roll if you complete 12 or more units with a semester grade point average of 3.25 or better. Your honor status GPA (grade point average) is computed on the basis of units attempted and completed District-wide, and your Honor Roll status is assigned to the college where you complete the majority of your units for a particular semester. (Units awarded in “P” graded classes are not counted in the GPA calculation.)

Graduation with Honors—Associate Degree Honors

If you maintain an overall GPA of 3.25 or better and complete all the required coursework for an Associate degree, you can graduate with honors. You can earn one of three levels of honors at graduation: “With Honors,” “With High Honors,” and “With Highest Honors.”

- To earn the Associate degree “With Honors” (Cum Laude), you must have an overall cumulative grade point average of 3.25 to 3.49.
- To earn the Associate degree “With High Honors” (Magna Cum Laude), you must have an overall cumulative grade point average of 3.50 to 3.74.
- To earn the Associate degree “With Highest Honors” (Summa Cum Laude), you must have an overall cumulative grade point average of 3.75 to 4.0.

Your honor status GPA is computed on the basis of units attempted and completed District-wide, excluding non-Associate degree courses numbered 250-299, 348, and non-credit courses numbered 400-699. Also, all lower-division units that you have earned from regionally accredited degree-granting institutions outside of the Peralta District colleges are included in the GPA calculation. Finally, your honor status is assigned to the college awarding the Associate degree.

Academic Renewal Policy

It is possible for you to have two semesters or 24 total units of poor grades (“D”, “F”, “FW”, or “NP”) earned within the Peralta District colleges forgiven when computing your cumulative grade point average. To do this, you must formally/legally petition to have your poor grades (substandard grades) alleviated and disregarded in the calculation of your cumulative grade point average. You petition by obtaining and submitting the form “Alleviation of Substandard Academic Performance” at the Office of Admissions and Records. (Available online at: <http://web.peralta.edu/admissions/2011/06/academic-renewalalleviation-form/>)

You must meet the following conditions to be eligible for academic renewal:

- a. A period of one year must have elapsed since you received the poor grades that you want to petition to be alleviated;
- b. You must have completed within the Peralta District colleges at least 15 units of coursework with a GPA of 2.5 since receiving the grades you are petitioning to be disregarded; **and**
- c. You must formally petition and present evidence that the poor grades earned are not representative of your present scholastic ability and level of performance.

Coursework completed at an institution outside the Peralta District cannot be used to satisfy this requirement.

Please note:

When coursework is forgiven, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Veterans who request alleviation of substandard academic performance may be required to reimburse the VA for changes in these benefits.

Academic Standing

• Good Standing

To remain in good academic standing, you must maintain a cumulative grade point average of 2.0 or higher.

If your cumulative grade point average is less than 2.0, you will be considered scholastically deficient. There are two types of scholastic deficiency: probation and dismissal. There are two types of probation: academic and progress. Similarly, there are two types of dismissal: academic and progress.

Academic and Progress Probation

- **Academic Probation**

If you have attempted at least 12 semester units and have a cumulative GPA of less than 2.0 in the Peralta Community College District, you shall be placed on academic probation. You shall receive special counseling, including consideration of possible reduction of your study load.

If you have a cumulative grade point average of less than 2.0 at the end of any term, either semester or summer session, you shall be placed on academic probation during the following term of attendance and shall remain on academic probation until your cumulative grade point average is 2.0 or higher. You also will lose priority registration.

- **Progress Probation**

If you have enrolled in a total of at least 12 semester units as indicated on your total academic record in the Peralta Community College District, you shall be placed on progress probation when the percentage of "W", "I", and "NP" grades recorded reaches at least 50% of all grades recorded. You will remain on progress probation until your percentage of "W", "I", and "NP" grades falls below 50% of all grades recorded. You also will lose priority registration.

- **Probation Procedures**

Once you are placed on probation, you must then meet with a Counselor to gain clearance for registration and to discuss strategies for improving your academic performance, including possible reduction of your study load.

You are removed from Academic Probation and acquire good standing when your cumulative grade-point average is 2.0 or higher. You are removed from Progress Probation and acquire good standing when the percentage of units with entries of "W", "I", and "NP" drops below 50 percent.

Academic and Progress Dismissal

- **Academic Dismissal**

If you have been placed on academic probation and you earn a cumulative grade point average of less than 1.75 in all units attempted in each of three (3) consecutive semesters, you shall become subject to dismissal. Summer session and regular intercessions are considered a semester.

- **Progress Dismissal**

If you have been placed on progress probation, you shall be subject to dismissal if the percentage of units in which you have been enrolled reaches or exceeds 50% in at least three (3) consecutive semesters for which entries of "W", "I", and "NP" grades are recorded.

- **Dismissal Procedures**

Once you are placed on dismissal, you must either make an appointment to see a Counselor or attend a workshop to address the reasons you are on probation and petition for readmission. A Counselor will make a recommendation to the Vice President of Student Services or the Dean of Student Services regarding the possibility of continued registration. You will be notified within a specified time regarding whether or not your petition for readmission is approved or denied.

Course Repetition Administrative Procedure

The Peralta Community College District Administrative Procedure 4225 provides detail regarding course repetition and course repeatability and should be referenced. This procedure follows state regulations in Title 5.

Following is a summary and is not intended to replace or change Administrative Procedure 4225:

A. Students may petition to repeat a course for one of the following reasons:

1. To alleviate substandard academic work ("D," "F," "FW," and/or "NP") or because a "W" was earned. (Two repeats permitted; thus you can only take the course three times).
2. To meet a "legally mandated training requirement as a condition of continued paid or volunteer employment" (documentation required).
3. To address a "significant change in industry or licensure standards which is necessary for a student's employment or licensure" (documentation required).
4. Because of "extenuating circumstances" including verified cases of accidents, illness, or other circumstances beyond the student's control.
5. Because "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" (documentation required).
6. Because of a "significant lapse of time" (no less than 36 months) and "there is a properly established recency prerequisite for the course or program pursuant to Title 5 section 55003."

B. Students can repeat courses for one of the following reasons and a petition is not required.

1. 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.

2. A student may repeat Cooperative Work Experience for a total of 16 semester units, with a maximum of 6 semester credit hours during one enrollment period in general work experience and a maximum of 8 semester credit hours during one enrollment period in occupational work experience.
 3. A student may repeat a course which is designated as repeatable because repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.
 4. A student may repeat a course for purposes of Intercollegiate Athletics (350 contact hours per year per sport and 175 contact hours in courses that focus on conditioning and skill development) OR participation for up to four (4) semester enrollments in that course.
 5. A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges and the event is sanctioned by a formal collegiate or industry governing board.
 6. A student may enroll in active participatory courses in physical education, visual or performing arts that are related in content for no more than four (4) courses in each content area (even if a "W" is received).
- C. 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.**

Independent Study

Independent Study permits a student to explore an area of study or project of his/her choice not covered by regular catalog offerings. Such study may include directed field experience, research, or development of skills and competence.

Conditions for Independent Study

- A. You must have completed 12 semester units at the college.
- B. You must be concurrently enrolled in at least one other class at the college.
- C. You can enroll in one (1) Independent Study course in any given semester which cannot exceed five (5) units.
- D. You can only earn a maximum of five (5) units in any one discipline, regardless of the number of repeats.

Approval Process for Independent Study

- A. You must demonstrate that your background is adequate for the proposed course of study and you must have prior successful academic experience in the particular discipline of study.
- B. You must submit the required Independent Study form, with a written request, including an outline of the project to the instructor (contract full-time instructor) and obtain written approval prior to the end of the second week of the semester.
- C. You must have approval of the department chair.
- D. You must have the approval of the Office of Instruction.

Independent Study Course Characteristics

- A. Independent Study courses are conducted by full-time instructional faculty; are graded in a manner consistent to other course offerings; and you have access to the instructor during the instructor's office hours or at other times with the instructor's consent.
- B. These courses may count as electives and generally do not fulfill specific Associate degree requirements.
- C. Transfer credit for Independent Study (49's) is contingent upon an evaluation of the course by the receiving University of California. Independent Study (49's) transfers as elective credit to the CSU system.

Credit by Examination

Berkeley City College presently offers a credit by examination option for the following courses:

- Mathematics 201,
- Elementary Algebra;
- Mathematics 203,
- Intermediate Algebra, to meet the Associate degree general education requirement (see p. 89, Plan 2);
- American Sign Language 52B and 53B;
- CIS 200, Computer Concepts and Applications, to meet the Associate degree general education requirement (see p. 90, Plan 2); and
- English 1A, Composition and Reading

As other courses are established with a credit-by-examination option, the college will publish them in the Berkeley City College Catalog and Catalog Supplement.

If you are a registered student who is attending classes, are in good standing (not on probation), and have completed at least 12 semester units at Berkeley City College, you may petition to take an equivalency examination in the courses listed above. You may obtain a "Petition for Credit by Examination" from the Office of Admissions and Records, a Counselor, or online at: <http://web.peralta.edu/admissions/2011/07/petition-for-credit-by-examination/>. You should accompany the petition form with evidence of knowledge or experience in the content of the course. The department chairperson for the course involved makes the final determination of eligibility to challenge a course by examination.

You may accrue a maximum of 15 semester units using credit by examination. The District will record units earned on your record as a letter grade or "P" as determined by each department and grading policy. You are not permitted to challenge by examination any course of a lower level than a course you have previously completed.

Credit by examination is not part of your current work load and cannot be counted toward the 12-unit residency, veteran's benefits, financial aid, athletic eligibility, or similar purposes.

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 (to see the unit values awarded by the Peralta Community College District for any of these exams, please see the charts that follow each section).
- You may not use units from these exams to satisfy financial aid, veterans, or EOPS eligibility criteria.
- You may not use units from these exams to satisfy the 12-unit residency requirement at any of the Peralta Community College District's four colleges.
- If you have earned credit from an AP, IB, or CLEP exam, you should not enroll in a comparable college course because credit will not be granted for both the exam and the course.

Advanced Placement Tests

You will be granted credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) tests with scores of 3, 4, 5 (see the AP chart which follows) in specific subject areas for certificates, Associate degrees, CSU General Education Breadth certification and IGETC certification.

The unit/credit value granted for a college certificate or Associate degree may vary from the unit/credit value given by a UC or a CSU.

You may use units earned by AP examinations toward CSU, General Education Breadth Certification, (partial or full), according to the CSU approved list below and you may use units earned by AP examinations to meet Intersegmental General Education Transfer Curriculum (IGETC) as per the approved list below.

Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language Other Than English (LOTE).

There is no equivalent AP exam for IGETC Area 1B or CSU GE Breadth Area A3, Critical Thinking/Composition. There is no equivalent AP exam for IGETC Area 1C or CSU GE Breadth Area A1, Oral Communication.

If you have passed more than one AP exam in Calculus, only one exam may be used for credit/unit purposes for a certificate, Associate degree, CSU GE certification, and IGETC certification.

Some four-year institutions (e.g., out-of-state, independent) may not accept AP credit. Actual transfer credit awarded for admission is determined by the CSU and UC.

Individual CSU and UC campuses continue to determine the applicability and quantity of AP credits granted toward major or baccalaureate degree requirements.

In some areas, CSU grants additional units for elective credit toward eligibility for admission. The CSU campus to which you transfer determines the total number of units to be awarded for successful completion of Advanced Placement examination(s) and how the exam scores may apply to other graduation requirements.

For IGETC certification, AP exams in Biology, Chemistry, or Physics B allow a community college to apply 4 semester or 5 quarter units to IGETC certification (as noted in the chart below). For Environmental Science, Physics C: Mechanics and Physics C: Electricity. Magnetism, 3 semester or 4 quarter units are applied for IGETC certification (as noted below); therefore, students who have completed these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.

For CSU GE certification, if you pass more than one AP exam in Physics, only four units of credit may be applied to the certification.

The University of California Advanced Placement Policy can be found at their website: <http://www.universityofcalifornia.edu/educators/counselors/adminfo/freshman/advising/credit/aptest.html>

The California State University Advanced Placement Policy can be found at their website: http://www.calstate.edu/app/general_education.shtm

Advanced Placement Procedures/Credit by Examination

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 Office of Admissions and Records or at <http://web.peralta.edu/admissions/2011/07/petition-for-advanced-placement-credit/>;
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 Office of Admissions and Records and submit it to the Vice President of Instruction, who will evaluate requests on a case-by-case basis. For details about Credit by Examination, see AP 4235: Credit by Examination.

AP Exam	PCCD Course ¹	PCCD GE Area	PCCD Units	CSU GE Area and/or A.I.	CSU 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 and B3	4	5B w/lab	4
Chemistry	CHEM 30A	1	4	B1 and B3	4	5A w/lab	4
Chinese Language/Culture	CHIN 1 or 30A	3	5	C2	3	3B and 6A	3
Computer Science A	N/A	4c	1	N/A	N/A	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	ENGL 1A	4a or 4d	4	A2	3	1A	3
English Literature	ENGL 1A & 1B	3 and 4d	8	A2 and C2	6	1A or 3B	3
Environmental Science	N/A	1	3	B1 and B3	4	5A w/Lab	3
French Language	FREN 1A	3	5	C2	3	3B and 6A	3
German Language	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	34H + (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	HIST 3	2	3	C2 or D6	3	3B or 4F	3
Human Geography	GEOG 2	2	3	D5	3	4E	3
Japanese Language/Culture	JAPAN 1A	3	5	C2	3	3B and 6A	3
Latin: Vergil	N/A	3	3	C2	3	3B and 6A	3
Mathematics: Calculus AB	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Calculus BC	MATH 3A OR 3B	4b	5	B4	3	2A	3
Mathematics: Calculus BC/AB Subscore	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Statistics	MATH 13	4b	4	B4	3	2A	3
Physics B	PHYS 2A	1	5	B1 and B3	4	5A w/Lab	4
Physics C: Electricity/Magnetism	PHYS 4B	1	5	B1 and B3	4	5A w/Lab	3
Physics C: Mechanics	PHYS 4A	1	5	B1 and B3	4	5A w/Lab	3
Psychology	PSYCH 1A	2	3	D9	3	4I	3
Spanish Language	SPAN 1A	3	5	C2	3	3B and 6A	3
Spanish Literature	N/A	3	3	C2	3	3B and 6A	3

¹The 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.

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.) If you wish to apply for IB credit, you should:

1. Obtain a "Petition for International Baccalaureate Examination Credit" from the Office of Admissions and Records;
2. Attach an official IB transcript;
3. Take the completed petition and supporting documentation to a Counselor for review.

B 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 HL (any language, except English)	3	3	C2	3	3B and 6A	3
Language A2 HL (any language, except English)	3	3	C2	3	3B and 6A	3
Language A1 HL (any language)	3	3	C2	3	3B	3
Language A2 HL (any language)	3	3	C2	3	3B	3
Language B HL (any language)	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

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. If you wish to apply for CLEP credit, you should:

1. Obtain a "Petition for College-Level Examination Program Credit" from the Office of Admissions and Records;
2. Attach official copies of CLEP score reports from the College Board; and
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

Grading Policies and Grade Symbol Definitions

Each Peralta college 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	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
FW	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.	0
P	Pass (at least satisfactory; units awarded not counted in GPA)	
NP	No Pass (less than satisfactory, or failing; units not counted in GPA)	
I	Incomplete (Incomplete Academic Work for Unforeseeable and Justifiable Reasons at the End of the Term) Conditions for removal of the "I" and the grade assigned shall be filed by the instructor with the Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The "I" symbol must be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A time extension beyond one year but not to exceed one semester or -quarter may be granted by petition.	
IP	In Progress The "IP" symbol shall be used to indicate that the course extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.	
RD	Report Delayed The "RD" symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the students. It is temporary. This temporary symbol shall not be used in calculating grade point averages and shall be replaced by a permanent symbol as soon as possible.	

Academic Policies and Procedures

W

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.

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).

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.

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.

It is the student's responsibility to drop a class. Students can drop a class online through the Passport Student Center or in the college Office of Admissions and Records.

MW

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.

For students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses, the Peralta Community College District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.

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.

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. If you do not meet these requirements, you are highly unlikely to receive a satisfactory grade in the course. You may not officially enroll in a course without the appropriate prerequisite, corequisite, or equivalent preparation. You may enroll in a course without the recommended preparation. However, you are advised that you might not derive as much benefit from instruction as you would have if you had satisfied the recommended preparation.

- **Prerequisite** means a condition of enrollment that the college requires a student to meet 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. You must complete a prerequisite course with a satisfactory grade ("A", "B", "C", "P"). The prerequisites for each course are listed in the class schedule and in the "Course Announcements" section of this catalog.

When a student attempts to enroll in a course with a prerequisite online through the PASSPORT Student Center, the system checks the student's academic records for evidence that the student has taken or is taking the prerequisites at one of the Peralta Colleges. If the student is currently taking the prerequisite course, the student is allowed to enroll provisionally until the course grade is received. If the grade in the prerequisite course is below a "C", the student will be automatically dropped from the higher level course. The student will be informed of this by e-mail. In all other cases, the student will have to take some extra step before you can enroll.

- **Corequisite** means a condition of enrollment consisting of a course that a student must take concurrently 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 a student is highly unlikely to succeed. The corequisites for each course are listed in the class schedule and in the "Course Announcements" section of this catalog.

If a student enrolls in a course with a corequisite, the student must enroll in the corequisite course as well. (If the student has previously taken the corequisite course and obtained a grade of "C" or better, student does not need to enroll in it again).

- **Recommended Preparation (Advisory)** means a condition of enrollment that the college advises, but does not require the student 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 that enables a student to achieve a greater depth or breadth of knowledge of course material but without which a student is still likely to succeed in a course or program.

Petition for Prerequisite/Corequisite Equivalency or Substitution

After a student has completed the English, Mathematics, or ESL assessment test, the student should meet with a Counselor regarding course placement and for removal of any prerequisite holds.

If a student has completed a comparable or equivalent prerequisite or corequisite course outside the Peralta Community College District, the student should meet with a Counselor and provide a transcript showing the comparable or equivalent course. If upon review, the Counselor determines that the prerequisite or corequisite course has been taken at another college, the Counselor will remove the prerequisite hold and the student will be able to enroll in the course.

Petition for Prerequisite/ Corequisite Challenge

If a student desires to challenge the prerequisite or corequisite, the student must file a "Petition for Prerequisite/Corequisite Challenge" with appropriate documentation in the Office of the Vice President of Instruction or Office of the Vice President of Student Services. The form can be obtained at the Office of Admissions and Records or online at <http://web.peralta.edu/admissions/2011/07/prerequisites-corequisites-and-recommended-preparation/>

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

1. The student has acquired through work or life experiences the skills and knowledge that 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.

Upon submission of the "Petition for Prerequisite/Corequisite Challenge" the student will be able to enroll in the class. The challenge will be resolved by the appropriate faculty member 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 in writing that they have been dropped.

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.

The grade-point average is determined by the following formula: Total grade points earned, divided by total semester units attempted = GPA.

Example:

A student who earns 5 units of "A," 4 units of "B," 3 units of "C," 2 units of "D," and 2 units of "P" would compute the GPA as follows:

Attempted	Completed	Grade Points	Units	Grade Points
5 Units	5 Units	A = 4	x	5 = 20
4 Units	4 Units	B = 3	x	4 = 12
3 Units	3 Units	C = 2	x	3 = 6
2 Units	2 Units	D = 1	x	2 = 2
0 Units	2 Units	P = 0	x	2 = 0
<hr/> 14 Units	<hr/> 16 Units			<hr/> 40 earned

40 grade points earned divided by 14 units attempted = 2.85 GPA

Units for which a W, MW, P, NP, or I were assigned are not counted in units attempted.

Conversion of quarter units to semester units used by all colleges and universities who are on the semester system is as follows:

Divide quarter units by 1.5 to determine the equivalent unit value in terms of semester units. For example, three quarter units of work equals two semester units. The student may consult a counselor if in doubt about the conversion of units accumulated under the quarter system.

from the course. If the challenge has not been resolved within five (5) working days, the student will remain enrolled in the class. The student shall bear the initial burden of showing that grounds exist for the challenge.

Scholastic Standards

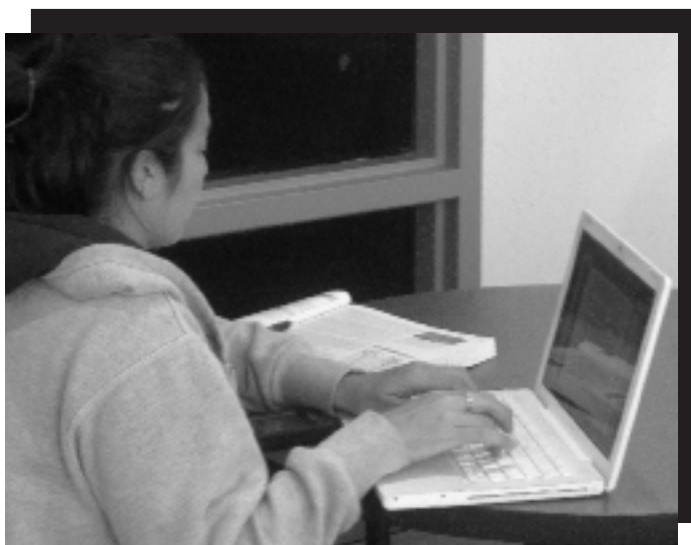
Each instructor assigns grades to students based on standards established as appropriate for each class. An instructor may use written papers, participation in class discussions, oral presentations, projects, laboratory experiments, midterm and final examinations, and other methods to demonstrate learning as well as class attendance/participation to determine grades. You are responsible for complying with the criteria the instructor uses in grading; consult your course syllabus for details. You should consult with instructors during office hours for assistance.

Grade Corrections

The District will change no grade without the consent, in writing, by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud, and incompetency.

No grade changes will be made if two years have passed since the end of the semester for which the instructor assigned the grade. Grades are not subject to change by reason of a revision of judgment on the instructor's part. An instructor may revise an Incomplete ("I") only on the basis of a new examination or additional work undertaken as agreed upon when the ("I") grade was originally submitted.

The Request for Record Correction form is available online at: www.peralta.edu/Projects/322/A_R_Forms/Request_for_Record_Correction.doc



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.)

Classroom Recording

Students must have permission from the instructor(s) to make audio or video recordings or take photographs in the classroom.

Students with disabilities who need to use classroom recording as an accommodation should contact the Office of Programs and Services for Students with Disabilities/DSPS to make the necessary arrangements and do so in a timely manner.

Associate Degree and Certificate Requirements



This section describes the requirements for completing associate degrees and certificates. The units for each associate degree or certificate vary according to the program you choose. In the section following this one, you will find the list of degree and certificate programs offered at Berkeley City College.

If you pursue a degree or certificate, you should meet with a BCC counselor to review the requirements and to develop a Student Educational Plan (SEP). Once you develop your educational plan, you should meet regularly with your counselor to review your progress.

As you near the completion of your degree or certificate, you must file a petition to have your course work evaluated. BCC's class schedule provides you with deadline dates for filing the petition. We will look forward to your participation in our graduation ceremony held at the end of the spring semester.

Associate Degree and Certificate Requirements

The State Chancellor's Office, California Education Code, and the Board of Trustees of the Peralta Community College District prescribe the requirements for awarding associate degrees and certificates. Berkeley City College offers four types of associate degrees. The Associate in Arts (AA), the Associate in Science (AS), the Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees. Additional information regarding the AA-T and AS-T degrees can be found on p. 59.

The Associate in Arts (AA) and the Associate in Science (AS) require the completion of all Berkeley City College (Peralta Community College District) general education graduation requirements (see pp. 87-90) and specified major degree requirements (see pp. 95-181).

The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) are designed to provide a clear pathway to a CSU major and baccalaureate degree. Students who are awarded an AA-T or AS-T 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. You should meet with a Counselor regarding these degrees and complete a Student Education Plan.

The Associate Degrees for Transfer (AA-T or AS-T) require the completion and certification of the California State University General Education (CSU GE: see p. 67-69) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see p. 61-64) as well as the specific Associate Degree for Transfer (AA-T or AS-T) major degree requirements.

If you are completing an Associate Degree, you are responsible for filing all transcripts of previous college work and for filing a "Petition for an Associate Degree" by the deadline date during the semester in which you plan to complete the requirements. If you are completing a certificate, you are responsible for filing a "Petition for a Certificate" by the deadline date during the semester in which you plan to complete the requirements. (See the college calendar in the class schedule for deadline dates.)

Overall Requirements for An Associate in Arts (AA) Degree or Associate In Science (AS) Degree

If you are a candidate for the Associate degree (AA or AS), you must complete at least 60 units which include courses in a major, general education, and electives, as necessary.

1. You must complete at least 19 units in general education (see below for details).
2. The college requires a minimum number of 18 units for the major. The maximum number of units varies with the major. You should refer to the individual curriculum patterns for this information. You must earn a grade of "C" or better in each course in the major.

Note~

When the units from general education and the major do not total 60 units, you must complete any degree-applicable course(s), referred to as electives, until you obtain the total of 60 units.

3. You must take at least 12 of the required units at Berkeley City College.
4. You must achieve a minimum grade-point average of 2.0 (C) in EACH of the following:
 - Overall grade-point average; **and**
 - General education requirements
5. You must earn a grade of "C" or better for each course in the major and in areas 4a and 4b of general education.

Catalog Rights

Your catalog rights are defined as maintaining enrollment in at least one semester per academic year, excluding summer session and intersession, in any of the Peralta Colleges. The withdrawal symbol (W) constitutes enrollment. Your catalog rights include the following:

1. The regulations in effect at the time you entered the college, provided you have been in continuing enrollment until you have completed the requirements for the degree/certificate*;
Or
2. The regulations current at the time you re-enter the major program and remain in continuing enrollment until you complete the requirements of the degree/certificate*;
Or
3. The regulations current at the time you file and receive the degree/certificate.

Associate Degree General Education Requirements

(Not for the AA-T or AS-T)

General education requirements for the Associate in Arts and Associate in Science degrees appear below:

- You must complete a minimum of 19 units distributed among Areas 1, 2, 3, 4a, 4b, 4c, 4d, and 5.
- You must achieve a minimum grade point average of 2.0 (C).
- You must obtain a grade of "C" or better in areas 4a and 4b.

Note:

While a course might satisfy more than one general education requirement, the college will not count it more than once for this purpose (see Exception for Ethnic Studies courses). PCCD will accept a course with a minimum of 4 quarter units to satisfy an area that requires a minimum of 3 semester units and a course with a minimum of 1.5 quarter units to satisfy Area 4c, which requires a minimum of 1 semester unit,

The following list of courses reflects general education courses taught at Berkeley City College. The college will revise this list each semester as courses are added or deleted from the curriculum:

Area 1 - Natural Science—One Course with a Minimum Value of 3 Semester Units:

Courses in the natural sciences are those that examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help you develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines (AP 4100).

Anthropology: 1

Astronomy: 10

Biology: 1A, 1B, 3, 10, 13, 25, 33, 34

Chemistry: 1A, 1B, 12A, 12B, 30A, 30B

Geography: 1, 10

Geology: 10

Physical Science: 10, 20

Physics: 2A, 2B, 3A, 3B, 4A, 4B, 4C, 10

Area 2 - Social And Behavioral Sciences— One Course With A Minimum Value Of 3 Semester Units:

Courses in the social and behavioral sciences are those that focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help you develop an awareness of the method of inquiry the social and behavioral sciences use. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology, and related disciplines (AP 4100).

African-American Studies: 1, 33

American Sign Language: 55A

Anthropology: 2, 3, 7, 13, 15, 18, 55

(continued on next page)

Associate Degree General Education Requirements

(Not for the AA-T or AS-T)

Area 2 - Social And Behavioral Sciences—

One Course With A Minimum Value Of 3 Semester Units:

(continued from previous page)

Art: 181, 182(**)
Asian and Asian-American Studies: 45B
Biology: 27(*)
Business: 5, 77
Child Development: 51
Communication: 6, 19
Economics: 1, 2
Education: 1
Ethnic Studies: 1
Geography: 2, 3, 5, 10
Health Education: 1, 27 (*), 46F
History: 1, 2A, 2B, 3A, 3B, 5, 7A, 7B, 8B, 10B, 12, 17, 19, 20, 21, 22, 23, 28, 29, 31 (**), 32, 33, 37 (+), 38 (++), 39, 40
Humanities 182(**)
International Trade: 34, 35
Learning Resources: 222
Political Science: 1, 2, 3, 4, 5, 6, 11, 12 (**), 20 (++), 25 (+)
Psychology: 1A, 6, 7A, 10, 21, 28, 30
Social Sciences: 1 (+++), 2, 3, 101
Sociology: 1, 2, 3, 5, 6, 8, 13, 120
Women's Studies: 1 (+++)

(*), (**), (**), (+), (++), or (+++) (Students will receive credit for one course only.)

Area 3 - Humanities—One Course with a Minimum Value of 3 Semester Units:

Courses in the humanities are those that study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help you develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion (AP 4100).

African-American Studies: 44B
Arabic: 1A, 1B, 30A
Anthropology: 7
American Sign Language: 50, 51, 52, 53
Art: 1, 2, 3, 4, 13, 14, 16, 98 (*). 180, 181, 182(+++)
Asian and Asian-American Studies: 30
Chinese: 1
Communication: 5
English: 1B, 10A, 10B, 17A, 17B, 20, 21 (*), 47, 50, 85A, 85B, 85C, 217A, 217B, 220

(continued on next page)

Associate Degree General Education Requirements

(Not for the AA-T or AS-T)

Area 3 - Humanities—One Course with a Minimum Value of 3 Semester Units:

(continued from previous page)

French: 1A, 1B

History: 33

Humanities: 1, 5, 21 (*), 26, 30A (**), 30B, 40, 46 (***), 52 (+), 53, 55, 182(+++)

Mexican and Latin American Studies: 30A, 30B

Multimedia Arts: 121, 122A, 122B, 123, 124

Music: 15A, 15B

Philosophy: 1, 2, 10, 11, 16, 20A, 20B, 31A (**), 35 (++), 37, 46 (***)

Portuguese 1A, 1B

Spanish: 1A, 1B, 2A, 2B, 10A, 10B, 15, 22A, 22B, 31A, 31B, 35B, 38, 39, 40

Women's Studies: 35 (++), 52 (+)

(*), (**), (***), (+), (++), or (+++) Students will receive credit for one course only.

Area 4 - Language and Rationality—One Course from Each Sub-Area Must be Completed:

Courses in language and rationality are those that help you develop the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system you use (AP 4100).

4a. English Composition: One course with a minimum value of 3 semester units.

(Students must receive a grade of "C" or better.)

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

Communication: 5

English: 1A, 1B, 5, 100, 101A+, 101B+

ESL: 52A, 52B

+Both English 101A & 101B must be completed with a grade of "C" or better.

Credit by Examination for English 1A: Examination will be offered by the English Department.

4b. Mathematics: May be met by one of the two plans listed below.

(Students must receive a grade of "C" or better)

Minimum level of intermediate algebra (AP 4100).

Plan (1):

Completion of one course with minimum value of 3 semester units (unless otherwise noted) from the following list:

Mathematics: 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 18, 50, 202, 203, 214

*Four units required.

Plan (2):

Credit by Examination of Mathematics 203.

1. Examination will be offered by the Mathematics Department.

2. Examination may be repeated one time only when grade is less than "C."

(continued on next page)

Associate Degree and Certificate Requirements

Associate Degree General Education Requirements

(Not for the AA-T or AS-T)

Area 4 - Language and Rationality—One Course from Each Sub-Area Must be Completed:

(continued from previous page)

4c. Computer Literacy: One course with minimum value of 1 semester unit.

May be met by one of the two plans listed below.

A broad understanding of computer concepts (AP 4100).

Plan (1):

Completion of one course with minimum value of 1 semester unit from the following list:

Business: 24

Computer Information Systems: All courses with a minimum value of 1 semester unit and numbered 1 through 248.

Multimedia Arts: All courses numbered 130 through 200

Plan (2):

Credit by Examination for CIS 200

Examination will be offered by the CIS Department.

4d. Oral or Written Communication or Literature: One course with a minimum value of 3 semester units.

Requirements shall include written communication, oral communication, literature, or selected English as a Second Language courses (AP 4100).

Business: 201

Communication: 1A, 3, 4, 5, 6, 19, 20, 45

English: All courses numbered 1 through 247, (except 48's, 49's, 101A, 101B, 130, and 208)

English as a Second Language: 50A, 50B, 52A, 52B

History: 33

Multimedia Arts: 101, 109, 110, 112, 113, 120

Area 5 - Ethnic Studies: One course with a minimum value of 3 semester units.

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 (AP 4100).

African-American Studies: 1, 33, 44B

Anthropology: 55

Asian and Asian-American Studies: 30, 45B

English: 50

Ethnic Studies: 1

History: 1, 17, 19, 33

Mexican and Latin American Studies: 30A

Music: 15A, 15B

Political Science: 5

Sociology: 5

Note:

Any course listed in Area 5. Ethnic Studies that is also listed in another area may be used to satisfy both areas. However, the units are counted only once.

Major Field: 18 Semester Units (Minimum)

A listing of major fields available at Berkeley City College follows this section. A grade of "C" or better is required in each course in the major. A course may be used to satisfy both a general education and a major requirement; the units, however, may be counted only once.

Certificates

- **Certificate of Achievement**

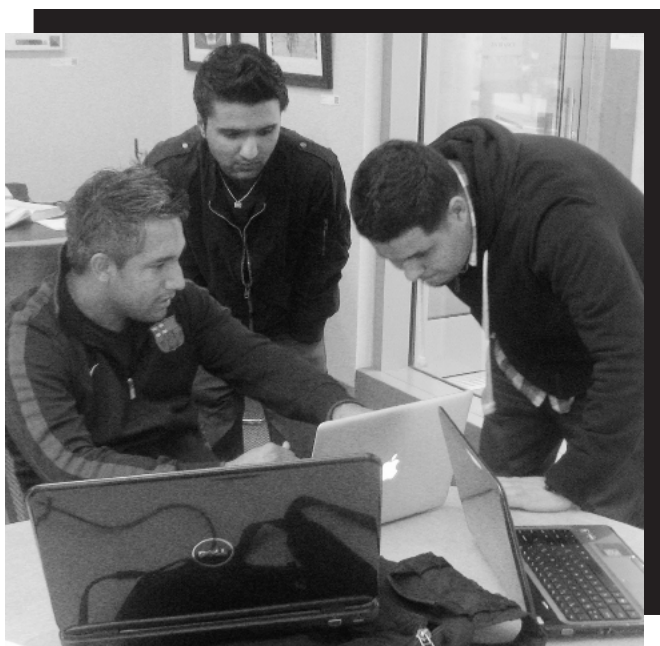
The college grants certificates of achievement to students who complete the required courses in accordance with state approved prescribed standards. The requirements for the certificate vary with each occupational curriculum; some may require more than one or two years to complete depending on course 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 Berkeley City College.
- (2) The second type of Certificate of Achievement requires completion of 12 – 17.5 units in a specified program of courses with a grade of "C" or better in each course.

- **Certificate of Proficiency**

The college grants a certificate of proficiency to you if you complete the required courses in accordance with the college's prescribed standards. The requirements for the certificate vary with each 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.



Thinking about a major in biotechnology?

Start your associate in science degree at Berkeley City College, then transfer to UC or CSU

Thousands of new positions continue to open in the Bay Area's bioscience industry in specialties such as research, production, quality control, and laboratory operations. Our Biotechnology Program prepares you for science careers in:

- Agriculture
- Biomedical
- Criminal Justice
- Environmental Science
- Pharmaceuticals
- Stem Cell Research

Advanced bioscience students may participate in public and private sector internships.

For details, call (510) 981-2887.

Associate Degree and Certificate Programs



Berkeley City College's associate degree and certificate programs prepare you to complete your formal education and/or train you for jobs in today's competitive job market. A degree or certificate from Berkeley City College also starts you on the path to lifelong learning.

If you choose a full-time schedule, you may complete a 60-unit associate degree in about two years or a 30-unit certificate in one year. However, you may wish to attend classes part time; thus it would take longer to complete your studies.

Berkeley City College offers associate in arts and associate in science degrees. Associate in science degrees are in areas such as biotechnology and computer information systems. Associate in arts degrees are in areas such as American Sign Language, art, biotechnology, business, English, global studies, multimedia arts, liberal arts, public and human services, and Spanish. Certificates in areas such as business and office technology, and multimedia arts allow you to prepare for jobs and then keep pace with growing industries. Many of our faculty are practicing professionals who work in their fields and who form valuable college connections to business and industry.

Academic and career counseling are available days and evenings to meet a variety of busy schedules.

Associate Degree and Certificate Programs at Berkeley City College

The following is a list of study areas described in this catalog for which the college awards an Associate in Art degree (AA), an Associate in Science degree (AS), a Certificate of Achievement (CA), or a Certificate of Proficiency (CP) in liberal arts, science, occupational fields, or specialized areas of study. The Associate in Arts for transfer (AA-T) and the Associate in Science for transfer (AS-T) are intended for students who plan to complete a Bachelor's degree in a similar major at a CSU campus. BCC Catalog Supplements are issued annually to update this information.

American Sign Language	AA	CA	
American Sign Language Interpreter Training		CA*	
Art			
Art	AA		
Art: Figure Studies		CA	
Public Art		CA	
Biotechnology	AS	CA	CP
Business			
Accounting	AA		CP
Business Administration	AA		
Business Administration for Transfer	AS-T		
General Business	AA	CA	
Office Technology	AA		
Administrative Assistant		CA	
Administrative / Accounting Assistant		CA	
Administrative Assistant/Medical		CA	
Computer Information Systems			
Applied Micro Computer Information Systems	AS	CA	
Computer Programming	AS*	CA*	
Network Support Technician	AS*	CA*	
Web Programming	AS	CA	
Education: Elementary Teacher Education	AA-T		
English as a Second Language			
ESL: High Intermediate			CP
ESL: Advanced			CP
English			
English for Transfer	AA-T		
English Language and Literature	AA		
English Language/Writing	AA		
Creative Writing/Fiction		CA	
Creative Writing/Playwriting and Screenwriting			CP
Creative Writing/Poetry		CA	
Global Studies	AA		
Liberal Arts			
Liberal Arts with Emphasis in Arts and Humanities	AA		
Liberal Arts with Emphasis in Social and Behavioral Sciences	AA		
Liberal Arts: CSU General Education Breadth		CA	
Liberal Arts: Intersegmental General Education Transfer (IGETC)		CA	
Mathematics for Transfer	AS-T		
Multimedia Arts			
Animation	AA		
Digital Imaging	AA		
Digital Video Arts	AA		
Web Design/Production	AA		
Writing for Multimedia	AA*		
Advanced 3-D Illustration			CP
Advanced Animation			CP

(continued on next page)

Associate Degree and Certificate Programs

Associate Degree and Certificate Programs at Berkeley City College

Multimedia Arts			
Advanced Digital Imaging			CP
Advanced Digital Photography			CP
Advanced Digital Printmaking			CP
Advanced Digital Video Production			CP
Advanced Editing			CP
Basic 3-D Illustration			CP
Basic Animation			CP
Basic Digital Imaging			CP
Basic Digital Photography			CP
Basic Digital Printmaking			CP
Basic Editing			CP
Basic Motion Graphics			CP
Basic Multimedia			CP
Cinematography I			CP
Cinematography II			CP
Documentary			CP
Foundation for Animation			CP
Foundation for Multimedia			CP
Foundations of Video			CP
Intermediate Animation			CP
Intermediate Digital Imaging			CP
Intermediate Digital Photography			CP
Intermediate Digital Printmaking			CP
Intermediate Editing			CP
Intermediate Video Production			CP
Music Video			CP
Writing for Multimedia			CP
Political Science	AA-T		
Psychology for Transfer	AA-T		
Public and Human Services			
Community and Public Services	AA	CA	
Community Health Worker	AA	CA	
Social Services Paraprofessional	AA	CA	
Public and Human Services Cohort I			CP
Public and Human Services Cohort II			CP
Sociology for Transfer	AA-T		
Spanish			
Spanish Language	AA	CA	
Spanish Medical Interpreting		CA	
Women's Studies			CP*

**Programs are undergoing revision and are not currently offered.*

Associate Degree and Certificate Programs

American Sign Language Associate in Arts Degree and Certificate of Achievement Programs

American Sign Language (ASL) is the fourth most used language in the United States. It is the major language that the American Deaf population uses.

Berkeley City College's ASL Program enables students to acquire the communicative competence in ASL and the cultural sensitivity needed to interact successfully with members of the American Deaf community.

Students who will benefit from this program include the following: those who wish to expand their language skills and cultural knowledge to enhance other majors (e.g., interpreting, education, social work, and psychology); those who need to fulfill a university foreign language requirement; parents of deaf children; and deafened adults. Students will develop skills which will also make them more marketable to potential employers who encounter the Deaf.

American Sign Language Degree Major/Certificate Requirements*

<i>Required Courses</i>	<i>Units</i>
ASL 50 American Sign Language I	4
ASL 51 American Sign Language II	4
ASL 52 American Sign Language III	4
ASL 53 American Sign Language IV	4
ASL 55A History and Culture of Deaf People in America I	3
ASL 55B History and Culture of Deaf People in America II	3
ASL 57 Structure of American Sign Language	3
ASL 200B Classifiers II	2
ASL 202B Fingerspelling and Numbers II	1
ASL 464 Occupational Work Experience in American Sign Language	2
*Major Requirements	30
General Education and Electives	30
Total Units	60

**For the Certificate of Achievement, students must complete the 30-unit major requirements only.*

Associate Degree and Certificate Programs

American Sign Language Associate in Arts Degree/Certificate of Achievement Recommended Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Arts degree or a Certificate of Achievement in American Sign Language. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

Course		Units
1st Semester/Fall		
ASL 50	American Sign Language I	4
ASL 55A	History and Culture of Deaf People in America I	3
	General Education or Elective classes for AA	8
Total		15
2nd Semester/Spring		
ASL 51	American Sign Language II	4
	General Education or Elective classes for AA	11
Total		15
Summer Session		
ASL 200A	Classifiers I	2*
ASL 202A	Fingerspelling & Numbers I	1*
3rd Semester/Fall		
ASL 52	American Sign Language III	4
ASL 57	Structure of American Sign Language	3
ASL 202B	Fingerspelling & Numbers II	1
	General Education or Elective classes for AA	7
Total		15
4th Semester/Spring		
ASL 53	American Sign Language IV	4
ASL 55B	History and Culture of Deaf People in America II	3
ASL 200B	Classifiers II	2
ASL 464	Occupational Work Experience in American Sign Language	2
	General Education or Elective classes for AA	4
Total		15

**ASL 200A (Classifiers I, 2 Units) and ASL 202A (Fingerspelling & Numbers I, 1 Unit) are optional classes.*

Program Learning Outcomes for American Sign Language Program

Students who achieve certificates and associate degrees will be able to:

- Demonstrate expressive competence in ASL.
- Demonstrate receptive competence in ASL.
- Demonstrate awareness of and respect for the language, history and culture of Deaf people, including their values, beliefs, and customs.
- Demonstrate appropriate cultural behavior at events where a majority of attendees are Deaf people and ASL native signers, e.g. school, club, organization, etc.

Associate Degree and Certificate Programs

Art Associate in Arts Degree and Certificate of Achievement Programs

The Art Department offers both an Associate in Arts Degree and Certificates of Achievement programs. Various required and elective courses focus on individual creative development and provide a broad range of classroom and studio experiences. Art courses fulfill requirements for transfer or prepare you for careers requiring competency in visual media.

Art Associate in Arts Degree

<i>Course</i>		<i>Units</i>
Choose 3 units from the following seven courses:		
ART 1	Introduction to Art History	3
ART 4	History of Modern Art (1800 to Present)	3
ART 13	History of Women in Art (19th & 20th Centuries)	3
ART 14	Themes, Trends, and Traditions in World Art	3
ART 16	Introduction to Islamic Art	3
ART 182	Introduction to Visual Culture	3
	Or	3
HUMAN 182	Introduction to Visual Culture	3
Additional Requirements:		
ART 18	Critique and the Creative Process	3
ART 20	Beginning Drawing & Composition	3
ART 21	Continuing Drawing & Composition	2
ART 25	Beginning Figure Drawing & Composition	2
ART 26	Continuing Figure Drawing & Composition	2
ART 50	Beginning Painting	3
Choose a minimum of 6 units from the studio art electives listed below:		
ART 24	Special Projects: Drawing	2
ART 29	Special Projects: Figure Drawing	2
ART 30	Beginning Figure Drawing: Anatomy	2
ART 31	Continuing Figure Drawing: Anatomy	2
ART 41	Basic Design	2
ART 44	Three Dimensional Design	2
ART 51	Continuing Painting	2
ART 54	Special Projects: Painting	2
ART 60	Beginning Painting: Watercolor	2
ART 64	Special Projects: Watercolor Painting	2
ART 95A	Beginning Photography I	3
ART 95B	Beginning Photography II	3
ART 96A	Intermediate Photography	3
ART 96B	Advanced Photography	3
ART 119	Figure Painting in Context	3
ART 133A	Mural Design and Creation I	3
ART 133B	Mural Design and Creation II	4
ART 175	Studio Art Laboratory	1
ART 180	Introduction to Conceptual Art	3
ART 181	Artist as Citizen: Community-Based Art Practices	3
	Major Requirements	24
	General Education and Electives	36
	Total Units	60

Art
Associate in Arts Degree
Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Arts degree in art. This is only one possible pattern. If you wish to earn an associate degree, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Courses</i>		<i>Units</i>
1st Semester/Fall		
ART 1	Introduction to Art History	3
	Or	
ART 4	History of Modern Art (1800 to Present)	3
	Or	
ART 13	History of Women in Art (19th & 20th Centuries)	3
	Or	
ART 14	Themes, Trends, and Traditions in World Art	3
ART 20	Beginning Drawing & Composition	3
	General Education or General Electives	9
	Total	15
2nd Semester/Spring		
ART 21	Continuing Drawing & Composition	2
ART 25	Beginning Figure Drawing & Composition	2
	General Education or General Electives	11
	Total	15
3rd Semester/Fall		
ART 26	Continuing Figure Drawing & Composition	2
ART 50	Beginning Painting	3
	Art Elective	2
	General Education or General Electives	8
	Total	15
4th Semester/Spring		
ART 18	Critique and the Creative Process	3
	Art Electives	4
	General Education or General Electives	8
	Total	15

Program Learning Outcomes for Art AA

Students who achieve associate degrees will be able to:

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

Art: Figure Studies Certificate of Achievement

Berkeley City College's Figure Studies Certificate prepares people for entry-level jobs in Illustration, Multimedia, Gaming, Mobile Technology and other industries that rely on creating and rendering the figure. Upon completion of the certificate you will have a strong foundation in both traditional and contemporary approaches to the figure.

<i>Required Courses</i>	<i>Units</i>
ART 20 Beginning Drawing & Composition	3
ART 25 Beginning Figure Drawing & Composition	2
ART 29 Special Projects: Figure Drawing	2
ART 119 Figure Painting in Context	3
MMART 178 Drawing for Animation	2
MMART 178L Drawing for Animation Lab	1
Art History Electives (see below)	3
Studio Art Electives (see below)	4-5
Total Units	22-23

<i>Course</i>	<i>Units</i>
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Choose from the following art history electives:

ART 1 Introduction to Art History	3
ART 4 History of Modern Art (1800 to Present)	3
ART 13 History of Women in Art (19th & 20th Centuries)	3
ART 14 Themes, Trends, and Traditions in World Art	3
ART 182 Introduction to Visual Culture	3
Or	
HUMAN 182 Introduction to Visual Culture	3

Choose from the following studio art electives:

ART 18 Critique and the Creative Process	3
ART 54 Special Projects: Painting	2
ART 175 Studio Art Laboratory	1
MMART 131A Photoshop I	2
MMART 131LA Photoshop I Lab	1

Art: Figure Studies
Certificate of Achievement
Two-Year Course Sequence Beginning In the Fall Semester

You can use the following pattern to complete a Certificate of Achievement in Art: Figure Studies. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Required Courses</i>		<i>Units</i>
1st Semester/Fall		
ART 20	Beginning Drawing & Composition	3
ART 25	Beginning Figure Drawing & Composition	2
	Total	5
2nd Semester/Spring		
ART 30	Beginning Figure Drawing: Anatomy	2
	Elective	4
	Total	6
3rd Semester/Fall		
ART 29	Special Projects: Figure Drawing	2
MMART 178	Drawing for Animation	2
MMART 178L	Drawing for Animation Lab	1
	Total	5
4th Semester/Spring		
ART 119	Figure Painting in Context	3
	Elective	4
	Total	7

Program Learning Outcomes for Figure Studies CA Program

Students who achieve certificates will be able to:

- Assemble a portfolio of strong drawings, painting, sculptures or digital media featuring the human figure that demonstrate skill and understanding of techniques in various media.
- Assemble a portfolio of strong drawings, painting, sculptures or digital media featuring the human figure that combine personal style and technical skills to create a provocative, insightful, and inventive composition that integrates the figure with its environment.
- Produce drawings in various media reflecting an understanding of anatomical function, surface depiction, skeletal and muscle attachments, proportion and physicality particular to the human form.
- Write a visual analysis/ critique of their own and others' art of the figure based on both form and content, and its relation to a historical and global context.

Public Art Certificate of Achievement

Berkeley City College's Public Art Certificate of Achievement prepares people to participate in local, national and international arenas of public art, for which working with clients and community are a critical part. The True Colors Mural Program at BCC is the cornerstone for the certificate. The program, in collaboration with Earth Island Institute, supports the development of young artist activists for the improvement of the urban environment through the creation of public murals. The purpose of the murals is to both educate urban dwellers and beautify the urban environment with messages and images that support ecological sustainability, conservation and restoration. With a fully implemented Public Art Certificate Program, students will have a range of course offerings that are both theory and practice based. You will graduate with skills in the technical areas of mural design and creation, public installation and performance, and public art administration and management. Students will be fully prepared to pursue a professional career at any four year college or university in any of these areas.

<i>Required Courses</i>		<i>Units</i>
ART 20	Beginning Drawing & Composition	3
ART 50	Beginning Painting	3
ART 133A	Mural Design and Creation I	3
ART 133B	Mural Design and Creation II	4
ART 181	Artist as Citizen: Community-Based Art Practices	3
	Art History Course (Choose from listing below)	3
	Studio Art Electives (Choose from listing below)	2-3
Total Units		21 - 22

<i>Courses</i>		<i>Units</i>
Required Art History courses (choose one of the following):		
ART 1	Introduction to Art History	3
ART 4	History of Modern Art (1800 to Present)	3
ART 13	History of Women in Art (19th & 20th Centuries)	3
ART 14	Themes, Trends, and Traditions in World Art	3
ART 16	Introduction to Islamic Art	3
ART 182	Introduction to Visual Culture	3
HUMAN 182	Introduction to Visual Culture	3

Studio Art Electives (choose 2-3 units of the following):

ART 18	Critique and the Creative Process	3
ART 44	Three Dimensional Design	2
ART 175	Studio Art Laboratory	1
ART 180	Introduction to Conceptual Art	3
MMART 196A	Art Marketing and Portfolio Management	2
MMART 196LA	Art Marketing and Portfolio Management	1

Public Art
Certificate of Achievement
Two-Year Course Sequence Beginning In the Fall Semester

You can use the following pattern to complete a Certificate of Achievement in Public Art. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Required Courses</i>		<i>Units</i>
1st Semester/ Fall		
ART 20	Beginning Drawing & Composition	3
ART 1	Introduction to Art History	3
	Or	
ART 4	History of Modern Art (1800 to Present)	3
	Or	
ART 13	History of Women in Art (19th & 20th Centuries)	3
	Or	
ART 14	Themes, Trends, and Traditions in World Art	3
	Or	
ART 16	Introduction to Islamic Art	3
	Or	
ART 182	Introduction to Visual Culture	3
	Total	6
2nd Semester/ Spring		
ART 50	Beginning Painting	3
ART 181	Artist as Citizen: Community-Based Art Practices	3
	Total	6
3rd Semester/ Fall		
ART 133A	Mural Design and Creation I	3
	Elective	2
	Total	5
4th Semester/ Spring		
ART 133B	Mural Design and Creation II	4
	Elective	1
	Total	5

Program Learning Outcomes for Public Art CA Program

Students who achieve certificates will be able to:

- Produce and present works of public art which reflect collaboration with peers and public and address the critical issues identified with local organization.
- Research the history, problems and needs of their community using interviews, written, drawn and photographed observations, and collected source materials and develop a visual project proposal applying this information.
- Produce written works regarding the public art process, including visual analysis/ critique of their own and others' public art based on both form and content, and its relation to a historical and global context.
- Produce written works regarding the public art process, including press releases and other forms of journalistic documentation for the development of their respective artistic voices, and for the public education and promotion of artworks.

Biotechnology Associate in Science Degree and Certificate of Achievement Programs

Biotechnology draws from many disciplines including genetics, biochemistry, and molecular biology. Recent advances in biotechnology have resulted in the development of products that are having a positive impact on our health, food, and environment. Berkeley City College's program, which integrates academic and occupational instruction, prepares you for entry-level employment as a bioscience technician in this exciting field. When you finish the two-year program in biotechnology, you will earn either an Associate in Science degree or a Certificate of Achievement. The Associate in Science degree requires the completion of 61 units, the Certificate of Achievement, 48 units.

Program Learning Outcomes for Biotechnology Programs

Students who achieve certificates and associate degrees will be able to:

- Demonstrate an understanding ability to use standard equipment, materials and techniques employed in research, clinical and industry laboratories based in biological science and biotechnology.
- Demonstrate good observational skills, ability to follow complex protocols without mistakes, ability to use laboratory math quickly and accurately, interpret experimental results accurately, troubleshoot experimental mistakes and maintain detailed and accurate laboratory manuals.
- Demonstrate ability to work with a team and individually and to assume responsibility for assigned work.

Biotechnology Associate in Science Degree

<i>Required Courses:</i>		<i>Units</i>
BIOL 3	Microbiology	5
**BIOL 10	Introduction to Biology	4
BIOL 32	Scientific Literature	2
BIOL 33	Applied Immunology	6
BIOL 34	Applied Molecular Genetics	6
BIOL 230B	Introduction to Instrumentation II	2
**CHEM 30A	Introductory Inorganic Chemistry	4
**CHEM 30B	Introductory Organic and Biochemistry	4
CIS 1	Introduction to Computer Information Systems	4
ENGL 1A	Composition and Reading	4
*ENGL 53	Technical Writing	3
HUMAN 30A / PHIL 30A	Human Values - Ethics	3
**MATH 1	Pre-Calculus	4
PHYS 10	Introduction to Physics	4
	General Education Requirement (Required for Social & Behavioral Science & Ethnic Studies GE pattern completion)	6
	Total Minimum Required Units	61

**You may substitute ENGL 5, ENGL 14, or BIOL 49.*

Biotechnology
Associate in Science Degree
Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Science degree in biotechnology. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester /Fall		
BIOL 10	Introduction to Biology	4
CHEM 30A	Introduction to Inorganic Chemistry	4
ENGL 1A	Composition and Reading	4
MATH 1	Pre-Calculus	4
	Total	16
2nd Semester /Spring		
BIOL 3	Microbiology	5
CHEM 30B	Introductory Organic and Biochemistry	4
CIS 1	Introduction to Computer Information Systems	4
	Total	13
3rd Semester / Fall		
BIOL 33	Applied Immunology	6
HUMAN 30A/ PHIL 31A	Human Values/Ethics	3
PHYS 10	Introduction to Physics	4
	Social Science Requirement	3
	Total	16
4th Semester / Spring		
BIOL 32	Scientific Literature	2
BIOL 34	Molecular Genetics	6
BIOL 230B	Introduction to Instrumentation II	2
ENGL 53	Technical Writing	3
	Ethnic Studies Requirement	3
	Total	16

Associate Degree and Certificate Programs

Biotechnology Certificate of Achievement

<i>Required Courses</i>		<i>Units</i>
BIOL 3	Microbiology	5
BIOL 10	Introduction to Biology	4
BIOL 32	Scientific Literature	2
BIOL 33	Applied Immunology	6
BIOL 34	Applied Molecular Genetics	6
BIOL 230B	Introduction to Instrumentation II	2
**CHEM 30A	Introductory Inorganic Chemistry	4
**CHEM 30B	Introductory Organic and Biochemistry	4
CIS 1	Introduction to Computer Information Systems	4
*ENGL 53	Technical Writing	3
**MATH 1	Pre-Calculus	4
PHYS 10	Introduction to Physics	4
Total Minimum Required Units		48

*You may substitute ENGL 5, ENGL 14, or BIOL 49.

**You may substitute a higher-level mathematics course for Math 1.

You may substitute Chemistry 1A and 1B for Chemistry 30A and 30B

**Biotechnology
Certificate of Achievement
Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete a Certificate of Achievement in biotechnology. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
BIOL 10	Introduction to Biology	4
CHEM 30A	Introduction to Inorganic Chemistry	4
MATH 1	Pre-Calculus	4
	Total	12
2nd Semester/Spring		
BIOL 3	Microbiology	5
BIOL 32	Scientific Literature	2
CHEM 30B	Introductory Organic and Biochemistry	4
	Total	11
3rd Semester/Fall		
BIOL 33	Applied Immunology	6
CIS 1	Introduction to Computer Information Systems	4
PHYS 10	Introduction to Physics	4
	Total	14
4th Semester/Spring		
BIOL 34	Molecular Genetics	6
BIOL 230B	Introduction to Instrumentation II	2
ENGL 53	Technical Writing	3
	Total	11

Associate Degree and Certificate Programs

Biotechnology Level One Certificate of Proficiency

<i>Required Courses</i>		<i>Units</i>
BIOL 230A	Scientific Instrumentation I	2
BIOL 232	Readings in Science	2
**CIS 200	Computer Concepts and Applications	1.5
COPED 484A	Occupational Work Experience, Biotechnology	2
COUN 224	College Preparedness	2
**ENGL 201B	Preparation for Composition and Reading	3
**MATH 201	Elementary Algebra	4
MATH 218	Math Workshop1	
Total Minimum Required Units		17.5

Recommended Preparation for this certificate may include:

ENGL 258	Writing Workshop	1
ENGL 269B	Foundations in Reading and Writing	6
MATH 250/251	Arithmetic/Self Paced Arithmetic	3

***You may substitute higher level courses in English, Math, and CIS.*

Associate Degree and Certificate Programs

Biotechnology Level One Certificate of Proficiency One Semester or One Year Course Starting Either in Fall or Spring Semester

This certificate can be completed in one semester providing pre-requisites are met. The following pattern is offered as an example for those desiring to complete the certificate in one year. Students enrolled in this certificate program must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your certificate regardless of the semester you begin classes.

Recommended Preparation prior to enrollment in the program courses offered in the Summer, Fall and Spring semesters:

Course	Units
MATH 250/251 Arithmetic/Self Paced Arithmetic	3
ENGL 269 Foundations in Reading and Writing	6
Total	9

1st Semester/Fall or Spring

BIOL 230A	Scientific Instrumentation I	2
BIOL 232	Readings in Science	2
COUN 224	College Preparedness	2
**ENGL 201A	Preparation for Composition and Reading	3
**MATH 253	Pre-Algebra	3
Total		12

2nd Semester/Fall or Spring

COPED 484A	Occupational Work Experience/Biotechnology	2
CIS 200	Computer Concepts and Applications	1.5
*ENGL 201B	Preparation for Composition and Reading	3
*MATH 201	Elementary Algebra	4
Total		10.5

Associate Degree and Certificate Programs

Business Associate in Arts Degree and Certificate Programs

The Business Department offers transfer programs and non-transfer occupational programs leading to an Associate in Arts degree and/or a Certificate of Achievement in several business areas.

If you wish to transfer to a four-year college in business and you want to complete an associate degree prior to transfer, you should complete your degree in Business Administration or General Business.

Accounting, General Business, and Office Technology Programs will assist you in numerous ways. They will provide you with those skills needed for immediate employment; they will prepare you for advancement to positions that require more in-depth knowledge of organization and business principles; they will develop and upgrade skills in related business and office technology areas; and/or they will help you acquire entry-level job skills.

Accounting Associate in Arts Degree

<i>Required Courses</i>		<i>Units</i>
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 24	Computerized Accounting Principles	3
BUS 56	Introduction to Human Resources Management	3
BUS 201	Business Communication	3
**BUS 202	Business Math	3
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
CIS 200	Microcomputer Concepts and Applications	1.5
	Major Requirements	34.5
	General Education and Electives	25.5
	Total Units	60

***You may substitute higher-level Math courses for these requirements.*

Accounting
Associate in Arts Degree
Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Arts degree in Accounting. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
BUS 5	Human Relations in Business	3
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
	Total	7
2nd Semester/Spring		
BUS 10	Introduction to Business	3
BUS 202	Business Math	3
CIS 200	Microcomputer Concepts and Applications	1.5
	Total	7.5
3rd Semester/Fall		
BUS 1A	Financial Accounting	4
BUS 2	Introduction to Business Law	3
BUS 201	Business Communications	3
	Total	10
4th Semester/Spring		
BUS 1B	Managerial Accounting	4
BUS 24	Computerized Accounting Principles	3
BUS 56	Introduction to Human Resources Management	3
	Total	10

Program Learning Outcomes for Business---Accounting AA Degree

Students who achieve associate degrees will be able to:

- Apply legal and ethical principles in business decision making. (Ethics and Personal Responsibility)
- Obtain information related to the profession using traditional and electronic sources. (Information Competency)
- Synthesize information into a written or oral business report. (Information Competency)
- Use efficient and effective oral and written communication skills. (Communication)
- Analyze a business situation and recommend a solution or plan for improvement. (Critical Thinking)
- Analyze data and prepare common business and personal financial reports (Computational Skills)
- Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment. (Global Awareness and Valuing Diversity)
- Prepare a human relations profile analyzing current interpersonal skills and developing plans for improvement. (Self-Awareness and Interpersonal Skills)

Associate Degree and Certificate Programs

Accounting Certificate of Proficiency

Berkeley City College currently offers an Associate in Arts degree in Accounting. This Certificate of Proficiency in Accounting allows students to learn the basics of accounting which will qualify them to apply for entry level bookkeeping positions with potential for advancement as they gain work experience, while still pursuing higher education in the field.

<i>Required Courses</i>		<i>Units</i>
BUS 1A	Financial Accounting	4
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 24	Computerized Accounting Principles	3
CIS 42A	Spreadsheet Applications I	2
Total Minimum Required Units		15

Accounting
Certificate of Proficiency
One-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete a Certificate of Proficiency in Accounting. This is only one possible pattern. If you wish to earn a certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
BUS 1A	Financial Accounting	4
BUS 5	Human Relations in Business	3
CIS 42A	Spreadsheet Applications I	2
	Total	9
2nd Semester/Spring		
BUS 10	Introduction to Business	3
BUS 24	Computerized Accounting Principles	3
	Total	6
	Total Required Units	15

Program Learning Outcomes for Certificate of Proficiency in Accounting

Graduates of this program will be able to:

- Analyze data in order to prepare common business and personal financial reports.
- Analyze a business situation and recommend a solution or plan for improvements.

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

The Associate in Science Degree in Business Administration for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Business Administration or similar major for completion of a baccalaureate degree. Students are required to complete: (1) a minimum of 27 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. (2) 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. (3) No more than 60 semester units are required. The Associate in Science Degree in Business Administration for Transfer will also assist Business Administration major students to transfer to a UC or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

<i>Required Courses</i>		<i>Units</i>
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
BUS 10	Introduction to Business	3
ECON 1	Principles of Economics (Macro Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
MATH 13	Introduction to Statistics	4
MATH 16A	Calculus for Business and the Life and Social Sciences	3
IGETC or CSU GE-Breadth Education Pattern and Elective Courses		33
Total Units		60

Business Administration
Associate in Science Degree for Transfer (AS-T)
Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Science Degree in Business Administration for Transfer AS-T Degree. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. The SEP will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
BUS 10	Introduction to Business	3
MATH 16A	Calculus-Business/Social Sciences	3
	General Education and Elective Courses	9
	Total	15
2nd Semester/Spring		
BUS 2	Introduction to Business Law	3
ECON 1	Principles of Economics (Macroeconomics)	3
	General Education and Elective Courses	9
	Total	15
3rd Semester/Fall		
BUS 1A	Financial Accounting	4
ECON 2	Principles of Economics (Microeconomics)	3
	General Education and Elective Courses	8
	Total	15
4th Semester/Spring		
BUS 1B	Managerial Accounting	4
MATH 13	Statistics	4
	General Education and Elective Courses	7
	Total	15
	Total Required Units for the Degree	60

Program Learning Outcomes for AS-T in Business Administration

Students who achieve associate degrees 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. 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.

Associate Degree and Certificate Programs

Business Administration Associate in Arts Degree

<i>Required Courses</i>		<i>Units</i>
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
BUS 10	Introduction to Business3	
CIS 5	Introduction to Computer Science	5
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
MATH 13	Introduction to Statistics	4
MATH 16AB	Calculus (3, 3)	
	Or	
MATH 3A	Calculus I (5)	5-6
	Electives	6

Choose 6 units from the following electives:

BUS 5	Human Relations in Business (3)	
BUS 56	Introduction to Human Resources Management (3)	
INTRD 34/ POSCI 34	Global Political Economy (3)	
INTRD 35	Globalization and Culture (3)	
	Major Requirements	40 - 41
	General Education and Electives	19 - 20
	Total Units	60

**Business Administration
Associate in Arts Degree
Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Arts degree in Business Administration. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
BUS 10	Introduction to Business	3
MATH 16A	Calculus-Business/Social Sciences	3
BUS 5	Human Relations in Business	3
	Total	9
2nd Semester/Spring		
BUS 2	Introduction to Business Law	3
MATH 16B	Calculus-Business/Social Sciences	3
INTRD 35	Globalization and Culture	3
	Total	9
3rd Semester/Fall		
BUS 1A	Financial Accounting	4
CIS 5	Introduction to Computer Sciences	5
ECON 1	Principles of Economics (Macroeconomics)	3
	Total	12
4th Semester/Spring		
BUS 1B	Managerial Accounting	4
ECON 2	Principles of Economics (Microeconomics)	3
MATH 13	Statistics	4
	Total	11

Program Learning Outcomes for Business Administration AA Degree

Students who achieve associate degrees will be able to:

- Apply legal and ethical principles in business decision making. (Ethics and Personal Responsibility)
- Obtain information related to the profession using traditional and electronic sources. (Information Competency)
- Synthesize information into a written or oral business report. (Information Competency)
- Use efficient and effective oral and written communication skills. (Communication)
- Analyze a business situation and recommend a solution or plan for improvement. (Critical Thinking)
- Analyze data and prepare common business and personal financial reports. (Computational Skills)
- Analyze impact of globalization on culture, politics, and economics. (Global Awareness and Valuing Diversity)
- Use interpersonal skills to effectively interact with classmates and coworkers. (Self-Awareness and Interpersonal Skills)

Associate Degree and Certificate Programs

General Business Associate in Arts Degree and Certificate of Achievement*

<i>Required Courses</i>		<i>Units</i>
BUS 2	Introduction to Business Law	3
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 20	General Accounting	3
BUS 56	Human Resources Management	3
BUS 201	Business Communications	3
BUS 210	Financial Management and Investments	3
CIS 1	Introduction to Computer Information Systems	4
ECON 1	Principles of Economics (Macro-Economics)	
	Or	
ECON 2	Principles of Economics (Micro-Economics)	3
	Electives	6
Choose 6 units from the following electives:		
BUS 24	Computerized Accounting Principles (3)	
BUS 54	Small Business Management (3)	
BUS 70	Introduction to Marketing (3)	
BUS 76	E-Commerce/Entrepreneurship (3)	
	*Major Requirements	34
	General Education and Electives	26
	Total Units	60

**For the Certificate of Achievement, students must complete the 34-unit major requirements only.*

Associate Degree and Certificate Programs

General Business Associate in Arts Degree Or Certificate of Achievement Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Arts degree or a Certificate of Achievement in General Business. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
BUS 10	Introduction to Business	3
CIS 1	Introduction to Computer Information Systems	4
	Total	7
2nd Semester/Spring		
BUS 2	Introduction to Business Law	3
BUS 201	Business Communications	3
BUS 70	Introduction to Marketing	3
	Total	9
3rd Semester/Fall		
BUS 5	Human Relations in Business	3
BUS 20	General Accounting	3
BUS 210	Financial Management and Investments	3
	Total	9
4th Semester/Spring		
BUS 24	Computerized Accounting Principles	3
BUS 56	Human Resources Management	3
ECON 1	Principles of Economics	3
	Total	9

Program Learning Outcomes for Business---

General Business AA Degree and Certificate of Achievement

Students who achieve certificates and associate degrees will be able to:

- Apply legal and ethical principles in business decision making.
(Ethics and Personal Responsibility)
- Obtain information related to the profession using traditional and electronic sources.
(Information Competency)
- Synthesize information into a written or oral business report. (Information Competency)
- Use efficient and effective oral and written communication skills. (Communication)
- Analyze a business situation and recommend a solution or plan for improvement.
(Critical Thinking)
- Analyze data and prepare common business and personal financial reports.
(Computational Skills)
- Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment.
(Global Awareness and Valuing Diversity)
- Prepare a human relations profile analyzing current interpersonal skills and developing plans for improvement. (Self-Awareness and Interpersonal Skills)

Associate Degree and Certificate Programs

Business—Office Technology Associate in Arts Degree

<i>Required Courses</i>		<i>Units</i>
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 20	General Accounting	3
BUS 56	Introduction to Human Resources Management	3
BUS 201	Business Communication	3
*BUS 202	Business Math	3
CIS 1	Introduction to Computer Information Systems	4
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
*ENGL 208		
A, B, C, or D	Writing Workshop	1
	Electives	4
	Major Requirements	31
	General Education and Electives	29
	Total Units	60

Choose 4 units from the following electives:

CIS 237	Introduction to Internet Basics (1)
CIS 245A	Introduction to Microsoft Access (1.5)
CIS 245B	Microsoft Access with Visual BASIC I (1.5)
CIS 245C	Microsoft Access with Visual BASIC II (1.5)
CIS 246	Introduction to PowerPoint (1.5)
COPED 451	Occupational Work Experience (1)
HLTED 1	Exploring Health Issues (3)
HLTOC 201	Medical Terminology I (2)
SPAN 12	Spanish for the Business Professions (3)

**You may substitute higher-level English and mathematics courses for these requirements.*

Associate Degree and Certificate Programs

Business—Office Technology Associate in Arts Degree Two Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Arts degree in Business – Office Technology. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
CIS 1	Introduction to Computer Information System	4
BUS 5	Human Relations in Business	3
	Total	7
2nd Semester/Spring		
BUS 202	Business Math	3
BUS 10	Introduction to Business	3
	Total	6
3rd Semester/Fall		
BUS 20	General Accounting	3
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
	Elective(s)	2
	Total	9
4th Semester/Spring		
BUS 201	Business Communication	3
ENGL 208	Writing Workshop	1
BUS 56	Introduction to Human Resources Management	3
	Elective(s)	2
	Total	9

Program Learning Outcomes for Business---Office Technology AA Degree

Students who achieve associate degrees will be able to:

- Apply legal and ethical principles in business decision making.
(Ethics and Personal Responsibility)
- Obtain information related to the profession using traditional and electronic sources.
(Information Competency)
- Synthesize information into a written or oral business report.
(Information Competency)
- Use efficient and effective oral and written communication skills. (Communication)
- Analyze a business situation and recommend a solution or plan for improvement.
(Critical Thinking)
- Analyze data and prepare common business and personal financial reports.
(Computational Skills)
- Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment.
(Global Awareness and Valuing Diversity)
- Prepare a human relations profile analyzing current interpersonal skills and developing plans for improvement. (Self-Awareness and Interpersonal Skills)

**Office Technology—
Administrative Assistant
Certificate of Achievement**

<i>Required Courses</i>		<i>Units</i>
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 56	Introduction to Human Resources Management	3
BUS 201	Business Communication	3
*BUS 202	Business Math	3
CIS 1	Introduction to Computer Information Systems	4
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
*ENGL 201B	Preparation for Composition and Reading	3
*ENGL 208		
A, B, C or D	Writing Workshop	1
	Electives	3
	Total Minimum Required Units	30

Choose 3 units from the following electives:

BUS 20	General Accounting (3)
CIS 245A	Introduction to Microsoft Access (1.5)
CIS 245B	Microsoft Access with Visual BASIC I (1.5)
CIS 245C	Microsoft Access with Visual BASIC II (1.5)
CIS 246	Introduction to PowerPoint (1.5)
COMM 20	Interpersonal Communication Skills (3)
COPED 451	Occupational Work Experience (1)
SPAN 12	Spanish for the Business Professions (3)

**You may substitute higher-level English and mathematics courses for these requirements.*

**Office Technology—
Administrative Assistant
Certificate of Achievement
One-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete a Certificate of Achievement in Office Technology – Administrative Assistant. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
BUS 5	Human Relations in Business	3
CIS 1	Introduction to Computer Information System	4
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
ENGL 201B	Preparation for Composition and Reading	3
ENGL 208	Writing Workshop	1
	Total	15
2nd Semester/Spring		
BUS 10	Introduction to Business	3
BUS 56	Introduction to Human Resources Management	3
BUS 201	Business Communication	3
BUS 202	Business Math	3
	Electives	3
	Total	15

**Program Learning Outcomes
for Business---Office Technology—Administrative Assistant**

Students who achieve certificates will be able to:

- Apply legal and ethical principles in business decision making. (Ethics and Personal Responsibility)
- Obtain information related to the profession using traditional and electronic sources. (Information Competency)
- Synthesize information into a written or oral business report. (Information Competency)
- Use efficient and effective oral and written communication skills. (Communication)
- Analyze a business situation and recommend a solution or plan for improvement. (Critical Thinking)
- Analyze data and prepare common business and personal financial reports. (Computational Skills)
- Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment. (Global Awareness and Valuing Diversity)
- Prepare a human relations profile analyzing current interpersonal skills and developing plans for improvement. (Self-Awareness and Interpersonal Skills)

Associate Degree and Certificate Programs

**Office Technology—
Administrative/Accounting Assistant
Certificate of Achievement**

<i>Required Courses</i>		<i>Units</i>
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 20	General Accounting	3
BUS 24	Computerized Accounting Principles	3
BUS 201	Business Communication	3
*BUS 202	Business Math	3
CIS 1	Introduction to Computer Information Systems	4
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
*ENGL 201B	Preparation for Composition and Reading	3
*ENGL 208 A,B,C or D	Writing Workshop	1
	Total Minimum Required Units	30

**You may substitute higher-level English and mathematics courses for these requirements.*

**Office Technology—
Administrative/Accounting Assistant
Certificate of Achievement
One-Year Course Sequence Beginning in the Fall Semester**

The following is a possible pattern that you can use to finish your Office Technology-Administrative / Accounting Assistant Certificate of Achievement if you begin in the fall semester. There are other course sequences that you can choose to complete this program. This is only one of them. If you wish to earn a Certificate of Completion, you must participate in the Student Success Program (Matriculation) which Includes assessing your academic skills and developing your Student Education Plan (SEP) with a counselor.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
BUS 5	Human Relations in Business	3
BUS 20	General Accounting	3
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
ENGL 201B	Preparation for Composition and Reading	3
ENGL 208	Writing Workshop	1
	Total	14
2nd Semester/Spring		
BUS 10	Introduction to Business	3
BUS 24	Computerized Accounting Principles	3
BUS 201	Business Communication	3
BUS 202	Business Math	3
CIS 1	Introduction to Computer Information Systems	4
	Total	16

Program Learning Outcomes

for Business---Office Technology—Administrative/Accounting Assistant

Students who achieve certificates will be able to:

- Apply legal and ethical principles in business decision making. (Ethics and Personal Responsibility)
- Obtain information related to the profession using traditional and electronic sources. (Information Competency)
- Synthesize information into a written or oral business report. (Information Competency)
- Use efficient and effective oral and written communication skills. (Communication)
- Analyze a business situation and recommend a solution or plan for improvement. (Critical Thinking)
- Analyze data and prepare common business and personal financial reports. (Computational Skills)
- Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment. (Global Awareness and Valuing Diversity)
- Prepare a human relations profile analyzing current interpersonal skills and developing plans for improvement. (Self-Awareness and Interpersonal Skills)

Associate Degree and Certificate Programs

Office Technology— Administrative Assistant/Medical Certificate of Achievement

<i>Required Courses</i>		<i>Units</i>
BUS 5	Human Relations in Business	3
BUS 201	Business Communication	3
*BUS 202	Business Math	3
CIS 1	Introduction to Computer Information Systems	4
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
*ENGL 201B	Preparation for Composition and Reading	3
*ENGL 208 A,B,C or D	Writing Workshop	1
HLTED 1	Exploring Health Issues	3
HLTOC 201	Medical Terminology I	2
HLTOC 202	Medical Terminology II	2
	Total Minimum Required Units	28

**You may substitute higher-level English and mathematics courses for these requirements.*

**Office Technology—
Administrative Assistant/Medical
Certificate of Achievement
One-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete a Certificate of Achievement in Office Technology – Administrative Assistant/Medical. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
BUS 5	Human Relations in Business	3
CIS 1	Introduction to Computer Information Systems	4
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
HLTOC 201	Medical Terminology I	2
	Total	13
2nd Semester/Spring		
BUS 201	Business Communication	3
BUS 202	Business Math	3
ENGL 201B	Preparation for Composition and Reading	3
ENGL 208	Writing Workshop	1
HLTED 1	Exploring Health Issues	3
HLTOC 202	Medical Terminology II	2
	Total	15

**Program Learning Outcomes
for Business---Office Technology—Administrative Assistant Medical**

Students who achieve certificates will be able to:

- Apply legal and ethical principles in business decision making. (Ethics and Personal Responsibility)
- Obtain information related to the profession using traditional and electronic sources. (Information Competency)
- Synthesize information into a written or oral business report. (Information Competency)
- Use efficient and effective oral and written communication skills. (Communication)
- Analyze a business situation and recommend a solution or plan for improvement. (Critical Thinking)
- Analyze data and prepare common business and personal financial reports. (Computational Skills)
- Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment. (Global Awareness and Valuing Diversity)
- Prepare a human relations profile analyzing current interpersonal skills and developing plans for improvement. (Self-Awareness and Interpersonal Skills)

Computer Information Systems Associate in Science Degree and Certificate of Achievement Programs

Whether you are a beginning or an advanced computer student, the courses in the Computer Information Systems/ Applied Microcomputer Information Systems Program provides courses to improve your computer and software knowledge and skills. The CIS Associate in Science degree enables you to develop and/or upgrade your skills for career advancement. The Certificate of Achievement Program qualifies you for entry-level employment in occupational settings that utilize computers and various software applications.

Program Learning Outcomes for Computer Information Systems Programs

Students who achieve certificates and associate degrees will be able to:

- Demonstrate knowledge of computer terminology and trends in Computer Information Systems.
- Demonstrate proficiency in using office productivity applications.
- Demonstrate proficiency in desktop publishing software to create brochures and flyers
- Design a project which integrates three or more office productivity applications under program control to solve a real world problem.
- Customize and link office applications to create an integrated project.

Applied Microcomputer Information Systems Associate in Science Degree and Certificate of Achievement*

<i>Required Courses</i>		<i>Units</i>
CIS 42A	Spreadsheet Applications I	2
CIS 47	Visual Basic	4
CIS 89	Introduction to Data Communications & Networking	4
CIS 200	Microcomputer Concepts and Applications	1.5
CIS 228A	Desktop Publishing using PageMaker (MAC/PC)	2
Or		
CIS 228B	Desktop Publishing using Quark X-Press (MAC/PC) (2)	
CIS 230	Laboratory Practice in Microcomputers	2
CIS 231	Advanced Lab Projects in Microcomputers	2
CIS 237	Introduction to Internet Basics	1
CIS 245A	Introduction to Microsoft Access	1.5
CIS 245B	Microsoft Access W/ VBA I	1.5
Total		21.5

Choose three of the following four courses (5.5-6 Units):

CIS 42B	Spreadsheet Applications II (2)	
CIS 245C	Microsoft Access W/VBA II (1.5)	
CIS 229A	Desktop Publishing using PageMaker (MAC/PC) (2)	
CIS 229B	Desktop Publishing using Quark X-Press (MAC/PC) (2)	
*Major Requirements		27 - 27.5
General Education and Electives		32.5 - 33
Total Units		60

**For the Certificate of Achievement, students must complete the 27 – 27.5 unit major requirements only.*

**Computer Information Systems/
Applied Computer Information Systems
Associate in Science Degree and Certificate of Achievement
Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Arts degree or a Certificate of Achievement in Computer Information Systems/ Applied Computer Information Systems. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
CIS 200	Computer Concepts and Applications	1.5
CIS 230	Laboratory Practice in Microcomputers	.5
	Total	2
2nd Semester/Spring		
CIS 47	Visual Basic	4
CIS 228A or B	Desktop Publishing	2
CIS 229A or B	Desktop Publishing	2
CIS 230	Laboratory Practice in Microcomputers	.5
CIS 237	Introduction to Internet Basics	1
	Total	9.5
3rd Semester/Fall		
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
CIS 230	Laboratory Practice in Microcomputers	.5
CIS 245A	Introduction to Microsoft Access	1.5
CIS 245B	Microsoft Access W/VBA I	1.5
CIS 245C	Microsoft Access W/VBA II	1.5
	Total	9
4th Semester/Spring		
CIS 89	Introduction to Data Communications and Networking	4
CIS 230	Laboratory Practice in Microcomputers	.5
CIS 231	Advanced Lab Projects in Microcomputers	2
	Total	6.5

**Web Programming
Associate in Science
and Certificate of Achievement* Programs**

This program will prepare you for a career in programming for the Internet and the World Wide Web in job titles such as web programmer, programmer/analyst, software developer, and information technology professional. You should have a solid computer literacy background as evidenced by course work such as CIS 1, CIS 5, or CIS 200 and CIS 42A or the equivalents.

<i>Required Courses</i>		<i>Units</i>
Fundamental Courses		
CIS 6	Introduction to Computer Programming	5
CIS 36A	Java Programming Language I	4
Scripting Languages		
CIS 85	JSP and Servlets	4
Professional Competence		
BUS 201	Business Communication	3
CIS 23	C# Programming	4
CIS 81	Systems Analysis with UML	3
CIS 83	Capstone Project	3
CIS 84	Database Programming for the Web	4
CIS 101/101L	Survey of Program/Language for the Web & Lab	3
CIS 103	Survey of Program/Language for the Web--Continuation	4
CIS 105	Mechanics of Web Page Design	1
MMART 130/130L	Survey of Digital Imaging & Lab	3
*Major Requirements		41
General Education and Elective		19
Total Units		60

**For the Certificate of Achievement, students must complete the 41 unit major requirements only.*

Web Programming

Associate in Science Degree and Certificate of Achievement

Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Arts degree or a Certificate of Achievement in web programming. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
CIS 6	Introduction to Computer Programming	5
CIS 36A	Java Programming Language I	4
CIS 105	Mechanics of Web Page Design	1
Total		10
2nd Semester/Spring		
BUS 201	Business Communication	3
CIS 23	C# Programming	4
CIS 101/101L	Survey of Programming Languages for the Web	3
MMART 130/130L	Survey of Digital Imaging (and Lab)	3
Total		13
3rd Semester/Fall		
CIS 81	Systems Analysis with UML	3
CIS 85	JSP and Servlets	4
CIS 103	Survey of Programming Language for the Web (Continuation)	4
Total		11
4th Semester/Spring		
CIS 83	Capstone Project	3
CIS 84	Database Programming for the Web	4
Total		7

Elementary Teacher Education

Associate in Arts Degree for Transfer (AA-T)

The Associate in Arts Degree in Elementary Teacher Education for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Elementary Teacher Education or similar major for completion of a baccalaureate degree. Students are required to complete: (1) a minimum of 54 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework; (2) 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); (3) No more than 60 semester units are required. The Associate in Arts Degree in Elementary Teacher Education for Transfer will also assist Elementary Teacher Education major students to transfer to a UC or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Note: The IGETC cannot be used for this degree.

<i>Required Courses</i>		<i>Units</i>
ART 1	Introduction to Art History	3
BIOL 10	Introduction to Biology	4
CHEM 30A	Introductory General Chemistry	4
CHDEV 51	Child Growth and Development	3
COMM 45	Public Speaking	3
EDUC 1	Introduction to the Field of Education	3
ENGL 1A	Composition and Reading	4
ENGL 1B	Composition & Reading	4
ENGL 5	Critical Thinking in Reading and Writing	3
GEOG 3	World Regional Geography	3
GEOL 10	Introduction to Geology	3
GEOL 10L	Introduction to Geology Laboratory	1
HIST 3A	World History to 1500	3
HIST 7A	History of the United States to 1877	3
MATH 18	Real Number Systems	3
PHYS 10	Introduction to Physics	4
POSCI 1	Government and Politics in the United States	3
	Major Requirements	54
	Additional courses to complete	
	CSU GE Breadth requirements	6
	Additional Humanities requirement (3 units)	
	Additional "Lifelong learning" requirement (3 units)	
	Total Units	60

English as a Second Language: High Intermediate Certificate of Proficiency

The High Intermediate Certificate of Proficiency in ESL verifies that a student has successfully completed a minimum of 12 units and a maximum of 17 units in one of the following patterns:

- 1) three ESL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the High Intermediate level;
- 2) two ESL core classes at the advanced level, and either an ESL elective or any college-credit class from any other discipline. Students cannot use the same electives for both the high intermediate and advanced certificates. Students interested in completing this certificate should consult with the ESL program chair and a counselor.

<i>Required Courses</i>	<i>Units</i>
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Choose two or three of the following core courses (8-14 units total):

ESL 216A	High Intermediate Grammar	4
ESL 223A	High Intermediate Reading and Writing	6
ESL 233A	High Intermediate Listening and Speaking	4

If you have only taken two of the above courses, the remaining course required for this certificate can be any of the following ESL electives (2-5 units):

ESL 205A	Vocabulary and Idioms in Context	3
ESL 205B	Vocabulary and Word Analysis in Context	3
ESL 219A	Applied Grammar and Editing	4
ESL 230A	English for the U.S. Workplace	2
ESL 230B	English through Topics in Business	2
ESL 231A	English through Topics in U.S. History and Government	2
ESL 231B	English through Topics in U.S. Culture	2

Or

Any College-Level Class Offered
at Berkeley City College (2-5 units)

Total Units	12 - 17
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English as a Second Language: Advanced Certificate of Proficiency

The Advanced Certificate of Proficiency in ESL verifies that a student has successfully completed a minimum of 12 units and a maximum of 17 units in one of the following patterns:

- 1) three ESL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the advanced level;
- 2) two ESL core classes at the advanced level, and either an ESL elective or any college-credit class from any other discipline. Students cannot use the same electives for both the high intermediate and advanced certificates. Students interested in completing this certificate should consult with the ESL program chair and a counselor.

<i>Required Courses</i>		<i>Units</i>
Choose two or three of the following core courses (8-14 units total):		
ESL 50A	Advanced Listening and Speaking	4
ESL 52A	Advanced Reading and Writing	6
ESL 217A	Advanced Grammar	4
If you have only taken two of the above courses, the remaining course required for this certificate can be any of the following ESL electives (2-5 units):		
ESL 205A	Vocabulary and Idioms in Context	3
ESL 205B	Vocabulary and Word Analysis in Context	3
ESL 219A	Applied Grammar and Editing	4
ESL 230A	English for the U.S. Workplace	2
ESL 230B	English through Topics in Business	2
ESL 231A	English through Topics in U.S. History and Government	2
ESL 231B	English through Topics in U.S. Culture	2
Or		
Any College-Level Class Offered at Berkeley City College (2-5 units)		
Total Units		12 - 17

English Language and Literature Associate in Arts Degree and Certificate Programs

Berkeley City College's English major options offer a wide variety of language, literature, and writing courses to serve students with diverse goals, including transfer to UC, CSU, or other four-year colleges. Students intending to transfer to UC Berkeley with the English major can complete all the lower-division major preparation coursework at BCC (English 17A or B, 85A, 85B, and 85C). Those intending to transfer to San Francisco State University as creative writing majors can complete the portal course (English 10A or B) at BCC. See a counselor to develop your own program of study.

English Associate in Arts Degree for Transfer (AA-T)

Berkeley City College's English major serves students with a wide variety of goals, including transfer to UC, CSU, or other four-year institutions. Students intending to transfer to UC Berkeley with the English major can complete all of the lower-division major preparation coursework at Berkeley City College (English 17A or B, 85A, 85B, and 85C). This program also satisfies the requirements for the CSU Transfer Model Curriculum in English. See a counselor to develop your own program of study.

<i>Required Courses</i>		<i>Units</i>
ENGL 1B	Composition & Reading	4
ENGL 5	Critical Thinking in Reading and Writing	3
ENGL 85A	Literature in English Through Milton	4
ENGL 85B	Literature in English: Late 17th Through Mid-19th Century	4
ENGL 85C	Literature in English: Mid 19th through the 20th Century	4
Choose one of the following courses:		
ENGL 17A	Shakespeare	3
	Or	
ENGL 17B	Shakespeare	3
	Or	
ENGL 50	Multicultural American Literature	3
	IGETC or CSU GE-Breadth Education	
	Pattern and Elective Courses	38
	Total Units	60

Program Learning Outcomes for AA-T in English

Students who achieve associate degrees will be able to:

- Write well organized, well developed, effective, well edited, logically sound, and clear essays.
- Apply active reading strategies in order to critically analyze texts.
- Effectively analyze literature -- fiction, poetry, drama, and creative non-fiction -- in light of historical context, critical theories, and formal elements.

Associate Degree and Certificate Programs

English Language and Literature Associate in Arts Degree

<i>Required Courses</i>		<i>Units</i>
ENGL 1A	Composition and Reading	4
ENGL 1B	Composition and Reading	4
**ENGL 17A	Shakespeare	3
Or		
**ENGL 17B	Shakespeare	3
	Electives as indicated below	12-15

Choose four courses from literature electives.

Or

Choose three courses from literature electives and one course from writing electives.

Choose from the following literature electives:

ENGL 20	Introduction to Dramatic Literature (3)
ENGL 47	Children's Literature (3)
**ENGL 85A	Literature in English through Milton (4)
**ENGL 85B	Literature in English: Late 17th through Mid-19th Century (4)
**ENGL 85C	Literature in English: Mid-19th through the 20th Century (4)
HIST 33	History of Native American Thought and Literature (3)

Choose from the following writing electives:

ENGL 5	Critical Thinking (3)
ENGL 10A or B	Creative Writing (3)
ENGL 71A	Introduction to Fiction Writing (3)
ENGL 86	Introduction to Playwriting and Screenwriting (3)
ENGL 91A	Introduction to Poetry Writing (3)

Major Requirements	23-26
General Education and Electives	34-37
Total Units	60

***Courses for English majors planning to transfer to UC Berkeley.*

English Language and Literature
Associate in Arts Degree
Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Arts degree in English Language and Literature. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
ENGL 1A	Reading and Composition	4
2nd Semester/Spring		
ENGL 1B	Reading and Composition	4
Summer		
ENGL 17	Shakespeare	3
3rd Semester/Fall		
	Literature or Writing Electives	6-8
4th Semester/Spring		
	Literature or Writing Electives	6-8

Program Learning Outcomes for A.A. in English Language and Literature

Students who achieve associate degrees will be able to:

- Write well organized, well developed, effective, well edited, logically sound, and clear essays.
- Write effective, well edited, well organized research papers of 3,000-5,000 words which apply appropriate and clear organizational strategies.
- Apply active reading strategies in order to identify main ideas and critically analyze and explain ideas in texts.
- Effectively analyze literature in light of historical context, critical theories, and formal elements.

Associate Degree and Certificate Programs

English Language/Writing Associate in Arts Degree

<i>Required Courses</i>		<i>Units</i>
ENGL 1A	Composition and Reading	4
ENGL 1B	Composition and Reading	4
	Writing Electives	12
	Literature Electives	3

Choose from the following electives—

Writing Electives:

ENGL 5	Critical Thinking (3)
ENGL 10A or B	Creative Writing (3)
ENGL 70A or B	Transforming Autobiography into Creative Writing (3)
ENGL 71A or B	Introduction to Fiction Writing (3)
ENGL 72A or B	Intermediate Fiction Writing (3)
ENGL 73A or B	Intensive Fiction Writing (3)
ENGL 74	Fiction: Special Projects (3)
ENGL 86	Introduction to Playwriting and Screenwriting (3)
ENGL 87	Intermediate to Playwriting and Screenwriting (3)
ENGL 88	Intensive to Playwriting and Screenwriting (3)
ENGL 89	Playwriting and Screenwriting: Special Projects (3)
ENGL 91A or B	Introduction to Poetry Writing (3)
ENGL 92A or B	Intermediate Poetry Writing (3)
ENGL 93A or B	Intensive Poetry Writing (3)
ENGL 94	Poetry: Special Projects (3)

Literature electives:

ENGL 17A or B	Shakespeare (3)
ENGL 20	Introduction to Dramatic Literature (3)
ENGL 47	Children's Literature (3)
ENGL 85A	Literature in English through Milton (4)
ENGL 85B	Literature in English: Late 17th through Mid-19th Century (4)
ENGL 85C	Literature in English: Mid-19th through the 20th Century (4)
HIST 33	History of Native American Thought and Literature (3)

Major Requirements	23
General Education and Electives	37
Total Units	60

**English Language/Writing
Associate in Arts Degree
Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Arts degree in English Language/Writing. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
	1st Semester/Fall	
ENGL 1A	Reading and Composition	4
	Writing Elective	3
	Total	7
	2nd Semester/Spring	
ENGL 1B	Reading and Composition	4
	Writing Elective	3
	Total	7
	3rd Semester/Fall	
	Writing Elective	3
	Literature Elective	3
	Total	6
	4th Semester/Spring	
	Writing Elective	3
	Total	3

Program Learning Outcomes for A.A. in English Language and Writing

Students who achieve associate degrees will be able to:

- Write well organized, well developed, effective, well edited, logically sound, and clear essays.
- Write effective, well edited, well organized research papers of 3,000-5,000 words which apply appropriate and clear organizational strategies.
- Apply active reading strategies in order to identify main ideas and critically analyze and explain ideas in texts.
- Apply writing strategies in a variety of genres, considering audience, context, purpose, and genre-specific conventions.

Associate Degree and Certificate Programs

Creative Writing/Fiction Certificate of Achievement

<i>Required Courses</i>		<i>Units</i>
ENGL 10A or B	Creative Writing 3	
	Or	
ENGL 70A	Translating Autobiography into Creative Writing (3)	
	Or	
ENGL 70B	Translating Autobiography into Creative Writing (3)	
ENGL 71A	Introduction to Fiction Writing	3
	Or	
ENGL 71B	Introduction to Fiction Writing (3)	
ENGL 72A	Intermediate Fiction Writing	3
	Or	
ENGL 72B	Intermediate Fiction Writing (3)	
ENGL 73A	Intensive Fiction Writing	3
	Or	
ENGL 73B	Intensive Fiction Writing (3)	
ENGL 74	Fiction: Special Projects	3
	Literature Electives	6
	Writing Electives	3
	Total Minimum Required Units	24

Choose from the following literature electives:

ENGL 17A or 17B Shakespeare (3)
 ENGL 20 Introduction to Dramatic Literature (3)
 ENGL 47 Children's Literature (3)
 ENGL 85A Literature in English through Milton (4)
 ENGL 85B Literature in English: Late 17th through Mid-19th Century (4)
 ENGL 85C Literature in English: Mid-19th through the 20th Century (4)
 HIST 33 History of Native American Thought and Literature (3)

Choose from the following writing electives:

ENGL 1A Composition and Reading (4)
 ENGL 1B Composition and Reading (4)
 ENGL 5 Critical Thinking (3)
 ENGL 10A/B Creative Writing (3)
 **ENGL 70A/B Translating Autobiography to Creative Writing (3)
 **ENGL 71A/B Introduction to Fiction Writing (3)
 **ENGL 72A/B Intermediate Fiction Writing (3)
 ENGL 86 Introduction to Playwriting and Screenwriting (3)
 ENGL 87 Intermediate Playwriting and Screenwriting (3)
 **ENGL 91A/B Introduction to Poetry Writing (3)
 **ENGL 92A/B Intermediate Poetry Writing (3)

***Must be a different semester or a different section than the course used to fill specific degree or certificate requirements listed above.*

**Creative Writing/Fiction
Certificate of Achievement
Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete a Certificate of Achievement in Creative Writing / Fiction. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
ENGL 10	Creative Writing	3
	Or	
ENGL 70	Translating Autobiography into Creative Writing (3)	
ENGL 71	Introduction to Fiction Writing	3
	Total	6
2nd Semester/Spring		
ENGL 72	Intermediate Fiction Writing	3
	Literature Elective	3
	Total	6
3rd Semester/Fall		
ENGL 73A	Intensive Fiction Writing	3
	Writing Elective	3
	Total	6
4th Semester/Spring		
ENGL 74	Fiction: Special Projects	3
	Literature Elective	3
	Total	6

**Program Learning Outcomes for Certificate of Achievement
in Creative Writing/Fiction**

Students who achieve certificates will be able to:

- Write a novella or short story collection with strong character development, plot, conflict, and dialogue, using original language.
- Research venues for publication or public presentation of work.
- Write a piece of fiction with strong character development, plot, conflict, and dialogue, using original language.

Associate Degree and Certificate Programs

**Creative Writing/Playwriting and Screenwriting
Certificate of Proficiency**

<i>Required Courses</i>		<i>Units</i>
ENGL 10A or 10B	Creative Writing	3
	Or	
ENGL 70A or 70B	Translating Autobiography into Creative Writing	3
ENGL 86	Introduction to Playwriting and Screenwriting	3
ENGL 87	Intermediate Playwriting and Screenwriting	3
ENGL 88	Intensive Playwriting and Screenwriting	3
ENGL 89	Playwriting and Screenwriting Special Projects	3
	Total Minimum Required Units	15

**Creative Writing/Playwriting and Screenwriting
Certificate of Proficiency
Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete a Certificate of Proficiency in Creative Writing/Playwriting and Screenwriting. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
ENGL 10	Creative Writing	3
	Or	
ENGL 70	Translating Autobiography into Creative Writing (3)	
ENGL 86	Introduction to Playwriting and Screenwriting	3
	Total	6
2nd Semester/Spring		
ENGL 87	Intermediate Playwriting and Screenwriting	3
	Total	3
3rd Semester/Fall		
ENGL 88	Intensive Playwriting and Screenwriting	3
	Total	3
4th Semester/Spring		
ENGL 89	Playwriting and Screenwriting: Special Projects	3
	Total	3

**Program Learning Outcomes for Certificate of Proficiency
in Creative Writing/Playwriting and Screenwriting**

Students who achieve certificates will be able to:

- Write a play or screenplay of at least 50 pages, with a strong character development, plot, dramatic sequencing, dialogue and/or monologue, using appropriate language to reveal characters.
- Research venues for publication or public presentation of work.

Associate Degree and Certificate Programs

Creative Writing/Poetry Certificate of Achievement

<i>Required Courses</i>		<i>Units</i>
ENGL 10A or 10B	Creative Writing	3
	Or	
ENGL 70A	Translating Autobiography into Creative Writing (3)	
	Or	
ENGL 70B	Translating Autobiography into Creative Writing (3)	
ENGL 91A	Introduction to Poetry Writing	3
	Or	
ENGL 91B	Introduction to Poetry Writing (3)	
ENGL 92A	Intermediate Poetry Writing	3
	Or	
ENGL 92B	Intermediate Poetry Writing (3)	
ENGL 93A	Intensive Poetry Writing	3
	Or	
ENGL 93B	Intensive Poetry Writing (3)	
ENGL 94	Poetry: Special Projects	3
	Literature Electives	6
	Writing Electives	3
	Total Minimum Required Units	24

Choose from the following literature electives:

ENGL 17A or 17B Shakespeare (3)
 ENGL 20 Introduction to Dramatic Literature (3)
 ENGL 47 Children's Literature (3)
 ENGL 85A Literature in English through Milton (4)
 ENGL 85B Literature in English: Late 17th through Mid-19th Century (4)
 ENGL 85C Literature in English: Mid-19th through the 20th Century (4)
 HIST 33 History of Native American Thought and Literature (3)

Choose from the following writing electives:

ENGL 1A Composition and Reading (4)
 ENGL 1B Composition and Reading (4)
 ENGL 5 Critical Thinking (3)
 ENGL 10A/B Creative Writing (3)
 **ENGL 70A/B Translating Autobiography to Creative Writing (3)
 **ENGL 71A/B Introduction to Fiction Writing (3)
 **ENGL 72A/B Intermediate Fiction Writing (3)
 ENGL 86 Introduction to Playwriting and Screenwriting (3)
 ENGL 87 Intermediate Playwriting and Screenwriting (3)
 **ENGL 91A/B Introduction to Poetry Writing (3)
 **ENGL 92A/B Intermediate Poetry Writing (3)

***Must be a different semester or a different section than the course used to fill specific degree or certificate requirements listed above.*

**Creative Writing/Poetry
Certificate of Achievement
Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete a Certificate of Achievement in Creative Writing/Poetry. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st Semester/Fall		
ENGL 10A or B	Creative Writing	3
	Or	
ENGL 70	Translating Autobiography into Creative Writing (3)	
ENGL 91	Introduction to Poetry Writing	3
	Total	6
2nd Semester/Spring		
ENGL 92	Intermediate Poetry Writing	3
	Literature Elective	3
	Total	6
3rd Semester/Fall		
ENGL 93A	Intensive Poetry Writing	3
	Writing Elective	3
	Total	6
4th Semester/Spring		
ENGL 94	Poetry: Special Projects	3
	Literature Elective	3
	Total	6

**Program Learning Outcomes
for Certificate of Achievement in Creative Writing/Poetry**

Students who achieve certificates will be able to:

- Write a poem with strong use of voice, imagery, and poetic conventions of form and sound, using original language.
- Write a well sequenced collection of poetry of at least 24 pages, with strong use of voice, imagery, and poetic conventions of form and sound, using original language.
- Research venues for publication or public presentation of work.

Associate Degree and Certificate Programs

Global Studies Associate in Arts Degree

The Global Studies Program challenges you to examine history as well as the current process of globalization and socioeconomic stratification. The program offers an interdisciplinary, limited cohort model, with Global Studies core courses linked to major requirements from other disciplines. A range of electives will give you a deeper understanding of how one key area of the globe impacts the rest of the world. The program also offers hands-on experience through service learning modules. The program helps to prepare you for transfer to UC, CSU, and other four-year institutions in Global or International Studies, Peace and Conflict Studies. You are encouraged to meet with a counselor to develop a student educational plan to ensure that all transfer requirements are completed. This program is a stepping stone to a variety of career options in the international arena.

<i>Required Courses</i>		<i>Units</i>
ART 182	Introduction to Visual Culture	3
ENGL 1A	Composition and Reading	4
ENGL 1B	Composition & Reading	4
ENGL 5	Critical Thinking in Reading and Writing	3
HIST 7B	History of the United States	3
HIST 23	Global Perspectives	3
PHIL 1	Introduction to Philosophy	3
POSCI 20	Current World Problems	3
	One Year of a Foreign Language	10
	Electives (chosen from List Below)	3

Choose 3 units from the following electives:

ANTHR 3	Introduction to Social and Cultural Anthropology	3
GEOG 1	Physical Geography	3
HIST 3A	World History to 1500	3
POSCI 3	International Relations	3
	Major Requirements	39
	General Education and Electives	21
	Total Units	60

Global Studies
Associates in Arts Degree
Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associates in Arts Degree in Global Studies. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
1st semester/Fall		
ENGL 1A	Composition and Reading	4
ART 182	Introduction to Visual Culture	3
	One Semester of Foreign Language	5
	Total	12
2nd Semester/Spring		
ENGL 1B	Composition & Reading	4
HIST 7B	History of the United States	3
	One Semester of Foreign Language	5
	Total	12
3rd Semester/Fall		
ENGL 5	Critical Thinking in Reading and Writing	3
HIST 23	Global Perspectives	3
PHIL 1	Introduction to Philosophy	3
	Total	9
4th Semester/Spring		
POSCI 20	Current World Problems	3
	Elective	3
	Total	6

Program Learning Outcomes for Global Studies Programs

Students who achieve associate degrees will be able to:

- Examine the processes of globalization and their consequences, particularly, the tensions between the local ways of life with deep historical, linguistic, ethnic, and religious roots and current pressures for transnational cultures and multiple identities.
- Describe the social, political, philosophical, economic, historical, and environmental interdependencies created by globalization -- such as the flow of ideas, the mixing of cultures, international migration, regional conflicts, movement of goods, changes in technology, and competition for energy resources -- among the subcultures, nations, and regions of the world.
- Analyze how or why the solutions to global problems demand responsibility and grassroots participation at both the local, national, and transnational level.

Liberal Arts with an Emphasis in Arts and Humanities Associate in Arts Degree

The A.A. in Liberal Arts with an emphasis in Arts and Humanities provides students with a broad perspective on culture and artistic expression of human beings and societies. It is designed to stimulate appreciation for and understanding of values, ideas, and artifacts of culture and society, specifically as these relate to how different cultures through the ages have responded to themselves and the world around them through the production of creative forms of expression. Critical thinking skills and self-understanding through these courses provide a framework for lifelong study in the liberal arts. Successful completion of the curriculum in Arts and Humanities offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree. The degree is intended for those who are considering transfer but have not decided on a major; those who are required to complete a degree for job promotion; or individuals who may wish to further their education and are considering a major that is interdisciplinary in focus. In all cases, you should consult with a counselor to develop your own program of study.

<i>Course</i>		<i>Units</i>
Complete 18 Units from the Following List of Courses:		
AFRAM 1	Introduction to African-American Studies	3
ART 1	Introduction to Art History	3
ART 2	History of Western Art from Prehistory through the Middle Ages	3
ART 3	History of Western Art from Renaissance to Contemporary Art	3
ART 4	History of Modern Art (1800 to Present)	3
ART 13	History of Women in Art (19th & 20th Centuries)	3
ART 14	Themes, Trends, and Traditions in World Art	3
ART 16	Introduction to Islamic Art	3
ART 98	Film: Art and Communication	3
ART 182	Introduction to Visual Culture	3
ASAME 30	Asians and Asian-Americans Through Films	3
ENGL 17A	Shakespeare	3
ENGL 17B	Shakespeare	3
ENGL 21	Film: Art and Communication	3
ENGL 47	Children's Literature	3
ENGL 50	Multicultural American Literature	3
ENGL 85A	Literature in English Through Milton	4
ENGL 85B	Literature in English: Late 17th Through Mid-19th Century	4
ENGL 85C	Literature in English: Mid-19th Through the 20th Century	4
HIST 33	History of Native American Thought and Literature	3
HIST 43	Berkeley History	1
HUMAN 1	Introduction to Humanities	3
HUMAN 5	Storytelling in American Culture	3
HUMAN 21	Film: Art and Communication	3
HUMAN 26	Global Cinema	4
HUMAN 30A	Human Values/Ethics	3
HUMAN 30B	Human Values/Aesthetics	3
HUMAN 40	Religions of the World	3
HUMAN 46	Philosophy of the Human Experience	3
HUMAN 52	Women and Cinema	4
HUMAN 53	Comparative Film Genres	4
HUMAN 55	The Representation of Immigration in Cinema and Television	4
HUMAN 182	Introduction to Visual Culture	3
M/LAT 30A	Survey of Latin-American Films	3

(continued on next page)

Associate Degree and Certificate Programs

Liberal Arts with an Emphasis in Arts and Humanities

(from previous page)

<i>Course</i>	<i>Units</i>
M/LAT 30B Survey of Latin-American Films	3
MUSIC 15A Jazz, Blues and Popular Music in the American Culture	3
MUSIC 15B Jazz, Blues and Popular Music in the American Culture	3
MMART 121 Digital Culture	3
MMART 123 The Documentary Tradition	3
PHIL 1 Introduction to Philosophy	3
PHIL 2 Social and Political Philosophy	3
PHIL 11 Formal Logic	3
PHIL 31A Human Values/Ethics	3
PHIL 35 Feminist Philosophy	3
PHIL 46 Philosophy of the Human Experience	3
SPAN 38 Latin American Literature	3
SPAN 39 Latin American Novel	3
WS 35 Feminist Philosophy	3
WS 52 Women and Cinema	3
Major Requirements	18
General Education and Electives	42
Total Units	60

Students must receive a minimum grade of “C” or better in all required core courses and electives in order to qualify for the degree. Students wishing to transfer to the UC or CSU system need to meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

Program Learning Outcomes for Liberal Arts with an Emphasis in Arts and Humanities Programs

Students who achieve associate degrees will be able to:

- Students will be able to show the connections between specific factors (i.e., politics, religion, science, etc.) of historical periods and the artistic styles and general cultural milieus that emerged from those historical periods.
- Students will be able to discuss major ideas and theories on human creativity and historical development, and how these affect individual and social interaction.
- Students will be able to critically analyze artistic styles and ideologies in well organized and effective essays.

Associate Degree and Certificate Programs

Liberal Arts with an Emphasis in Social and Behavioral Sciences Associate in Arts Degree

The A.A. in Liberal Arts with an emphasis in Social and Behavioral Sciences provides you students with a broad perspective on human behavior. It is designed to stimulate appreciation for, and understanding of, values, ideas, and artifacts of culture and society. Critical thinking skills and self-understanding through these courses provide a framework for lifelong study in liberal arts. Successful completion of the curriculum in Social and Behavioral Sciences offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree. The degree is intended for students who are considering transfer but have not decided on a major or for students who are required to complete a degree for job promotion. In all cases, students should consult with a counselor to develop their own program of study.

Course *Units*

Complete 18 Units from the Following List of Courses:

AFRAM 1	Introduction to African-American Studies	3
AFRAM 33	The Roots of Black American Culture	3
ASL 55A	History and Culture of Deaf People in America I	3
ANTHR 1	Introduction to Physical Anthropology	3
ANTHR 1L	Introduction to Physical Anthropology Lab	1
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 13	Urban Anthropology	3
ANTHR 15	Male and Female: Anthropological Perspectives	3
ANTHR 18	Introduction to Anthropological Linguistics	3
ANTHR 55	Native American Cultures	3
ASAME 30	Asians and Asian-Americans Through Films	3
ASAME 45B	Asian-American History 1945 to Present	3
ECON 1	Principles of Economics (Macro Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
ETHST 1	Introduction to Ethnic Studies	3
GEOG 2	Cultural Geography	3
GEOG 3	World Regional Geography	3
HLTED 27	Human Sexuality	3
HIST 1	American Indian History and Culture	3
HIST 2A	History of European Civilization	3
HIST 2B	History of European Civilization	3
HIST 3A	World History to 1500	3
HIST 3B	Modern World History: 1500-Present	3
HIST 7A	History of the United States	3
HIST 7B	History of the United States	3
HIST 8B	History of Latin-American Civilization	3
HIST 10B	History of Africa since 1750	3
HIST 12	History and Culture of Eastern Asia	3
HIST 19	History of California	3
HIST 21	U.S. Women: A Social History	3
HIST 22	Introduction to Peace Studies	3
HIST 23	Global Perspectives	3
HIST 31	Contemporary Middle East: Politics of Nationalism	3
HIST 32	The United States Since 1945	3
HIST 33	History of Native American Thought and Literature	3

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Associate Degree and Certificate Programs

Liberal Arts with an Emphasis in Social and Behavioral Sciences

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<i>Course</i>		<i>Units</i>
HIST 38	Current World Problems	3
M/LAT 30A	Survey of Latin-American Films	3
M/LAT 30B	Survey of Latin-American Films	3
POSCI 1	Government and 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 20	Current World Problems	3
PSYCH 1A	Introduction to General Psychology	3
PSYCH 6	Social Psychology	3
PSYCH 10	Psychology and Life: Basic Principles	3
PSYCH 21	Lifespan Human Development	3
PSYCH 30	Psychology of Men and Women	3
SOCSC 1	Introduction to Women's Studies	3
SOCSC 2	Introduction to Diversity Issues	3
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
SOC 3	Sociology of Women	3
SOC 5	Minority Groups	3
SOC 8	Crime and Deviance	3
SOC 13	Sociology of the Family	3
WS 1	Introduction to Women's Studies	3
	Major Requirements	18
	General Education and Electives	42
	Total Units	60

Students must receive a minimum grade of "C" or better in all required core courses and electives in order to qualify for the degree. As this degree alone may not be complete preparation for transfer, students wishing to continue at the UC or CSU system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

Program Learning Outcomes for Liberal Arts with an Emphasis in Social and Behavioral Sciences Programs

Students who achieve associate degrees will be able to:

- Students shall be able to discuss knowledgeably the social forces affecting human conduct, culture, and history, and the development of political systems
- Students shall demonstrate an ability to analyze critically political programs and ideologies, and discuss critically major ideas and theories on human behavior, historical development, and social conflict and cohesion.

Liberal Arts: CSU General Education 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.

Total Minimum Required Units: 39 Minimum Units

Complete the following requirements:

Area A—English Language, Communication, and Critical Thinking

Minimum of 9 semester (or 12-15 quarter) units. One course from each sub-area with a grade of "C" or better.

- A-1: Oral Communication**
Communication 1A, 4, 20, 45
- A-2: Written Communication**
English 1A
- A-3: Critical Thinking**
Communication 5
English 5
Philosophy 10

Area B—Scientific Inquiry and Quantitative Reasoning

Minimum of 9 semester (or 12-15 quarter) units.

One from Physical Sciences (B1), one from Life Sciences (B2), and one from Mathematics/Quantitative Reasoning (B4).. One lab activity (L) required from either Physical Sciences or Life Sciences or ANTHR 1L or GEOG 1L. Math/Quantitative Reasoning (B4) with a grade "C" or better.

- B-1: Physical Science**
Astronomy 10
Chemistry 1A(L), 1B(L), 12A(L), 12B(L), 30A(L), 30B(L)
Geography 1
Geology 10
Physical Science 10, 20
Physics 2A (L), 2B (L), 3A(L), 3B(L), 4A(L), 4B(L), 4C(L), 10
- B-2: Life Science**
Anthropology 1
Biology 1A(L), 1B(L), 3(L), 10(L), 13, 25, 33(L), 34(L)
- B-3: Laboratory Activity**
One course from either B1 or B2 with a lab (L) or one of the following (when combined with the matching lecture course):
Anthropology 1L
Biology 13L
Geography 1L
Geology 10L
- B-4: Mathematics/Quantitative Reasoning**
Math 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 18, 50

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Associate Degree and Certificate Programs

Liberal Arts: CSU General Education Breadth Certificate of Achievement

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Area C—Arts And Humanities

Minimum of 9 semester (or 12-15 quarter) units with one course from (Arts) C1, one course from Humanities (C2), and one course from either the Arts or Humanities.

C-1: Arts (Arts, Cinema, Dance, Music, Theater)

African-American Studies 44B
Art 1, 2, 3, 4, 13, 14, 16, 98(*), 180
English 21(*)
Humanities 21(*), 26, 52(**), 53
Multimedia Arts 122B, 123
Music 15A, 15B
Women's Studies 52 (**)

(*), (**), (***) Students will receive credit and certification for one course only.

C-2 Humanities (Literature, Philosophy, Languages other than English)

Anthropology 7
Arabic 1A, 1B, 30A
Art 182(^)
American Sign Language 50, 50AB, 51, 51AB, 52, 52AB, 53, 53AB
Asian and Asian-American Studies 30
Chinese 1, 40A
English 1B, 10A, 10B, 14, 17A, 17B, 20, 47, 50, 71A, 71B, 72A, 72B,
73A, 73B, 85A, 85B, 85C, 91A, 91B, 92A, 92B, 93A, 93B
French 1A, 1B
History 33
Humanities 1, 5, 30A(*), 30B, 40, 46(**), 55, 182(^)
Mexican/Latin American Studies 30A, 30B
Philosophy 1, 2, 10, 16, 20A, 20B, 31A(*), 35(***), 37, 46(**)
Portuguese 1A, 1B
Spanish 1A, 1B, 2A, 2B, 10A, 10B, 22A, 22B, 30A, 30B, 31A, 31B, 35A, 35B, 38, 39, 40
Women's Studies 35(***)

(*), (**), (***), (^) Students will receive credit and certification for one course only.

Area D—Social Sciences

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

African-American Studies 1, 33
American Sign Language 55A
Anthropology 2, 3, 13, 15, 18, 55
Asian and Asian-American Studies 45B
Biology 27(**)
Communication 6
Child Development 51
Economics 1, 2
Geography 2, 3, 5, 10
History 1, 2A, 2B, 3A, 5, 7A, 7B, 8B, 10B, 12, 17, 19, 20, 21, 22,
23, 28, 29, 31(*), 32, 33, 37(+), 38(++), 39, 40
Health Education 27(**), 46F
Humanities 55
International Trade 34, 35
Political Science 1, 2, 3, 4, 5, 6, 12(*), 20(++), 25(+)
Psychology 1A, 6, 7A, 10, 21, 30

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Associate Degree and Certificate Programs

Liberal Arts: CSU General Education Breadth Certificate of Achievement

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Area D—Social Sciences *(continued)*

Social Science 1(+++), 2
Sociology 1, 2, 3, 5, 8, 13
Women's Studies 1(+++)

(*), (**), (+), (++) , or (+++) Students will receive credit and certification for one course only.

Area E —Lifelong Learning And Self-Development

Minimum of three semester-units, one course from the following:

Biology 27
Child Development 51
Counseling 24, 57
Health Education 1, 27(*)
Psychology 6, 7A, 21, 30

Note:

DD-214 documentation also can be used to satisfy this Area E requirement.

United States History, Constitution, and American Ideals Requirement

CSU graduation requires completion of a U.S. History, Constitution and American Ideals requirement.

To complete this requirement take:

Political Science 1 or 5 and History 7A or 7B or 40

Note:

Students must request certification of CSU general education requirements from the Office of 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.

Program Learning Outcomes for Liberal Arts: CSU General Education Breadth Programs

Students who achieve certificates will be able to:

- Speak, read, and write clearly and effectively with audience awareness; analyze communications for meaning, purpose, effectiveness, and logic.
- Identify problems/arguments, isolate facts related to arguments, generate multiple solutions to problems, predict consequences, and use evidence and sound reasoning to justify well-informed positions.
- Master college-level computational skills and apply them to concrete problems; demonstrate algorithmic competence appropriate to multiple levels.
- Analyze consequences of actions taken and their impact on society and self; demonstrate collaborative involvement in community interests.
- Identify and explain diverse customs, beliefs, and lifestyles, as well as cultural, historical, and geographical issues that shape perceptions.
- Find, evaluate, use, and communicate information in all its various formats; demonstrate library literacy, research methodology, and technological literacy.
- Analyze own actions and perspectives of other persons and work effectively with others in groups.

Liberal Arts: Intersegmental General Education Transfer (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.

Total Minimum Required Units: 37 Minimum Units

Complete the following requirements:

- You must complete all courses with grades of "C" or better.
- You must request IGETC certification from the Office of Admissions and Records, prior to transfer.
- IGETC is not advisable for all transfer students, especially if you are pursuing a major requiring extensive lower-division preparation. Please see a BCC counselor.

[^] = Indicates that transfer credit may be limited by either UC or CSU, or both.

Area 1—English Communication

CSU:	1 course from Group A	UC:	1 course from Group A
	1 course from Group B		1 course from Group B
			1 course from Group C

Group A: English Composition, 1 course (3 semester units or 4-5 quarter units)
English 1A

Group B: Critical Thinking—English Composition, 1 course
(3 semester units or 4-5 quarter units)
Communication 5
English 5

Group C: Oral Communication (CSU requirement only),
1 course (3 semester units or 4-5 quarter units)
Communication 1A, 4, 20, 45

Area 2—Mathematical Concepts and Quantitative Reasoning

1 course: (3 semester units or 4-5 quarter units)-
Math 1[^], 2[^], 3A[^], 3B[^], 3C, 3E[^], 3F[^], 11, 13, 16A[^], 16B[^]

Area 3—Arts and Humanities

At least 3 courses, with at least one from the Arts and one from the Humanities:
9 semester units or 12-15 quarter units

Arts: African-American Studies 44B
Art 1, 2, 3, 4, 13, 14, 16, 98(*), 180
English 21(*)Humanities 21(*), 26, 52(**), 53
Multimedia Arts 122B, 123
Music 15A, 15B
Women's Studies 52(**)

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Associate Degree and Certificate Programs

Liberal Arts: IGETC Certificate of Achievement

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Humanities:

Anthropology 7
Arabic 1B
Asian and Asian-American Studies 30
English 1B, 17A, 17B, 20, 50, 85A, 85B, 85C
French 1B
History 33
Humanities 1, 5, 30A(*), 30B, 40, 46(**), 55
Mexican/Latin American Studies 30A, 30B
Philosophy 1, 2, 16, 20A, 20B, 31A(*), 35(***), 37, 46(**)
Portuguese 1B
Spanish 1B, 2A^, 2B^, 10A, 10B, 38, 40
Women Studies 35(***)

(*), (**), or (***) Students will receive credit and certification for one course only.

Area 4—Social and Behavioral Sciences

At least 3 courses from at least 2 disciplines or an interdisciplinary sequence:
(9 semester units or 12-15 quarter units)

African-American Studies 1, 33
American Sign Language 55A
Anthropology 2, 3, 13, 15, 18, 55
Asian and Asian American Studies 45B
Biology 27 (**)
Child Development 51
Communication 6
Economics 1, 2
Geography 2, 3, 5, 10^
Health Education 27(**), 46F
History 1, 2A, 2B, 5, 7A, 7B, 8B, 10B, 12, 17, 19, 20, 21, 22,
23, 28(**), 29, 31(***), 37(+), 38(++), 39, 40
Humanities 55
International Trade 34, 35
Political Science 1, 2, 3, 5, 6, 12(***), 20(++), 25(+)
Psychology 1A, 6, 7A, 10, 21, 30
Social Science 1(+++), 2
Sociology 1, 2, 3, 5, 8, 13
Women's Studies 1(+++)

(*), (**), (***), (+), (++), or (+++) Students will receive credit and certification for one course only.

Area 5—Physical and Biological Sciences

At least 2 courses, 1 Physical Science course and 1 Biological Science course; at least 1 must include a laboratory, (indicated by "L" in parentheses): (7–9 semester units or 9-12 quarter units)

Physical Sciences:

Astronomy 10
Chemistry 1A(L), 1B(L), 12A(L), 12B(L), 30A(L)^, 30B(L)
Geography 1/1L
Geology 10/10L
Physical Science 10^, 20
Physics 2A(L)^, 2B(L)^, 3A(L)^, 3B(L)^, 4A(L)^, 4B(L)^, 4C(L)^, 10^

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Associate Degree and Certificate Programs

Liberal Arts: IGETC Certificate of Achievement

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Area 5—Physical and Biological Sciences (continued)

Biological Sciences:

Anthropology 1, 1L

Biology 1A(L), 1B(L), 3(L), 10(L)^, 13/13L, 25^

Science Laboratory:

One course shown with (L) in Physical Sciences or Biological Sciences.

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 Berkeley City College courses; **Or**
2. Completion of two years of high school course work in one language other than English with a grade of "C-" or better (verified by official high school transcript); **Or**
3. Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English; **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 (documentation required); **Or**
7. Completion of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English (confirmed by appropriate documentation).

College courses that meet the proficiency level:

American Sign Language 50, 51, 52, 53

Arabic 1A, 1B

Chinese 1

French 1A, 1B

Portuguese 1A, 1B

Spanish 1A, 1B, 2A, 2B, 22A, 22B

Note:

Courses above proficiency level may also be used to meet this requirement and may also be used to clear, if listed, another IGETC area.

Program Learning Outcomes for Liberal Arts: Intersegmental General Education Programs

Students who achieve certificates will be able to:

- Speak, read, and write clearly and effectively with audience awareness; analyze communications for meaning, purpose, effectiveness, and logic.
- Identify problems/arguments, isolate facts related to arguments, generate multiple solutions to problems, predict consequences, and use evidence and sound reasoning to justify well-informed positions.
- Master college-level computational skills and apply them to concrete problems; demonstrate algorithmic competence appropriate to multiple levels.
- Analyze consequences of actions taken and their impact on society and self; demonstrate collaborative involvement in community interests.
- Identify and explain diverse customs, beliefs, and lifestyles, as well as cultural, historical, and geographical issues that shape perceptions.
- Find, evaluate, use, and communicate information in all its various formats; demonstrate library literacy, research methodology, and technological literacy.
Analyze own actions and perspectives of other persons and work effectively with others in groups.

Mathematics

Associate in Science Degree for Transfer (AS-T)

The Associate in Science Degree in Mathematics for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Mathematics or similar major for completion of a baccalaureate degree. Students are required to complete: (1) a minimum of 21 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework; (2) 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); **or** the Intersegmental General Education Transfer Curriculum (IGETC) pattern; (3) No more than 60 semester units are required. The Associate in Science Degree in Mathematics for Transfer will also assist Mathematics major students to transfer to a UC or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

<i>Required Courses</i>		<i>Units</i>
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
IGETC		
Or		
CSU-GE-Breadth Education Pattern and Elective Courses		39
Total Units		60

Program Learning Outcomes for Mathematics AS-T

Students who achieve associate degrees will be able to:

- Apply mean value theorems.
- Solve linear systems, integration problems, and problems for multivariable functions.
- Graph and analyze basic functions.
- Calculate derivatives.
- Solve differential equations and analyze the solution sets.

Multimedia Arts Degrees and Certificates

Berkeley City College's Multimedia Arts Program prepares people for entry-level jobs in Multimedia and provides skills-upgrading for those already employed in multimedia jobs. The program is interdisciplinary and focuses on developing fine art, critical thinking, and computer skills. You may pursue Associate in Arts degrees or Certificates of Proficiency in Multimedia Arts, specializing in numerous areas as indicated below.

Program Learning Outcomes for Multimedia Arts Programs

Students who achieve associate degrees will be able to:

- Demonstrate knowledge of and apply the principles of Fair Use and Intellectual Property Rights as they apply to Multimedia.
- Using a combination of interactive Multimedia technologies, produce a portfolio that can be used to apply for employment or to other colleges.
- Formulate and demonstrate ideas and designs visually, verbally and in writing.
- Describe and evaluate design principles, aesthetic forms, historical context and social relevance of Multimedia works.
- Plan, schedule, manage and implement Multimedia projects using current hardware and software technologies.
- Describe and evaluate the historical context and social relevance of Multimedia works produced in other countries.
- Collaborate effectively, in a team environment, with people from various cultures and with various abilities.

Associate Degree and Certificate Programs

Multimedia Arts Associate in Arts Degrees

A.A. Core (30 Units)

The following courses are required for all Multimedia Arts A.A. students:

<i>Required Courses</i>		<i>Units</i>
ART 41	Basic Design	2
ART 98/ENGL 21/ HUMAN 21	Film: Art & Communication Or From Movies to Multimedia (3)	3
MMART 122B		
ENGL 1A	Composition and Reading	4
MMART 110	Scriptwriting & Storyboarding	3
MMART 120	Media & Communication	3
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 150A/150LA	Video Editing I & Lab	3
MMART 174A/174LA	Web Development : Flash Or	3
MMART 175A/175LA	Interactive Authoring: CD/DVD (3)	
MMART 197/197L	Multimedia Portfolio/Sample Reel Development & Lab	3
MMART 199	Multimedia Special Projects	3

A.A. Specializations

Students must take the A.A. Core plus one complete set from the following specializations:

Animation (19 Units)

ART 20	Beginning Drawing	3
ART 25	Beginning Figure Drawing and Composition	2
ART 44	Three Dimensional Design	2
MMART 116	Storytelling for Animation	3
MMART 177/177L	Introduction to Animation Principles & Lab	3
MMART 178A/178LA	Drawing for Animation & Lab	3
MMART 185A/185LA	3-D Illustration/Cinema4D I & Lab	3
Total Minimum Required Units for A.A. Degree		49

Digital Imaging (14 Units)

ART 20	Beginning Drawing	3
ART 25	Beginning Figure Drawing and Composition	2
MMART 131A/131LA	Photoshop I & Lab	3
MMART 132A/132LA	Illustrator I & Lab	3
MMART 132B/132LB	Painter I & Lab	3
Total Minimum Required Units for A.A. Degree		44

Digital Video Arts (15 Units)

MMART 148A/148LA	Sound Design I & Lab	3
MMART 150B/150LB	Video Editing II & Lab	3
MMART 150C/150LC	Video Editing III & Lab	3
MMART 151A/151LA	Digital Video Production I & Lab	3
MMART 152A/152LA	Motion Graphics/ After Effects I & Lab	3
Total Minimum Required Units for A.A. Degree		45

Web Design & Production (15 Units)

MMART 160A/160LA	Web I: Dreamweaver & Lab	3
MMART 160B/160LB Web II	Advanced Design Projects & Lab	3
MMART 160C/160LC	Web III: Web Commerce Applications & Lab	3
MMART 161A	Information Architecture I: Interface Design	3
MMART 162/162L	Web Graphics	3
Total minimum required units for A.A. Degree		45

**For an Associate in Arts degree, you must also complete the General Education pattern and optional courses for an additional 11-16 units.*

Multimedia Arts
Associate in Arts Degree in Animation
Two-Year Course Sequence Beginning in Fall Semester

You can use the following pattern to complete an Associate in Arts degree in Multimedia – Animation. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Courses</i>		<i>Units</i>
First Semester/Fall		
ART 20	Beginning Drawing	2
ART 41	Basic Design	2
ENGL 1A	Composition and Reading	4
MMART 120	Media & Communication	3
MMART 130A/130LA	Survey of Digital Imaging & Lab	3
	Total	14
Second Semester/Spring		
ART 25	Beginning Figure Drawing and Composition	2
MMART 120	Media & Communication	3
MMART 177/177L	Introduction to Animation Principles & Lab	3
MMART 178/178L	Drawing for Animation & Lab	3
	Total	11
Third Semester/Fall		
ART 44/44L	3-D Design & Lab	3
ART 98/ENGL 21/ HUMAN 21	Film: Art & Communication	3
MMART 150A/150LA	Video Editing I & Lab	3
MMART 174A/174LA	Web Development: Flash	3
	Total	12
Fourth Semester/Spring		
MMART 116	Storytelling for Animation	3
MMART 185A/185LA	3-D Illustration/Cinema 4D & Lab	3
MMART 197	Multimedia Portfolio/ Sample Reel Development & Lab	3
MMART 199	Multimedia Special Projects	3
	Total	12

Multimedia Arts
Associate in Arts Degree in Digital Imaging
Two-Year Course Sequence Beginning in Fall Semester

You can use the following pattern to complete an Associate in Arts degree in Multimedia – Digital Imaging. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Courses</i>		<i>Units</i>
First Semester/Fall		
ART 20	Beginning Drawing	3
ENGL 1A	Composition and Reading	4
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 131A/131LA	Photoshop I & Lab	3
	Total	13
Second Semester/Spring		
ART 25	Beginning Figure Drawing and Composition	2
ART 41	Basic Design	2
MMART 110	Scriptwriting & Storyboarding	3
MMART 132A/132LA	Illustrator I & Lab	3
	Total	10
Third Semester/Fall		
MMART 122B	From Movies to Multimedia	3
MMART 150A/150LA	Video Editing I & Lab	3
MMART 174A/174LA	Web Development: Flash	3
	Total	9
Fourth Semester/Spring		
MMART 120	Media & Communication	3
MMART 132B/132LB	Painter I & Lab	3
MMART 197/197L	Multimedia Portfolio/ Sample Reel Development & Lab	3
MMART 199	Multimedia Special Projects	3
	Total	12

Multimedia Arts
Associate in Arts Degree in Digital Video Arts
Two-Year Course Sequence Beginning in Fall Semester

You can use the following pattern to complete an Associate in Arts degree in Multimedia – Digital Video Arts. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Courses</i>		<i>Units</i>
First Semester/Fall		
ENGL 1A	Composition and Reading	4
MMART 110	Scriptwriting & Storyboarding	3
MMART 150A/150LA	Video Editing I & Lab	3
	Total	10
Second Semester/Spring		
ART 41	Basic Design	2
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 150B/150LB	Video Editing II & Lab	3
MMART 174A/174LA	Web Development: Flash	3
	Or	
MMART 175A/175LA	Interactive Authoring: CD/DVD (3)	
	Total	11
Third Semester/Fall		
MMART 122B	From Movies to Multimedia	3
MMART 148A/148LA	Sound Design I & Lab	3
MMART 151A/151LA	Digital Video Production I & Lab	3
MMART 152A/152LA	Motion Graphics/ After Effects I & Lab	3
	Total	12
Fourth Semester/Spring		
MMART 120	Media & Communication	3
MMART 150C /150LC	Video Editing III & Lab	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development	3
MMART 199	Multimedia Special Projects	3
	Total	12

Multimedia Arts
Associate in Arts Degree in Web Design and Production
Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Arts degree in Multimedia – Web Design/Production. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Courses</i>		<i>Units</i>
First Semester/Fall		
ART 41	Basic Design	2
ENGL 1A	Composition and Reading	4
MMART 130/130L	Survey of Digital Imaging & Lab	3
MMART 162/162L	Web Graphics & Lab	3
	Total	12
Second Semester/Spring		
MMART 110	Scriptwriting & Storyboarding	3
MMART 160A/160LA	Web I: Dreamweaver & Lab	3
MMART 174A/174LA	Web Development: Flash	3
	Total	9
Third Semester/Fall		
HUMAN 21	Film: Art & Communication	3
MMART 150A/150LA	Video Editing I & Lab	3
MMART 160B/160LB	Web II: Advanced Design Projects & Lab	3
MMART 161A	Information Architecture I: Interface Design	3
	Total	12
Fourth Semester/Spring		
MMART 120	Media & Communication	3
MMART 160C/160LC	Web III: Web Commerce Applications & Lab	3
MMART 197/197L	Multimedia Portfolio/ Sample Reel Development & Lab	3
MMART 199	Multimedia Special Projects	3
	Total	12

Multimedia Arts Certificates of Proficiency

The Multimedia Arts Certificates of Proficiency are available in many specializations. For maximum student flexibility, each area of specialization is sequenced as foundation, basic, intermediate, and advanced coursework. If you wish to earn a certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your certificate regardless of the semester you begin classes.

Program Learning Outcomes for Multimedia Arts Certificates of Proficiency

Students who achieve certificates will be able to:

- Demonstrate an appropriate knowledge of the use of digital multimedia equipment and/or software programs for creating and editing multimedia works.
- Using both traditional and digital art techniques to generate creative solutions to problems expand and transform imagery and ideas into meaningful multimedia works.
- Evaluate artwork with discernment, appropriate terminology, and aesthetic awareness; create projects intended for a professional portfolio.
- Demonstrate an appropriate knowledge of copyright laws and issues as those pertain to the production of multimedia works.

<i>Course</i>	<i>Units</i>
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Foundation for Multimedia Certificate of Proficiency

MMART 129/129L	Contemporary Color and Lab	3
MMART 130/130L	Survey of Digital Imaging and Lab	3
MMART 131A/131LA	Photoshop I and Lab	3
Total Units		9

Basic Multimedia Certificate of Proficiency

MMART 110	Scriptwriting and Storyboarding I	3
MMART 120	Media and Communications	3
MMART 121	Digital Culture	3
MMART 122B	From Movies to Multimedia	3
Total Units		12

Foundation for Animation Certificate of Proficiency

ART 20	Beginning Drawing	3
ART 25	Beginning Figure Drawing and Composition	2
ART 41	Basic Design	2
MMART 131A/131LA	Photoshop I and Lab	3
Total Units		10

Associate Degree and Certificate Programs

Multimedia Arts Certificates of Proficiency

<i>Course</i>		<i>Units</i>
Basic Animation Certificate of Proficiency		
MMART 110	Scriptwriting and Storyboarding I	3
MMART 116	Storytelling in Animation	3
MMART 178/178L	Drawing for Animation and Lab	3
	Total Units	9
Intermediate Animation Certificate of Proficiency		
MMART 148A/148LA	Sound Design I and Lab	3
MMART 152A/152LA	Motion Graphics/ After Effects I and Lab	3
MMART 177/177L	Introduction to Animation Principles and Lab	3
MMART 186/186L	Flash 2-D Animation and Lab	3
	Total Units	12
Advanced Animation Certificate of Proficiency		
MMART 181/181L	Experimental Animation and Lab	3
MMART 187/187L	Animation Practices I and Lab	3
MMART 197/197L	Multimedia Portfolio/ Sample Reel Development and Lab	3
	Total Units	9
Basic Digital Imaging Certificate of Proficiency		
ART 41	Basic Design	2
MMART 130/130L	Survey of Digital Imaging and Lab	3
MMART 200	Digital Media Literacy	3
	Total Units	8
Intermediate Digital Imaging Certificate of Proficiency		
MMART 129/129L	Contemporary Color and Lab	3
MMART 131A/131LA	Photoshop I and Lab	3
	Or	
MMART 132A/132LA	Illustrator I and Lab (3)	
MMART 133A/133LA	Digital Photography I and Lab	3
	Total Units	9
Advanced Digital Imaging Certificate of Proficiency		
MMART 132A/132LA	Illustrator I and Lab	3
MMART 134A/134LA	Digital Printmaking I and Lab	3
MMART 185A/185LA	3-D Illustration/ Cinema 4D I and Lab	3
	Total Units	9

Associate Degree and Certificate Programs

Multimedia Arts Certificates of Proficiency

<i>Course</i>		<i>Units</i>
Basic Digital Photography Certificate of Proficiency		
MMART 133A/133LA	Digital Photography I and Lab	3
MMART 133B/133LB	Digital Photography II and Lab	3
MMART 133C/133LC	Digital Photography III and Lab	3
	Total Units	9
Intermediate Digital Photography Certificate of Proficiency		
MMART 155A/155LA	Special Projects in Digital Photography A and Lab	3
MMART 155B/155LB	Special Projects in Digital Photography B and Lab	3
MMART 155C/155LC	Special Projects in Digital Photography C and Lab	3
	Total Units	9
Advanced Digital Photography Certificate of Proficiency		
MMART 136/136L	Digital Printing for Photographers and Lab	3
MMART 155D/155LD	Special Projects in Digital Photography D and Lab	3
MMART 196A/196LA	Art Marketing and Portfolio Management and Lab	3
	Total Units	9
Basic Digital Printmaking Certificate of Proficiency		
MMART 129/129L	Contemporary Color and Lab	3
MMART 130/130L	Survey of Digital Imaging and Lab	3
MMART 134A/134LA	Digital Printmaking I and Lab	3
	Total Units	9
Intermediate Digital Printmaking Certificate of Proficiency		
MMART 131A/131LA	Photoshop I and Lab	3
MMART 134B/134LB	Digital Printmaking II and Lab	3
MMART 135A/135LA	Advanced Practices for Digital Printmaking I and Lab	3
MMART 135B/135LB	Advanced Practices for Digital Printmaking II and Lab	3
	Total Units	12
Advanced Digital Printmaking Certificate of Proficiency		
MMART 133A/133LA	Digital Photography I and Lab	3
MMART 135C/135LC	Advanced Practices for Digital Printmaking III and Lab	3
MMART 135D/135LD	Advanced Practices for Digital Printmaking IV and Lab	3
MMART 196A/196LA	Art Marketing and Portfolio Management and Lab	3
	Total Units	12

Associate Degree and Certificate Programs

Multimedia Arts Certificates of Proficiency

<i>Course</i>		<i>Units</i>
Advanced 3-D Illustration Certificate of Proficiency		
MMART 152A/152LA	Motion Graphics/ After Effects I and Lab	3
MMART 185B/185LB	3-D Illustration/ Cinema 4D I and Lab	3
MMART 197/197L	Multimedia Portfolio/ Sample Reel Development and Lab	3
	Total Units	9
Foundations of Video Production and Editing Certificate of Proficiency		
MMART 110	Scriptwriting and Storyboarding	3
MMART 150A/150LA	Video Editing I and Lab	3
MMART 151A/151LA	Digital Video Production I and Lab	3
	Total Units	9
Intermediate Video Production Certificate of Proficiency		
MMART 148A/148LA	Sound Design I and Lab	3
MMART 151B/151LB	Digital Video Production II and Lab	3
MMART 153	Digital Cinematography Basics	1.5
MMART 157	Beginning Motion Picture Lighting	1.5
	Total Units	9
Advanced Digital Video Production Certificate of Proficiency		
MART 151C/151LC	Digital Video Production III and Lab	3
MMART 197/197L	Multimedia Portfolio/ Sample Reel Development and Lab	3
	Total Units	6
Basic Editing Certificate of Proficiency		
MMART 131A/131LA	Photoshop I and Lab	3
MMART 150B/150LB	Video Editing II and Lab	3
MMART 152A/152LA	Motion Graphics/ After Effects I and Lab	3
	Total Units	9
Intermediate Editing Certificate of Proficiency		
MMART 148A/148LA	Sound Design I and Lab	3
MMART 150C/150LC	Video Editing III and Lab	3
	Total Units	6
Advanced Editing Certificate of Proficiency		
MMART 129/129L	Contemporary Color and Lab	3
MMART 150D/150LD	Video Editing IV and Lab	3
MMART 197/197L	Multimedia Portfolio/ Sample Reel Development and Lab	3
	Total Units	9

Associate Degree and Certificate Programs

Multimedia Arts Certificates of Proficiency

<i>Course</i>		<i>Units</i>
Basic Motion Graphics Certificate of Proficiency		
MMART 131A/131LA	Photoshop I and Lab	3
MMART 150A/150LA	Video Editing I and Lab	3
MMART 152A/152LA	Motion Graphics/ After Effects I and Lab	3
MMART 152B/152LB	Motion Graphics/ After Effects II and Lab	3
	Total Units	12
Cinematography I Certificate of Proficiency		
MMART 133A/133LA	Digital Photography I and Lab	3
	Or	
MMART 133B/133LB	Digital Photography II and Lab (3)	
MMART 151B/151LB	Digital Video Production II and Lab	3
MMART 153 Digital	Cinematography Basics	1.5
MMART 157 Beginning	Motion Picture Lighting	1.5
	Total Units	9
Cinematography II Certificate of Proficiency		
MMART 133B/133LB	Digital Photography II and Lab	3
MMART 151C/151LC	Digital Video Production III and Lab	3
MMART 197/197L	Multimedia Portfolio/ Sample Reel Development and Lab	3
	Total Units	9
Documentary Production Certificate of Proficiency		
MMART 101	Writing Basics for Multimedia	3
MMART 123	The Documentary Tradition	3
MMART 156	Documentary Production Intensive	3
	Total Units	9
Music Video Production Certificate of Proficiency		
MMART 148A/148LA	Sound Design I and Lab	3
MMART 149/149L	The Music Video and Lab	3
MMART 151B/151LB	Digital Video Production II and Lab	3
	Or	
MMART 133B/133LB	Digital Photography II and Lab (3)	
	Total Units	9
Writing For Multimedia Certificate of Proficiency		
MMART 101	Writing Basics for Multimedia	3
MMART 110	Scriptwriting and Storyboarding	3
MMART 111A	Narrative Scriptwriting I	3
MMART 111B	Narrative Scriptwriting II	3
	Total Units	12

Psychology

Associate in Arts Degree for Transfer (AA-T)

The Associate in Arts Degree for Transfer in Psychology 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 Associate in Arts Degree 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. Students interested in the Associate in Arts Degree for Transfer in Psychology should consult with the Social Sciences Department Chair.

<i>Courses</i>		<i>Units</i>
Required Courses (All Three of the Following):		
PSYCH 1A	Introduction to General Psychology	3
PSYCH 28	Introduction to Research Methods in Psychology	3
MATH 13	Introduction to Statistics	4
Required Course (One of the Following):		
BIOL 10	Introduction to Biology	4
BIOL 25	Human Biology	3
Required Courses (Two of the Following):		
PSYCH 6	Social Psychology	3
PSYCH 21	Lifespan Human Development	3
SOC 1	Introduction to Sociology	3
Total Minimum Required Units for Major		19-20
IGETC or CSU GE-Breadth Education Pattern and Elective Courses		40-41
Total Units		60

Program Learning Outcomes for AA-T Psychology Degree

Students who achieve associate degrees will be able to:

- Read critically and write effective essays. (Communication; Critical Thinking)
- Analyze and utilize empirical findings. (Information Competency; Critical Thinking; Computational Skills)
- Analyze major psychological theories and concepts. (Ethics and Personal Responsibility; Communication; Critical Thinking; Global Awareness and Valuing Diversity; Self-awareness and Interpersonal Skills)

Associate Degree and Certificate Programs

Public and Human Services Associate Degree and Certificate Programs

The Public and Human Services program enables you to participate as a full team member, maintain currency in the rapidly changing field of health and human services, and advance in this field over time. Health and human services theory, policy, and practice are embedded in the Public and Human Services program. You gain valuable up-to-date knowledge while obtaining critical on-the-job experience. You have the option of completing the minimum requirements to receive a Certificate of Achievement or complete both the minimum requirements and general education requirements to obtain an Associate in Arts Degree.

Program Learning Outcomes for Public and Human Services Program

Students who achieve certificates and associate degrees will be able to:

- Apply analytical skills in reviewing client issues through an ethical and legal lens and to develop appropriate plans of action based upon this analysis. (Ethics and Personal Responsibility)
- Articulate a fundamental knowledge of the history as well as the role and scope of practice of entry level public and human services paraprofessionals. (Information Competency)
- Demonstrate through written and oral reports an understanding of the public agencies' programs and services. (Communication)
- Demonstrate critical thinking skills through analyzing client issues and synthesizing analysis in effective case management plans. (Critical Thinking)
- Critically review and synthesize current political, social and economic issues impacting local human services programs and services. (Critical Thinking)
- Application of knowledge of basic mathematical principles in solving business problems. (Computational Skills)
- Critically review and synthesize current political, social and economic issues impacting local social and human service programs and services. (Global Awareness and Valuing Diversity)
- Continue self-exploration, personal and career goals, and commitment to cultural humility. (Self-Awareness and Interpersonal Skills)

Associate Degree and Certificate Programs

Community and Public Services Associate in Arts Degree and Certificate of Achievement*

<i>Required Courses</i>		<i>Units</i>
BUS 202	Business Math	3
COMM 6	Intercultural Communication	3
COMM 45	Public Speaking	3
COPED 451	Occupational Work Experience	1
**ENGL 100	College Composition and Reading	4
HLTED 1	Health Education	3
HUSV 109	Diverse Populations	2
HUSV 110	Social Services Specializations I	3
HUSV 111	Social Services Specializations II	3
	Electives (See Below)	6
	*Major Requirements	31
	General Education and Electives	29
	Total Units	60

Choose six (6) units from the following electives:

ANTHR 3	Introduction to Social and Cultural Anthropology	3
HUSV 114	Introduction to Community Health Work	3
SOC 1	Introduction to Sociology	3
SOC 2	Social problems	3
SOC 5	Minority Groups	3
SOC 8	Crime and Deviance	3
SOC 13	Sociology of the Family	3
SOCSC 101	Introduction to Social Services	3

**For the Certificate of Achievement, students must complete the 31 units major requirements.*

***A higher level English course may be substituted for this requirement.*

Associate Degree and Certificate Programs

Community Health Worker Associate in Arts Degree and Certificate of Achievement*

<i>Required Courses</i>	<i>Units</i>
BIOL 10 Introduction to Biology	4
**BUS 201 Business Communications	3
Or	
**ENGL 100 Composition and Reading (4)	
COPED 451 Occupational Work Experience	1
HLTED 1 Health Education	3
HLTED 9 First Aid and Safety	1
HLTOC 201 Medical Terminology I	2
HLTOC 202 Medical Terminology II	2
HUSV 101 Case Management in Human Services	2
HUSV 108 Helping Skills for Human Services Paraprofessionals	2
HUSV 109 Diverse Populations in Human Services	2
HUSV 110 Social Services Specializations I	3
HUSV 111 Social Services Specializations II	3
HUSV 114 Introduction to Community Health Work	3
*Major Requirements	31-32
General Education and Electives	28-29
Total Units	60

**For the Certificate of Achievement, students must complete the 31 or 32 units major requirements.*

***A higher level English course may be substituted for this requirement.*

Associate Degree and Certificate Programs

Social Services Paraprofessional Associate in Arts Degree and Certificate of Achievement

<i>Required Courses</i>	<i>Units</i>
**BUS 201 Business Communications	3
	Or
**ENGL 100 College Composition and Reading(4)	
COMM 6 Intercultural Communication	3
COPED 451 Occupational Work Experience	1
HLTED 1 Health Education	3
HUSV 101 Case Management in Human Services	2
HUSV 108 Helping Skills for Human Services Paraprofessionals	2
HUSV 109 Diverse Populations in Human Services	2
HUSV 110 Social Services Specializations I	3
HUSV 111 Social Services Specializations II	3
HUSV 112 Seminar for Field Experience in Social Services I	2
HUSV 113 Seminar for Field Experience in Social Services II	2
SOC 8 Crime and Deviance	3
SOCSC 101 Introduction to Social Services	3
	*Major Requirements
	32-33
	General Education and Electives
	27-28
	Total Units
	60

**For the Certificate of Achievement, students must complete the 32 or 33 units major requirements.*

***A higher level English course may be substituted for this requirement.*

Associate Degree and Certificate Programs

Public and Human Services Certificates of Proficiency

Public and Human Services Cohort I Certificate of Proficiency

The Public and Human Services Cohort is designed as a pathway to employment for students with little or no previous college experience. The cohort begins with a 1.5 unit course, "Success Skills in Public and Human Services," which provides participants with a foundation for learning. The cohort model is fluid and adaptable: Students may begin in either fall or spring. At the end of each of the two semesters, students completing the cohort section will receive a Certificate of Proficiency. Students who complete both certificates will be able to fulfill the requirements for three additional certificates with only 11-13 additional units: Social Services Paraprofessional; Community Health Worker; and Community and Public Services Worker. Each of these is a starting point and can also lead to an Associate in Arts Degree upon completion of general education coursework.

Public and Human Services Cohort Certificate I

<i>Required Courses</i>		<i>Units</i>
COUN 207B	Career Exploration	1
ENGL 201B	Preparation for Composition and Reading	4
HUSV 110	Social Services Specialization I	3
LRNRE 225	Success Skills in Public and Human Services	1.5
SOCSC 101	Introduction to Social Services	3
Total Units		12.5

Certificate of Proficiency: Public and Human Services Cohort II

The Public and Human Services Cohort is designed as a pathway to employment for students with little or no previous college experience. The cohort begins with a 1.5 unit course, "Success Skills in Public and Human Services," which provides participants with a foundation for learning. The cohort model is fluid and adaptable: Students may begin in either fall or spring. At the end of each of the two semesters, students completing the cohort section will receive a Certificate of Proficiency. Students who complete both certificates will be able to fulfill the requirements for three additional certificates with only 11-13 additional units: Social Services Paraprofessional; Community Health Worker; and Community and Public Services Worker. Each of these is a starting point and can also lead to an Associate in Arts Degree upon completion of general education coursework.

Public and Human Services Cohort II

<i>Required Courses</i>		<i>Units</i>
COUN 207B	Career Exploration	1
ENGL 1A	Composition and Reading	4
HLTED 1	Exploring Health Issues	3
HUSV 101	Case Management in Human Services	2
HUSV 109	Diverse Populations in Human Services	2
HUSV 111	Social Services Specialization II	3
Total Units		15

Sociology

Associate in Arts Degree for Transfer (AA-T)

The Associate in Arts Degree for Transfer in Sociology is designed for students planning to transfer into the sociology major. A study of sociology allows for the systematic study of human social institutions and social relationships. Students pursuing the Associate in Arts Degree for Transfer into the sociology major will study the role of social theory, sociological research methods, social organization and structure, social stratification and hierarchies, dynamics of social change, family structures, social deviance and control, and applications to the study of specific social groups, social institutions, and social problems. 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 sociology or similar major. If you wish to earn an associate degree, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes. You may also consult with the Social Sciences Department Chair for more information.

<i>Required Courses</i>		<i>Units</i>
SOC 1	Introduction to Sociology	3
Required Courses (Two from the Following):		
MATH 13	Introduction to Statistics	4
SOC 2	Social Problems	3
SOC 120	Introduction to Research Methods	3
Required (Two from the Following):		
SOC 3	Sociology of Women	3
SOC 5	Minority Groups	3
SOC 8	Crime and Deviance	3
SOC 13	Sociology of the Family	3
Required (One from the Following):		
ANTHR 3	Introduction to Social and Cultural Anthropology	3
POSCI 1	Government and Politics in the United States	3
PSYCH 1A	Introduction to General Psychology	3
	Major Requirements	18-19
	General Education and Electives	41-42
	Total Units	60

Program Learning Outcomes for AA-T Sociology Degree

Students who achieve associate degrees will be able to:

- Define the core concepts of sociology (social structure, culture, social stratification, race, ethnicity, gender, and globalization) (Global Awareness and Valuing Diversity; Self-Awareness and Interpersonal Skills)
- Discuss the interpersonal, institutional, cultural and structural mechanisms that produce and maintain inequality. (Communication; Critical Thinking; Informational Competency; Global Awareness and Valuing Diversity; Self-Awareness and Interpersonal Skills)
- Identify, compare, and contrast the major theoretical perspectives in the discipline. (Critical Thinking; Informational Competency)
- Interpret sociological research through a working knowledge of qualitative and quantitative research designs (Communication; Critical Thinking; Informational Competency; Global Awareness and Valuing Diversity; Ethics and Personal Responsibility)

Spanish Language Associate in Arts Degree Program

Spanish provides a sequential course of study that prepares you for transfer to four-year institutions with a Spanish major or acquisition of Spanish proficiency necessary for career fields that emphasize the value of familiarity with diverse cultures and global issues.

Program Learning Outcomes for Spanish Language Degree and Certificate

Students who achieve certificates and associate degrees will be able to:

- Use grammar and vocabulary to demonstrate oral competence in the Spanish language. (Communication, Critical Thinking, Self-Awareness and Interpersonal Skills).
- Use grammar and vocabulary to demonstrate written competence in the Spanish language. (Communication, Critical Thinking)
- describe the culture(s) of the Spanish-speaking world. (Communication, Critical Thinking, Global Awareness & Valuing Diversity)
- Interpret Spanish-language texts according to their cultural, literary and/or linguistic content. (Communication, Critical Thinking, Global Awareness & Valuing Diversity)

Spanish Associate in Arts Degree Program

<i>Required Courses</i>	<i>Units</i>
Choose 20 units from the following:	20
SPAN 1A Elementary Spanish (5)	
SPAN 1B Elementary Spanish (5)	
SPAN 2A Intermediate Spanish (5)	
SPAN 2B Intermediate Spanish (5)	
SPAN 22A Spanish for Bilingual Speakers I (5)	
SPAN 22B Spanish for Bilingual Speakers II (5)	
Spanish Electives (Choose from List Below)	3
Major Requirements	23
General Education and Electives	37
Total Units	60

Choose one of the following courses as a Spanish elective:

- SPAN 10A Adv/Spanish Conversational (3)
- SPAN 10B Adv/Spanish Conversational (3)
- SPAN 15 Spanish Composition (3)
- SPAN 38 Latin American Literature (3)
- SPAN 39 Latin American Novel (3)
- SPAN 40 Hispanic Civilization and Culture (3)

Spanish
Associate in Arts Degree
Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Arts degree in Spanish. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Courses</i>		<i>Units</i>
1st Semester/Fall		
SPAN 1A	Elementary Spanish	5
	Total	5
2nd Semester/Spring		
SPAN 1B	Elementary Spanish	5
	Total	5
3rd Semester/Fall		
SPAN 2A	Intermediate Spanish	5
	Total	5
4th Semester/Spring		
SPAN 2B	Intermediate Spanish	5
	Elective	3
	Total	8

Spanish
Certificate of Achievement

<i>Required Courses</i>	<i>Units</i>
Choose 15 Units from the following courses:	15
SPAN 1A Elementary Spanish (5)	
SPAN 1B Elementary Spanish (5)	
SPAN 2A Intermediate Spanish (5)	
SPAN 2B Intermediate Spanish (5)	
SPAN 22A Spanish for Bilingual Speakers I (5)	
SPAN 22B Spanish for Bilingual Speakers II (5)	
Electives	
 Choose 9 units from the following courses:	9
SPAN 10A Advanced Spanish Conversational (3)	
SPAN 10B Advanced Spanish Conversational (3)	
SPAN 11 Spanish for the Medical/Health Professions (3)	
SPAN 12 Spanish for the Business Professions (3)	
SPAN 15 Spanish Composition (3)	
SPAN 38 Latin American Literature (3)	
SPAN 39 Latin American Novel (3)	
SPAN 40 Hispanic Civilization and Culture (3)	
Total Minimum Required Units	24

Spanish Medical Interpreter Certificate of Achievement

The Spanish Medical Interpreter Certificate of Achievement is designed to train bilingual/bi-cultural students to become linguistically and culturally competent interpreters who can function effectively and efficiently in health care settings. Through academic preparation, practical skills training, and service in community based health care settings, you will learn roles and responsibilities of a health care interpreter; basic knowledge of common medical conditions, treatments, and procedures; insight into language and cultural nuances for specific communities; and application of interpreting skills in English and Spanish.

<i>Required Courses</i>		<i>Units</i>
*COPED 470H	Medical Interpreting Internship	5
HUSV 70	Boundaries and Ethics	3
HUSV 71	Cultural Brokerage	3
SPAN 70	Spanish Medical Terminology	3
SPAN 71	Spanish Medical Interpreting I	3
SPAN 72	Spanish Medical Interpreting II	3
	Total Units	20

**Students complete three internships for this course for a total of five units.*

Spanish Medical Interpreter Certificate of Achievement One-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete a Spanish Medical Interpreter Certificate. If you wish to earn a certificate, you must participate in the Interpreting Internship, which includes placement in a local hospital or medical clinic. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a counselor. This plan will map your sequence of courses to help you complete your certificate regardless of the semester you begin classes.

<i>Courses</i>		<i>Units</i>
1st Semester/Fall		
HUSV 70	Boundaries and Ethics	3
SPAN 70	Spanish Medical Terminology	3
	Total	6
2nd Semester/Spring		
HUSV 71	Cultural Brokerage	3
SPAN 71	Medical Interpreting I	3
	Total	6
3rd Semester/Fall		
COPED 470H	Medical Interpreting Internship	5
SPAN 72	Medical Interpreting II	3
	Total	8
	Total Minimum Required Units	20

Program Learning Outcomes for Spanish Medical Interpreter Certificate Program

Students who achieve certificates will be able to:

- Demonstrate respect, integrity, and professionalism for individuals and their communities. (Ethics and Personal Responsibility)
- Discuss how different cultural views may affect patient's expectations of the interpreter (Global Awareness and Valuing Diversity)
- Describe confidentiality of the California Standards for Healthcare Interpreters. (Communication)
- Identify health information protected by federal and state medical privacy and confidentiality laws (HIPAA and CMIA). (Communication)
- Explain Western medical culture and providers. (Global Awareness and Valuing Diversity)
- Be able to describe proper cultural context in interpretation of medical terminology (Critical Thinking)
- Discuss how different cultural views may affect a patient's expectations of the interpreter (Global Awareness and Valuing Diversity)
- Analyze cultural background (your own/others), level of acculturation, personal beliefs, and values. (Self-Awareness and Interpersonal Skills)
- Identify assumptions of cultural beliefs, values, and behaviors.

Political Science

Associate in Arts Degree for Transfer (AA-T)

The Associate in Arts in Political Science for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Political Science or similar major for completion of a baccalaureate degree. Students are required to complete: A minimum of 18 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. The Associate Arts in Political Science for Transfer Degree will also assist Political Science major students to transfer to a UC or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

<i>Required Courses (3 Units)</i>	<i>Units</i>
POSCI 1 Government and Politics in the United States	3

Required (Select Three Courses Listed Below: 9-10 units):

POSCI 2	Introduction to Comparative Government	3
POSCI 3	Introduction to International Relations	3
POSCI 4	Introduction to Political Theory	3
SOC 120	Introduction to Research Methods	3
Or		
MATH 13	Introduction to Statistics	4

Required (Select Two Courses Listed Below: 6 units):

POSCI 6	The U.S. Constitution and Criminal Due Process	3
SOC 1	Introduction to Sociology	3
SOC 5	Minority Groups	3
POSCI 20	Current World Problems	
Or		
HIST 38	Current World Problems	3
Total Required in Major		18-19
IGETC or CSU GE-Breadth Education		
Pattern and Elective Courses		41-42
Total Units		60

Program Learning Outcomes for AA-T Political Science Degree

Students who achieve associate degrees will be able to:

- Define the core concepts of political science (government, regime, state, institutions, sovereignty, constitution, democracy, authoritarianism, and globalization).
- Discuss the constitutional, institutional, cultural and institutional structures that produce and maintain political, social and ethnic inequalities.
- Identify, compare, and contrast the major theoretical perspectives in the discipline.

Program for Adult College Education (PACE)

Program Description

The Program for Adult College Education (PACE) is a designed for individuals who are working full-time and who would like to attend college full-time or three-fourths time. If you attend our program full-time, at the end of two-and-a-half-years you will have earned an Associate of Arts Degree (A.A.) in Liberal Arts with an emphasis in Social and Behavioral Sciences. This degree will provide you with all the basic requirements to transfer into a four-year college or university (except for the foreign language requirement for the University of California, which is available in the regular Berkeley City College course schedule offerings).

The PACE program provides face-to-face instruction in the classroom. Classes are scheduled two evenings per week and six Saturdays each semester. Some courses are taught partially online.

An experienced and knowledgeable staff provides coverage of the PACE office; your questions and concerns are responded to quickly. A dedicated counselor structures your specific class schedule. We re-enroll you for your next semester in your core evening classes. There are no long waiting lines!

To enter the PACE program you must complete an assessment session and attend an information session. The PACE curriculum for current students presently includes the following courses. Note that the PACE curriculum for new students will change in fall 2013.

<i>Courses</i>		<i>Units</i>
ANTHR 3	Introduction to Social and Cultural Anthropology	3
BIOL 13/13L	Principles of Ecology and Principles of Ecology and Sustainable Systems Lab	4
CIS 1	Introduction to Computer Information Systems	4
COMM 5	Persuasion and Critical Thinking	3
COMM 45	Public Speaking	3
ENGL 1A	Composition and Reading	4
ENGL 1B	Composition and Reading	4
ENGL 20	Introduction to Dramatic Literature	3
ENGL 21	Film: Art and Communication	3
ENGL 101A	Integrated Composition Studies	2
ENGL 101B	Integrated Composition Studies	2
HIST 7A	History of the United States to 1877	3
HIST 7B	History of United States since 1865	3
LRNRE 100	Team Building and Academic Communication Skills	1
MATH 13	Introduction to Statistics	4
MATH 201	Elementary Algebra	4
MATH 203	Intermediate Algebra	4
MATH 250	Basic Arithmetic	3
PHIL 31A	Human Values/Ethics	3
PHYSC 20	Introduction to the Marine Environment	3
POSCI 1	Government and Politics in the United States	3
PSYCH 10	Psychology and Life: Basic Principles	3
SOC 5	Minority Groups	3

Contact the PACE program office for more information: (510) 981-2880.

Berkeley City College General Education Learning Outcomes

In addition to achieving the Program Learning Outcomes of any specific Associate degree program, at the completion of their degrees, which includes general education requirements, students will also be able to:

- Speak, read, and write clearly and effectively, with audience awareness; analyze communications for meaning, purpose, effectiveness, and logic.
(Communication)
- Identify problems/arguments, isolate facts related to arguments, generate multiple solutions to problems, predict consequences, and use evidence and sound reasoning to justify well-informed positions.
(Critical Thinking)
- Master college-level computational concepts and apply them to concrete problems; demonstrate algorithmic competence appropriate to multiple levels.
(Computational Skills)
- Analyze consequences of actions taken and their impact on society and self; demonstrate collaborative involvement in community interests.
(Ethics and Personal Responsibility)
- Identify and explain diverse customs, beliefs, and lifestyles, as well as cultural, historical, and geographical issues that shape perceptions.
(Global Awareness and Valuing Diversity)
- Find, evaluate, use, and communicate information in all its various formats; demonstrate library literacy, research methodology, and technological literacy.
(Information Competency)
- Analyze own actions and perspectives of other persons and work effectively with others in groups.
(Self-Awareness and Interpersonal Skills)

Berkeley City College Institutional Learning Outcomes

Berkeley City College's Institutional Learning Outcomes, as described below, are the skills and knowledge that students are expected to attain as a result of completing an instructional program at BCC. Students completing an Associate Degree at BCC will be able to demonstrate all of the BCC Institutional Learning Outcomes. All BCC courses and certificates are designed to teach some or all of the ILO's. In addition, students achieve these ILO's throughout their experiences at BCC, for example, with student services and student clubs.

Communication

Students show that they communicate well when they:

- critically read, write, and communicate interpersonally, with audience awareness; and
- analyze communications for meaning, purpose, effectiveness, and logic.

Critical Thinking

Students demonstrate critical thinking skills when they:

- identify problems or arguments and isolate facts related to arguments;
- use evidence and sound reasoning to justify well-informed positions; and
- generate multiple solutions to problems and predict consequences.

Computational Skills

Students demonstrate computational skills when they:

- master computational concepts and apply them to concrete problems; and
- demonstrate algorithmic competence.

Ethics and Personal Responsibility

Students show the ability to act ethically and assume personal responsibility when they:

- analyze the consequences of their actions and the impact of these actions on society and the self; and
- demonstrate collaborative involvement in community interests.

Global Awareness and Valuing Diversity

Students demonstrate global awareness and show that they value diversity when they:

- identify and explain diverse customs, beliefs, and lifestyles; and
- analyze how cultural, historical, and geographical issues shape perceptions.

Information Competency

Students demonstrate information competency when they:

- find, evaluate, use, and communicate information in all its various formats;
- use library and online resources and research methodology effectively; and
- use technology effectively.

Self-Awareness & Interpersonal Skills

Students demonstrate self-awareness and interpersonal skills when they:

- analyze their own actions and the perspectives of other persons; and
- work effectively with others in groups.

Course Announcements/Descriptions

The courses listed in this section constitute the curriculum offerings at Berkeley City College. Not all courses are offered every semester. Check the class schedule for the current semester's offering. Information for each course includes:

Unit credit: Semester credit for the course. One unit of credit is defined as one hour of lecture, which requires two hours of outside preparation for each hour of lecture or three hours of laboratory work each week.

Lecture/Lab Hours: Designates the number of contact hours of lecture or laboratory a course meets during a term.

Prerequisites: Designed to ensure your academic background is sufficient for success in the course (see pp. 82-83).

Transferability: "UC" means transferability to the University of California system; "CSU" means transferability to the California State University 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. See p. 60 for more information.

Course Description: A brief statement about the subject matter covered in the course.

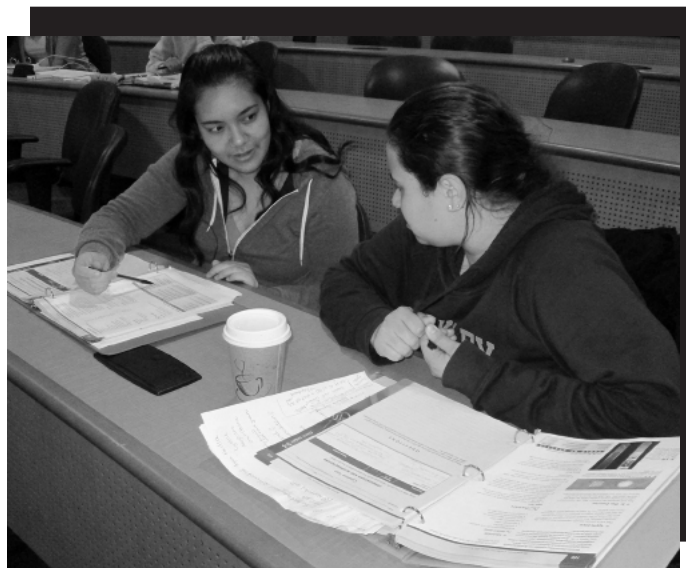
Course Numbering: Transfer and Associate Degree courses are numbered 1-199; Associate Degree applicable but not transferable courses are numbered 200-249; non-Associate Degree courses are numbered 250-299, 348; Credit Apprenticeship and Cooperative Education Work Experience Education courses are numbered 400-699.

**Note:*

Apprenticeship courses are non-degree applicable and nontransferable, while Cooperative Education courses are degree applicable and transferable.

Intersegmental General Education Transfer Curriculum (IGETC): Identifies community college courses that can be used to fulfill general education requirements at any UC or CSU campus.

California State University (CSU) General Education Breadth Requirements (CSU GE): Identifies community college courses that can be



used to fulfill general education requirements at any CSU campus.

Area(s): Identifies the general education requirement area(s) that the course meets.

Other important information about courses in this section includes:

Cooperative Work Experience: Program in which students are awarded credit for knowledge gained through on-the-job experience during the semester enrolled.

Independent Study: Designed to permit study not covered by regular catalog offerings; allows you to pursue projects under faculty advisement and supervision (see p. 75).

Selected Topics: New courses being offered on an experimental basis prior to being institutionalized. Selected topics courses are publicized in the college's class schedule and are numbered 48, 248 or 348 in the individual subject areas.

Course Student Learning Outcomes: Student learning outcomes for the following courses are maintained in the CurricUNET curriculum management system and the TaskStream SLO/Assessment management system.

Grading Policy: GR indicates that a course can be taken for a letter grade only; P/NP indicates that a course can be taken for pass/no pass only; and GR or P/NP indicates that a course can be taken for either a letter grade or for pass/no pass.

African-American Studies

AFRAM 1, 3 Units

Introduction to African-American Studies

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Overview of the field of African American Studies: History, literature, the arts and material culture, as well as sociological, political, economic, public policy, and philosophical perspectives on the experience of people of African descent in the United States.

2203.01

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

AFRAM 33, 3 Units

The Roots of African-American Culture

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Historical dimensions of the African-American experience: Emphasis on formation of a distinctive African-American culture.

2203.01

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

AFRAM 44B, 3 Units

African-American Culture Today:

African-American Music/Art/Thought

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Survey of current major African-American works and themes: Analysis of new styles and themes in poetry, music, and art forms of Africa and the United States.

2203.01

AA/AS area 3, 5; CSU area C1; IGETC area 3

AFRAM 48UA-ZZ, .5-5 Units

Selected Topics in African-American Studies

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

2203.01

American Sign Language

ASL 48UA-ZZ, 5-9 Units

Selected Topics in American Sign Language

0-9 hours lecture, 0-27 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

0850.00

ASL 49, .5-5 Units

Independent Study

in American Sign Language

(GR or P/NP). Acceptable for credit: CSU

See section on Independent Study. 0850.00

Please note the following

for the language skills courses—

ASL 50, ASL 51, ASL 52, and ASL 53: Two units of credit for Module A will be granted based on students' demonstrated ability to use formal aspects of the language specifically taught throughout the course. Two units of credit for Module B will be granted based on students' demonstrated ability to interact effectively, manage conversations, and function appropriately in the culture of the Deaf.

ASL 50, 4 Units

American Sign Language I

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

Prerequisite: ASL 50A is prerequisite to 50B

Course may be offered in two, 2-unit modules (ASL 50A-50B). Students must complete both modules with a grade of C or better to advance to the next level. Course is equivalent to two years of high school study. Acceptable for credit: UC/CSU

Introduction to American Sign Language: Fundamentals of ASL conversation and storytelling; basic information about the Deaf community and Deaf culture.

0850.00

AA/AS area 3; CSU area C2;

IGETC area Language

Course Announcements

ASL 51, 4 Units

American Sign Language II

3 hours lecture, 3 hours laboratory (GR or P/NP).
Prerequisite for ASL 51 or 51A: ASL 50 or 50B. ASL 51A is prerequisite to 51B. Course may be offered in two, 2-unit modules (ASL 51A-51B). Students must complete both modules with a grade of C or better to advance to the next level. Acceptable for credit: UC/CSU

Continuation of American Sign Language: Fundamentals of ASL conversation and storytelling; basic information about the Deaf community and Deaf Culture.

0850.00

AA/AS area 3; CSU area C2;
IGETC area Language

ASL 52, 4 Units

American Sign Language III

3 hours lecture, 3 hours laboratory (GR or P/NP).
Prerequisite for ASL 52 or 52A: ASL 51 or 51B. ASL 52A is prerequisite to ASL 52B. Course may be offered in two, 2-unit modules (ASL 52A-52B). Students must complete both modules with a grade of C or better to advance to the next level.

Acceptable for credit: UC/CSU

Continuation of American Sign Language: Expanded study of sign language with emphasis on conversation skills and storytelling; continued expansion of knowledge of Deaf culture and Deaf community.

0850.00

AA/AS area 3; CSU area C2;
IGETC area Language

ASL 53, 4 Units

American Sign Language IV

3 hours lecture, 3 hours laboratory (GR or P/NP).
Prerequisite for ASL 53 or 53A: ASL 52 or 52B. ASL 53A is prerequisite to ASL 53B. Course may be offered in two, 2-unit modules (ASL 53A-50B). Students must complete both modules with a grade of C or better to advance to the next level.

Acceptable for credit: UC/CSU

Continuation of American Sign Language: Expanded study of sign language with emphasis on conversation skills and storytelling; continued expansion of knowledge of Deaf culture and Deaf community.

0850.00

AA/AS area 3; CSU area C2;
IGETC area Language

ASL 55A, 3 Units

History and Culture

of Deaf People in America I

3 hours lecture (GR or P/NP)

Acceptable for credit: UC/CSU

Historical and cultural overview of the American Deaf community and its language (ASL); Anthropological and sociological theories including discussion of the relationship of language and culturally-determined behaviors; examination of the relationship of American Sign Language to the history of the American Deaf community.

0850.00

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

ASL 55B, 3 Units

History and Culture

of Deaf People in America II

3 hours lecture (GR or P/NP).

Recommended preparation: ASL 51 or 51B, and 55A.

Course is taught in American Sign Language.

Acceptable for credit: UC/CSU.

Continuation of ASL 55A: History, values, and identity as a cultural group as opposed to disabled; analysis of effects of pathological views and actions on Deaf people; educational issues; ASL literature and written literature by Deaf people.

0850.00

ASL 57, 3 Units

Structure of American Sign Language

3 hours lecture (GR or P/NP). Recommended preparation: ASL 51 or 51B, Course is taught in American Sign Language.

Acceptable for credit: UC/CSU.

Historical view of changing social attitudes towards American Sign Language: Phonological, morphological, syntactical parts of ASL; and discussion of other social issues around use of ASL.

0850.00

ASL 200A, 2 Units

Classifiers I

2 hours lecture (GR or P/NP). Prerequisite: ASL 50 or 50A. Corequisite: ASL 50B

Introduction to the visual-gestural aspects of American Sign Language classifiers.

0850.00

Course Announcements

ASL 200B, 2 Units Classifiers II

2 hours lecture (GR or P/NP).

Prerequisites: ASL 51 or 51B

Study of classifier types and functions in American Sign Language: Identification of various classifiers and their use to enhance and expand storytelling abilities.

0850.00

ASL 202A, 1 Unit Fingerspelling and Numbers I

.5 hours lecture, 1.5 hours laboratory (GR or P/NP).

Prerequisite: ASL 50 or 50A. Corequisite: ASL 50B

Introduction to numerical and fingerspelling systems in American Sign Language.

0850.00

ASL 202B, 1 Unit Fingerspelling and Numbers II

.5 hours lecture, 1.5 hours laboratory (GR or P/NP).

Prerequisite: ASL 51 or 51B

Advanced systematic practice in numerical and fingerspelling skills in ASL.

0850.00

ASL 203, .5 Units Deaf Cultural Expression: Art/Performance

.5 hours lecture (GR or P/NP)

Day-long forum on deaf cultural expression: Presentations on Deaf art, history, literature, theater, television, and/or poetry; poetry performances and/or theatrical presentations also included.

0850.00

ASL 209A, 3 Units American Sign Language Seminar I

3 hours lecture (GR or P/NP). Recommended preparation: ASL 53 or 53B; and ASL 57; and ASL 200

In-depth discussion of events and issues of interest to students and the Deaf community: Reinforces knowledge of grammar, expands vocabulary, and increases fluency.

0850.00

ASL 209B, 3 Units American Sign Language Seminar II

3 hours lecture (GR or P/NP).

Recommended preparation: ASL 209A

Continuation of ASL 209A: Discussion of films, videotapes, plays, deaf plays, and deaf short stories.

0850.00

ASL 210 Introduction to Interpreting I

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

Recommended preparation: ASL 53 or 53B; and 57 and 200

Beginning-level interpreter training: Goals and objectives of being an interpreter, interpreting as a profession, dynamics of the interpreter's role, and survey of the labor market.

0850.10

ASL 211, 3 Units Introduction to Interpreting II

3 hours lecture (GR or P/NP).

Recommended preparation: ASL 210

Continuation of ASL 210: Comparison of organizational and structural properties of ASL and English; emphasis on translations.

0850.10

ASL 212, 3 Units Introduction to Interpreting III

3 hours lecture (GR or P/NP).

Recommended preparation: ASL 211

Continuation of ASL 211: Effective communication with persons functioning at various levels of competence with sign language.

0850.10

ASL 248UA-ZZ, .5-9 Units Selected Topics in American Sign Language

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

See section on Selected Topics.

0850.00

ASL 464, 1-2 Units Occupational Work Experience in American Sign Language

Hours to be arranged (GR or P/NP). Prerequisite: ASL 52 or 52B. Acceptable for credit: CSU

Supervised field experience in American Sign Language: Extension of classroom-based learning at an on-the-job or community location to facilitate development of ASL skills and to provide exposure to Deaf culture.

0850.00

Course Announcements

Anthropology

ANTHR 1, 3 Units

Introduction to Physical Anthropology

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

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, B3;
IGETC area 5B, 5C

ANTHR 1L, 1 Unit

Physical Anthropology Lab

4 hours laboratory (GR or P/NP).

Prerequisite or corequisite: ANTHR 1.

Acceptable for credit: UC/CSU

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 (with ANTHR 1 satisfies
lab requirement); IGETC area 5C
(with ANTHR 1 satisfies lab requirement)

ANTHR 2, 3 Units

Introduction to Archaeology and Prehistory

3 hours lecture (GR).

Acceptable for credit: UC/CSU

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

2202.20

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

ANTHR 3, 3 Units

Introduction to Social and Cultural Anthropology

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

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

2202.00

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

ANTHR 7, 3 Units

Magic, Religion and Witchcraft

3 hours lecture (GR). Acceptable for credit: UC/CSU

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

2202.00

AA/AS areas 2 and 3; CSU area C2;
IGETC area 3B

ANTHR 13, 3 Units

Urban Anthropology

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Study of communities in urban settings and a cross-cultural approach to urban life styles: Rise and fall of great urban centers in Asia, Africa, Europe, and the Americas.

2202.00

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

ANTHR 15, 3 Units

Male and Female:

Anthropological Perspectives

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Comparative approach to the study of sex roles; biological bases, cultural contexts, and social dynamics of human sex-role differences: Anthropological perspective for analyzing gender roles cross-culturally and in American society.

2202.00

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

ANTHR 18, 3 Units

Introduction to Anthropological Linguistics

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Introduction to the study of language: How linguists describe human languages and exploration of how they developed, change, and function in human societies.

2202.00

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

Course Announcements

ANTHR 48UA-ZZ, .5-5 Units

Selected Topics in Anthropology

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

2202.00

ANTHR 55, 3 Units

Native American Cultures

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

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

2202.20

AA/AS Area 2, 5; CSU area 3; IGETC area 4

ANTHR 248UA-ZZ, .5-5 Units

Selected Topics in Anthropology

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

See section on Selected Topics.

2202.00

Arabic

ARAB 1A, 5 Units

Elementary Modern Standard Arabic

5 hours lecture (GR or P/NP). Acceptable for credit: UC/CSU. This course is equivalent to two years of high school study.

Study and practice in understanding, speaking, reading and writing Modern Standard Arabic: Emphasis on understanding basic grammatical concepts and vocabulary building; basic readings in Arabic and multinational Arab life and culture.

1112.00

AA/AS area 3; CSU area C2;

IGETC area Language

ARAB 1B, 5 Units

Elementary Modern Standard Arabic

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

ARAB 1A. Acceptable for credit: UC/CSU

Continuation of ARAB 1A: Study and practice in understanding, speaking, reading and writing Modern Standard Arabic with continuing emphasis on understanding basic grammatical concepts and vocabulary building; basic readings in Arabic and multinational Arab life and culture.

1112.00

AA/AS area 3; CSU area C2; IGETC area 3;

IGETC area Language

ARAB 30A, 3 Units

Beginning Conversational Arabic

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Introduction to conversational Arabic: Use of modern formal spoken Arabic in conversation and discussion; elementary grammar.

1112.00

AA/AS area 3; CSU area C2

ARAB 48UA-ZZ, .5-5 Units

Selected Topics in Arabic

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

Acceptable for credit: CSU

See section on Selected Topics.

1112.00

Art

ART 1, 3 Units

Introduction to Art History

3 hours lecture (GR or P/NP). Recommended Preparation: ENGL 1A.

Acceptable for credit: UC/CSU

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 3A

Painting, sculpture, and architecture from prehistory through the medieval period.

AA/AS area 2; CSU area C1; IGETC area 3A

Course Announcements

ART 2, 3 Units

History of Western Art: Prehistory through the Middle Ages

3 hours lecture (GR or P/NP).

Recommended Preparation: ENGL 1A.

Acceptable for credit: UC/CSU

Major visual art forms of early civilizations: Painting, sculpture, and architecture from prehistory through the medieval period.

1001.00

AA/AS area 2; CSU area C1; IGETC area 3A

ART 3, 3 Units

History of Western Art: Renaissance to Contemporary Art

3 hours lecture (GR or P/NP).

Recommended Preparation: ENGL 1A

Acceptable for credit: UC/CSU

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 2; CSU area C1; IGETC area 3A

ART 4, 3 Units

History of Modern Art (1800 to Present)

3 hours lecture (GR or P/NP).

Recommended Preparation: ENGL 1A.

Acceptable for credit: UC/CSU

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 3A

ART 13, 3 Units

History of Women in Art

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Study of the works of selected women painters and sculptors.

1001.00

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

ART 14, 3 Units

Themes, Trends, and Traditions in World Art

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Introduction to art history through examination of major themes, trends, and traditions and historical periods: Art as it expresses and influences religion, politics, social structures such as family, class, race, ethnicity, and gender, and basic human needs; field trips to local exhibits and collections.

1001.00

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

ART 16, 3 Units

Introduction to Islamic Art

3 hours lecture (G/PNP).

Acceptable for credit: UC/CSU

Major visual art forms and movements of Islamic art: Concentration on architecture, painting, and objects from the Middle East, North Africa, Asia, and the Indian subcontinent; the relationship among art, politics, everyday life, and gender identities and relations; European and American opinions of Islamic arts and culture.

1001.00

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

ART 18, 3 Units

Critique and the Creative Process

3 hours lecture (GR or P/NP). Recommended preparation: ART 20 or 25 or 30 or 41 or 50 or 60 or 95A or 1 or 4 or 13 or 14. Students should have a working familiarity with their chosen medium as well as access to facilities to continue this work. Acceptable for credit: UC/CSU

Introduction to critique in support of the creative process: Development of a personal style, theme, and cohesive body of art work within a supportive community; development of an artist's packet for professional review; methods and theories for monitoring and stimulating the creative process; analysis and evaluation of art work from a variety of perspectives.

1001.00

CSU area C1

Course Announcements

ART 20, 3 Units

Beginning Drawing and Composition

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

Acceptable for credit: UC/CSU

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

1002.10

ART 21, 2 Units

Continuing Drawing and Composition

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

Acceptable for credit: UC/CSU

Special problems of composition and drawing techniques in relation to drawing as a fine art: Study of form in black and white and in color.

1002.10

ART 22, 3 Units

Intermediate Drawing & Composition

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

Acceptable for credit: CSU

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

1002.10

ART 24, 2 Units

Special Projects: Drawing

1 hour lecture, 3 hours laboratory (GR).

Acceptable for credit: UC/CSU.

Independent exploration and experimentation in special areas of drawing.

1002.10

ART 25, 2 Units

Beginning Figure Drawing and Composition

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

Acceptable for credit: UC/CSU

Understanding the figure from quick sketches to long careful studies of the live model: Fundamentals of anatomy, proportion, drawing techniques, and composition.

1002.10

ART 26, 2 Units

Continuing Figure Drawing and Composition

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

Acceptable for credit: UC/CSU

Continuing drawing from the live model: Introduction to more advanced problems.

1002.10

ART 27, 3 Units

Intermediate Figure Drawing and Composition

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

Acceptable for credit: UC/CSU

Intermediate drawing from the live model: Emphasis on composition and color in figure drawing.

1002.10

ART 28, 3 Units

Advanced Figure Drawing and Composition

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

Acceptable for credit: UC/CSU

Advanced drawing from the live model: Emphasis on developing an individual style.

1002.10

ART 29, 2 Units

Special Projects: Figure Drawing

1 hour lecture, 3 hours laboratory (GR).

Acceptable for credit: UC/CSU

Continued study and development of special projects in figure drawing from the live model.

1002.10

ART 30, 2 Units

Beginning Figure Drawing: Anatomy

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

Acceptable for credit: UC/CSU

Study and drawing of the human form using live models: Emphasis on basic problems of line, gesture, volume, and anatomy.

1002.10

ART 31, 2 Units

Continuing Figure Drawing: Anatomy

1 hour lecture, 3 hours laboratory (GR).

Acceptable for credit: UC/CSU

Continuation of ART 30 using live models: Emphasis on problems of proportion and perspective, stressing anatomy.

1002.10

Course Announcements

ART 41, 2 Units**Basic Design**

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

Acceptable for credit: UC/CSU

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

1002.10

ART 44, 2 Units**Three Dimensional Design**

1 hour lecture, 3 hours laboratory (GR).

Acceptable for credit: UC/CSU

Fundamental of three-dimensional design: Form, space, line, texture, color, and time as preparation for constructed sculpture and/or 3-D computer modeling.

1002.10

ART 46, 3 Units**2-D Visual Design**

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

Acceptable for credit: CSU

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

1002.10

ART 47, 3 Units**3-D Visual Design**

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

Acceptable for credit: CSU

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition: Elements and organizing principles of design as they apply to three-dimensional space and form. Development of visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects.

1002.10

ART 48UA-ZZ, .5-5 Units**Selected Topics in Art**

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, .5-5 Units**Independent Study in Art**

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

Acceptable for credit: CSU

See section on Independent Study.

1002.00

ART 50, 3 Units**Beginning Painting**

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

Recommended Preparation: ART 20.

Acceptable for credit: UC/CSU

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

1002.10

ART 51, 2 Units**Continuing Painting**

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

Acceptable for credit: UC/CSU

Continuation of ART 50: Emphasis on composition using oils, acrylics, and mixed media; may include live models.

1002.10

ART 52, 3 Units**Intermediate Painting**

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

Acceptable for credit: CSU

Intermediate-level development of skills, composition and techniques, application of color theory, concepts, style, and creative expression in acrylic, oil, and mixed media; development of personal approach to content and materials in relation to historical and contemporary approaches to painting.

1002.10

ART 54, 2 Units**Special Projects: Painting**

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

Acceptable for credit: UC/CSU

Continued study and skill development with oil and acrylics: May include production of murals and other large-scale paintings as well as individual projects.

1002.10



ART 60, 2 Units
Beginning Painting: Watercolor

*1 hour lecture, 3 hours laboratory (GR or P/NP).
Acceptable for credit: UC/CSU*

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, 2 Units
Continuing Painting: Watercolor

*1 hour lecture, 3 hours laboratory (GR or P/NP).
Acceptable for credit: UC/CSU*

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

1002.10

ART 64, 2 Units
Special Projects: Watercolor Painting

*1 hour lecture, 3 hours laboratory (GR).
Acceptable for credit: UC/CSU.*

Continued study and skill development in advanced watercolor projects.

1002.10

ART 95A, 3 Units
Beginning Photography I

*2.5 hours lecture, 1.5 hours laboratory
(GR or P/NP). Camera required.*

Acceptable for credit: UC/CSU

Introduction to camera operation: Basics of light, optics, exposure, camera controls and functions and film choices; darkroom techniques, including film processing theory and practice, contact printing, enlarging and print processing; print presentation; aesthetics.

1011.00

ART 95B, 3 Units
Beginning Photography II

*2.5 hours lecture, 1.5 hours laboratory
(GR or P/NP). Camera required.*

Acceptable for credit: UC/CSU

Refinement of camera operation and techniques: Control of negative contrast via film exposure and development compensation; practice in enlargement and introduction to advanced techniques; development of portfolio.

1011.00

ART 96A, 3 Units
Intermediate Photography

*2.5 hours lecture, 1.5 hours laboratory
(GR or P/NP). Acceptable for credit: CSU*

Continuation of ART 95B: Camera use in different and difficult situations, composition/design, lighting for black and white and for color film, portraiture, advanced darkroom techniques.

1011.00

ART 96B, 3 Units
Advanced Photography

*2.5 hours lecture, 1.5 hours laboratory
(GR or P/NP). Acceptable for credit: CSU*

Use of different color film, transparency, special effects, and exhibition of color film and prints: Emphasis on appropriate choice of color emulsion for given project, controlling contrast, making consistently good exposures and using exposure to create atmosphere, and learning to focus and compose subjects with color in mind.

1011.00

Course Announcements

ART 98, 3 Units

Film: Art and Communication

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Also offered as ENGL 21 and HUMAN 21. Not open for credit to students who have completed or are currently enrolled in ENGL 21 or HUMAN 21.

Analysis of history and aesthetics of film from its inception in the late nineteenth century to the present: Language of film, factual films vs. fictional films, effect of films on contemporary society.

1001.00

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

ART 119, 3 Units

Figure Painting in Context

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

Acceptable for credit: CSU

Painting the human form using live models: Inventing a narrative using the figure; exploration of basic painting techniques used to create gesture, volume, and color with an emphasis on context, narrative and personal style; acrylic, gouache, and watercolor.

1002.10

ART 133A, 3 Units

Mural Design and Creation I

2 hours lecture, 4 hours lab (GR or P/NP).

Acceptable for credit: UC/CSU

Introduction to the techniques of mural painting: Application of ancient and contemporary mural themes; technical approaches in a collectively designed project in the school and community.

1002.10

ART 133B, 4 Units

Mural Design and Creation II

2 hours lecture, 6 hours lab (GR or P/NP).

Acceptable for credit: UC/CSU

Further development and training in the techniques of mural painting: Application of ancient and contemporary mural themes; technical approaches in a collectively designed project located within the school or in the greater community; methods of promotion and documentation.

1002.10

ART 175, 1 Unit

Studio Art Laboratory

3 hours Lab (GR or P/NP).

Acceptable for credit: CSU

Independent exploration, consultation and refinement of drawing, painting, and sculpting skills beyond normal classroom assignments.

1002.00

ART 180, 3 Units

Introduction to Conceptual Art

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Major visual art forms and movements of the twentieth century: Performance, installation, earthworks, sound, video, and the use of non-traditional materials in the creation of art objects.

1001.00

*AA/AS area 3; CSU area C1;
IGETC area 3A.*

ART 181, 3 Units

Artist as Citizen:

Community-Based Art Practices

2 hours lecture, 4 hours lab (GR or P/NP).

Acceptable for credit: CSU

Contemporary art practices required for public art: Creative collaboration with other artists and local organizations; conceptual and technical approaches of a community-based art project.

1001.00

AA/AS areas 2 and 3

ART 182, 3 Units

Introduction To Visual Culture

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Not open for credit to students who have completed or are currently enrolled in HUMAN 182.

Introduction to the function of visual languages from "high" art to TV, movies, and popular culture: Key concepts such as power, identity, ideology, gender, race, class, globalism, desire, consumerism and their impact on the production and understanding of the visual; role of the viewer in the ongoing and co-creative establishment of meaning.

1001.00

AA/AS areas 2 and 3; CSU area C2

Course Announcements

ART 201A, 1 Unit**Art Destination Studies:****Eastern Mediterranean***1 hour lecture (GR or P/NP)*

Art, architectural, and archaeological heritage of the Eastern Mediterranean region: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional area of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied.

1001.00

ART 201B, 1 Unit**Art Destination Studies:****Western Mediterranean***1 hour lecture (GR or P/NP)*

Art, architectural, and archaeological heritage of the Western Mediterranean region: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional area of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied.

1001.00

ART 201C, 1 Unit**Art Destination Studies:****Central and Southern Europe***1 hour lecture (GR or P/NP)*

Art, architectural, and archaeological heritage of the Central and Southern European region: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional area of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied.

1001.00

ART 201D, 1 Unit**Art Destination Studies:****Northern Europe and British Isles***1 hour lecture (GR or P/NP)*

Art, architectural, and archaeological heritage of the Northern European and British Isles region: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional area of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied.

1001.00

ART 201E, 1 Unit**Art Destination Studies:****Central Asia, Indian Sub-Continent, and Himalayan Regions***1 hour lecture (GR or P/NP)*

Art, architectural, and archaeological heritage of Central Asia, Indian sub-continent, and Himalayan regions: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional areas of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied.

1001.00

ART 201F, 1 Unit**Art Destination Studies:****Southeast Asia and East Asia***1 hour lecture (GR or P/NP)*

Art, architectural, and archaeological heritage of Southeast and East Asia: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional areas of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied.

1001.00

Course Announcements

ART 201G, 1 Unit

Art Destination Studies: Africa

1 hour lecture (GR or P/NP)

Art, architectural, and archaeological heritage of selected geographic areas: Monuments, places of worship, painting, sculpture, applied arts, and folk art, as well as special collections representing the regional areas of study; impact of geography, natural resources, trade, geo-political and other historical factors, religious traditions, and ethnic diversity on the visual arts within the cultures studied.

1001.00

ART 230, 3 Units

Beginning Art Gallery Management

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

Not open for credit to students who have completed or are currently enrolled in MMART 224.

Practical experience in all phases of art exhibit: Research in art exhibit design and philosophy; includes field trips.

1009.00

ART 248UA-ZZ, .5-5 Units

Selected Topics in Art

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

See section on Selected Topics.

1002.00

Asian and Asian-American Studies

ASAME 30, 3 Units

Asians and Asian-Americans through Films

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Culture and societies of Asia and the Asian Diaspora, with particular emphasis on Asian-American documentary and dramatic films: Examination of films as a medium of communication and representation of Asian and Asian-American cultures, exploring common cultural elements and symbols; themes and motifs in films by and about Asian Americans, Central Asians, East Asians, and South and Southeast Asians.

2203.02

*AA/AS area 3, 5; CSU area C2;
IGETC area 3B*

ASAME 45B, 3 Units

Asian-American History from 1945 to the Present

3 hours lecture (GR or P/NP)

Acceptable for credit: UC/CSU

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

ASAME 48UA-ZZ, .5-5 Units

Selected Topics in Asian and Asian-American Studies

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP) Acceptable for credit: CSU

See section on Selected Topics.

2203.02

Astronomy

ASTR 10, 3 Units

Descriptive Astronomy

3 hours lecture (GR). Recommended preparation: Math 201 or 210D. Not open for credit to students who have completed or are currently enrolled in ASTR 1. Acceptable for credit: UC/CSU

Survey of astronomy at a descriptive level: Development of modern astronomy, light, astronomical instruments, the sun, formation and evolution of the solar system, the terrestrial planets, the Jovian planets, asteroids, comets, planets around other stars, and a brief survey of stars.

1911.00

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

Course Announcements

ASTR 15, 2 Units Space Weather

2 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Introduction to modern space science and space weather: Energy from the Sun, space weather's impacts on Earth and human technology, Earth's magnetic field, Earth's upper atmosphere, northern lights, and magnetism on Mars.

1911.00

ASTR 48UA-ZZ, .5-5 Units Selected Topics in Astronomy

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

Acceptable for credit: CSU

See section on Selected Topics.

1911.00

ASTR 248UA-ZZ, .5-5 Units Selected Topics in Astronomy

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

See section on Selected Topics.

1911.00

Biology

BIOL 1A, 5 Units General Biology

3 hours lecture, 6 hours laboratory (GR).

Prerequisite: CHEM 1A.

Acceptable for credit: UC/CSU

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, 5 Units General Biology

3 hours lecture, 6 hours laboratory (GR).

Prerequisite: BIOL 1A.

Acceptable for credit: UC/CSU

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 3, 5 Units Microbiology

4 hours lecture, 3 hours laboratory (GR).

Prerequisite: CHEM 1A or 30A. Recommended preparation: BIOL 10.

Acceptable for credit: UC/CSU

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

0403.00

AA/AS area 1; CSU area B2, B3;

IGETC area 5B, 5C

BIOL 10, 4 Units Introduction to Biology

3 hours lecture, 3 hours laboratory (GR). Not open for credit to students who have completed or are currently enrolled in BIOL 1A or 1B or 25. Students with previous credit in BIOL 11 receive only 1 unit of credit for BIOL 10.

Acceptable for credit: UC/CSU

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 13, 3 Units Principles of Ecology

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Study of the interactions of humans with the living world around them: The nature of the biological world and how it works; and the problems of overpopulation, pollution, and environmental deterioration.

0408.00

AA/AS area 1; CSU area B2;

IGETC area 5B

Course Announcements

BIOL 13L, 1 Unit

Principles of Ecology and Sustainable Systems Lab

3 hours laboratory (GR or P/NP). Prerequisite or corequisite: BIOL 13 or ENVMT 2 or (ENVST 11). Not open for credit to students who have completed ENVMT 2L (or ENVMT 11L) or are currently enrolled in ENVMT 2L at Merritt. Acceptable for credit: UC/CSU

Field laboratory course which identifies, measures, and tests the sustainable environmental principles discussed in ENVMT 2 or BIOL 13: Qualitative and macro/micro quantitative methods, identifying and sustaining ecosystems, nutrient cycling, geographical and aquatic ecology, population dynamics, water and energy systems, air pollution and hazardous waste, and farming methods and use of pesticides.

0408.00

CSU area B3 (with BIOL 13
satisfies lab requirement); IGETC area 5 (with
BIOL 13 satisfies lab requirement)

BIOL 25, 3 Units

Human Biology

3 hours lecture (GR). Not open for credit to students who have completed BIOL 1A or 1B or 10. Acceptable for credit: UC/CSU

Principles of life sciences through study of biological structures and functions of the human organism: Human genetics, evolution, ecology, sexual differences and comparisons, development and growth, and survey of body systems.

0401.00

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

BIOL 27, 3 Units

Human Sexuality

3 hours lecture (GR). Also offered as HLTED 27 and PSYCH 12. Not open for credit to students who have completed or are currently enrolled in HLTED 27. Acceptable for credit: UC/CSU

Exploration and analysis of the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural; urogenital system of both sexes, birth control devices, and pregnancy.

0401.00

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

BIOL 32, 2 Units

Scientific Literature

2 hours lecture (GR). Recommended preparation: ENGL 201A or 201B. Acceptable for credit: CSU Comprehension and analytical assessment of technical and scientific writing: Evaluation of logic, experimental design, data, and conclusions in selected papers; purpose, value, and use of written protocols in science laboratories.

0430.00

BIOL 33, 6 Units

Applied Immunology

4 hours lecture, 6 hours laboratory (GR). Prerequisite: BIOL 3 and CHEM 30B.

Acceptable for credit: UC/CSU

Specific and non-specific reactions in immunity: Basis of cell-mediated and humoral immunity, role of the immune system in health and disease, methods and applications of immunochemistry to medicine and biotechnology.

0430.00

AA/AS area 1; CSU area B2, B3

BIOL 34, 6 Units

Applied Molecular Genetics

4 hours lecture, 6 hours laboratory (GR). Prerequisite: BIOL 3 and CHEM 30B.

Acceptable for credit: UC/CSU

Principles of molecular genetics and evolution: Structure and replication of genetic material, gene structure, transfer and expression of genetic information, recombinant DNA methodology, research and industrial applications of biotechnology.

0430.00

AA/AS area 1; CSU area B2, B3

Course Announcements

BIOL 48UA-ZZ, .5-5 Units
Selected Topics in Biological Sciences

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, .5-5 Units
Independent Study in Biological Sciences

(GR or P/NP). Acceptable for credit: CSU
See section on Independent Study.

0401.00

BIOL 200, .5 Units
Biotechnology Seminar

.5 hours lecture (GR)

History and survey of biotechnology and related industries in the San Francisco Bay Region: Employment prospects, job descriptions, methods for obtaining employment, and current research and development in biotechnology.

0430.00

BIOL 230A, 2 Units
Scientific Instrumentation I

1 hour lecture, 3 hours laboratory (GR). Not open for credit to students who have completed BIOL 230.

Introduction to the laboratory: Use of common equipment items, including hand-held measuring devices, scales, pH meters, spectrophotometers, centrifuges and autoclave; laboratory mathematics, media and buffer preparation, aseptic technique, basic microbiological techniques, chemical safety, hazardous waste disposal, and good manufacturing practices.

0430.00

BIOL 230B, 2 Units
Scientific Instrumentation II

1 hour lecture, 3 hours laboratory (GR). Prerequisite: BIOL 3 and 232, or 230A and 232. Recommended preparation: BIOL 32. Not open for credit to students who have completed BIOL 230.

Continuation of BIOL 230A: Introduction to fermentation, protein purification methodologies, protein assays, bioassays, gel electrophoresis, quality assurance, quality control, good manufacturing practices, survey of biotechnology and research laboratories.

0430.00

BIOL 232, 2 Units
Readings in Science

2 hours lecture (GR)

Instrumentation to scientific reading: Scientific terminology, basic concepts in biology and chemistry, interpreting data presented in scientific tables and figures, and constructing protocols and references.

0430.00

BIOL 248UA-ZZ, .5-5 Units
Selected Topics in Biological Sciences

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

See section on Selected Topics.

0401.00

Business

BUS 1A, 4 Units
Financial Accounting

4 hours lecture (GR)

Acceptable for credit: UC/CSU

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

0502.00

(C-ID ACCT 110)

Course Announcements

BUS 1B, 4 Units

Managerial Accounting

4 hours lecture (GR)

Prerequisite: BUS 1A.

Acceptable for credit: UC/CSU

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, 3 Units

Introduction to Business Law

3 hours lecture (GR).

Acceptable for credit: UC/CSU

General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code.

0501.00

BUS 5, 3 Units

Human Relations in Business

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, 3 Units

Introduction to Business

3 hours lecture (GR).

Acceptable for credit: UC/CSU

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, 3 Units

General Accounting

3 hours lecture (GR). Not open for credit to students who have completed or are currently enrolled in BUS 1A or 1B.

Acceptable for credit: CSU

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, 3 Units

Computerized Accounting Principles

2 hours lecture, 3 hours laboratory (GR).

Prerequisite: BUS 1A or 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

Course Announcements

BUS 32, 3 Units

Introduction to International Business

3 hours lecture (GR or P/NP). Also offered as INTRD 32. Not open for credit to students who have completed or are currently enrolled in INTRD 32. Acceptable for credit: CSU

Overview of international business designed to provide a global perspective on international trade: Foreign investments, impact of financial markets, international marketing, and the operations of multinational corporations.

0508.00

BUS 36, 3 Units

International Marketing

3 hours lecture (GR or P/NP). Also offered as INTRD 36. Not open for credit to students who have completed or are currently enrolled in INTRD 36. Acceptable for credit: CSU

Marketing in the international marketplace: International marketing organizations, market entry strategies, analysis of foreign markets, culture and marketing, product design, pricing, distribution, promotion, and sales.

0508.00

BUS 48UA-ZZ, .5-9 Units

Selected Topics in Business

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP). Acceptable for credit: CSU
See section on Selected Topics.

0501.00

BUS 49, .5-5 Units

Independent Study in Business

(GR or P/NP). Acceptable for credit: CSU
See section on Independent Study.

0501.00

BUS 54, 3 Units

Small Business Management

3 hours lecture (GR or P/NP).

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 56, 3 Units

Human Resources Management

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Introduction to human resources management: Impact and accountability to the organization in human resource activities, global human resources strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights.

0506.00

BUS 70, 3 Units

Introduction to Marketing

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 76, 3 Units

E-Commerce/Entrepreneurship

3 hours lecture (GR or P/NP). Recommended preparation: BUS 219/CIS 205 or BUS 223/CIS 233 or CIS 237. Acceptable for credit: CSU

Introduction to principles of international e-commerce and entrepreneurship: Emphasis on developing a business plan for conducting online commerce, market analysis, product access, payment methods, promotion, and back-end technology requirements for creating an e-commerce site.

0509.70

BUS 77, 3 Units

Integrated Marketing Communications

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Integrated marketing communications (IMC): Basic principles, structure, and function; purpose and function in relation to the marketing tactical mix; practical development, integration, and application of advertising, sales promotion, public relations, personal selling, and direct marketing skills; production of IMC plan.

0501.00

AA/AS area 2

Course Announcements

BUS 201, 3 Units**Business Communications**

3 hours lecture (GR or P/NP). Recommended preparation: ENGL 267B (or 250D) or 252B or 269B

Effective planning and composition of various types of business communications: Emphasis on style, tone, vocabulary, methodology, and psychology of purposeful and forceful business communications; practical application of principles to letters, memoranda, reports, procedures, manuals, prospectuses, and proposals.

0501.00

AA/AS area 4d

BUS 202, 3 Units**Business Mathematics**

3 hours lecture (GR)

Use of basic mathematical principles in solving business problems: Simple and compound interest, installment sales, trade and cash discounts, markup percents, pricing, discounting notes and drafts, inventory, financial statement analysis, depreciation, statistics and binary system, taxes, distribution of ownership and profits, and stocks and bonds.

0501.00

BUS 209, 3 Units**Fundamentals of Income Tax**

3 hours lecture (GR or P/NP)

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 210, 3 Units**Financial Management and Investments**

3 hours lecture (GR or P/NP)

Survey course which examines sound money management skills and financial plans: Tax-sheltered annuities, real estate, stocks, bonds, trust deeds, new tax laws, borrowing of money, financial adjustments to inflation, and other economic indicators.

0504.00

BUS 228, 1.5 Units**Small Business Development****for New and Prospective Entrepreneurs**

1.5 hours lecture (GR or P/NP)

Overview of the factors involved in starting a business: Business plan development; marketing, sales and promotional strategies; financial management; plan review and evaluation.

0506.40

BUS 248UA-ZZ, .5-9 Units**Selected Topics in Business**

0-9 hours lecture, 0-27 hours laboratory

(GR or P/NP)

See section on Selected Topics.

0501.00

BUS 254, .5 Units**Workplace Skills**

.5 hours lecture (P/NP)

Entry-level business skills: Office decision making, interpersonal relations, time management, interpersonal communication, team building, increasing environmental health in the workplace, and the job application process.

0514.00

Chemistry

CHEM 1A, 5 Units**General Chemistry**

3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR). Prerequisite: MATH 203 or 211D. Recommended preparation: CHEM 30A or 50. Acceptable for credit: UC/CSU

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

Course Announcements

CHEM 1B, 5 Units **General Chemistry**

3 hours lecture, 3 hours lecture-demonstration, 3 hours laboratory (GR). Prerequisite: CHEM 1A. Acceptable for credit: UC/CSU

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 12A, 5 Units **Organic Chemistry**

3 hours lecture, 6 hours lab(GR). Prerequisite: CHEM 1B. Acceptable for credit: UC/CSU

Introduction to structures, nomenclature, properties, and reactions of carbon compounds: Hydrocarbons, monofunctional and polyfunctional compounds, emphasis on structures and mechanisms, spectroscopy and other analytical techniques. Laboratory work: Reactions, purification techniques, measurements, qualitative analysis, use of instrumentation.

1905.00

AA/AS area 1; CSU areas B1, B3;
IGETC areas 5A, 5C (C-ID CHEM 150)

CHEM 12B, 5 Units **Organic Chemistry**

3 hours lecture, 6 hours Lab (GR). Prerequisite: CHEM 12A. Acceptable for credit: UC/CSU

Reactions of functional groups and interactions of polyfunctional compounds, infrared spectroscopy, nuclear magnetic resonance, mass spectrometry, ultraviolet-visible spectroscopy. Introduction to biochemistry: Lipids, carbohydrates, proteins, nucleic acids. Laboratory work: Reactions, purification methods, measurements, multistep syntheses, qualitative analysis, use of instrumentation.

1905.00

AA/AS area 1; CSU areas B1, B3;
IGETC areas 5A, 5C
(CHEM 12A + 12B – C-ID CHEM 160S)

CHEM 30A, 4 Units **Introductory General Chemistry**

3 hours lecture, 3 hours laboratory (GR). Prerequisite: MATH 201 or 210D or 208.

Acceptable for credit: UC/CSU

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, 4 Units **Introductory Organic and Biochemistry**

3 hours lecture, 3 hours laboratory (GR). Prerequisite: CHEM 30A.

Acceptable for credit: UC/CSU

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 48UA-ZZ, .5-5 Units **Selected Topics in Chemistry**

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, .5-5 Units **Independent Study in Chemistry**

(GR or P/NP). Acceptable for credit: CSU

See section on Independent Study.

1905.00

Child Development

CHDEV 51, 3 Units

Child Growth and Development

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Prenatal through adolescence typical and atypical human growth and development: Interrelationship of physical, social, emotional, and intellectual growth and the adult role in fostering optimal development with emphasis on interactions between nature and nurture, developmental theory and investigative research, child observations and assessment, developmental milestones and individual differences.

1305.00

AA/AS Area 2; CSU area D, E;
IGETC area 4. (C-ID CDEV 100)

Chinese

CHIN 1, 5 Units

Elementary Chinese (Mandarin)

5 hours lecture (GR or P/NP). Course is equivalent to two years of high school study.

Acceptable for credit: UC/CSU

Introduction to elementary Chinese: Pronunciation, grammar, sentence patterns, practical vocabulary, and aural-oral exercises in speaking and understanding Mandarin Chinese or Pu Tong Hua.

1107.00

AA/AS Area 3; CSU area C2;
IGETC area Language

CHIN 40A, 3 Units

Conversational Chinese (Mandarin)

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Beginning level Chinese conversational skills: Proper pronunciation and usage of the Pinyin romanization systems; sentence structure and vocabulary for a variety of basic personal interactions such as greetings, exchanging personal information, asking directions and getting around the home, school and office.

1107.00

AA/AS Area 3; CSU area C2

Communications

COMM 1A, 3 Units

Introduction to Speech

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Rhetorical and argumentative analysis of significant contemporary political and social issues: Developing, stating, organizing, and researching ideas; critical thought and evaluative listening.

1506.00

AA/AS area 4d; CSU area A1;

IGETC area 1C

COMM 3, 3 Units

Introduction to Human Communication

3 Hours Lecture, (GR/PNP).

Acceptable for credit: CSU

Study of human communication: Focus on verbal and nonverbal participation and effective listening in interpersonal contexts, group dynamics, and public speaking.

1506.00

AA/AS area 4d

COMM 4, 3 Units

The Dynamics of Group Discussion

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

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)

Course Announcements

COMM 5, 3 Units

Persuasion and Critical Thinking

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

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, 4d; CSU area A3;
IGETC area 1B*

COMM 6, 3 Units

Intercultural Communication

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

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;
IGETC area 4*

COMM 19, 3 Units

Survey of Mass Media

3 Hours Lecture, (GR/PNP)

Acceptable for credit: CSU

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.

0601.00

AA/AS area 2, 4d

COMM 20, 3 Units

Interpersonal Communication Skills

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Analysis of communication needs and improvement of skills: Listening, perception, nonverbal communication, semantics, and conflict management.

1506.00

*AA/AS area 4d; CSU area A1;
IGETC area 1C*

COMM 45, 3 Units

Public Speaking

3 hours lecture (GR).

Acceptable for credit: UC/CSU

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)*

Community Services

CMSVC 48UA-ZZ, .5-9 Units

Selected Topics in Community Services

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

2101.00

CMSVC 248UA-ZZ, .5-9 Units

Selected Topics in Community Services

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

See section on Selected Topics.

2101.00

Community Social Services

COSER 48UA-ZZ, .5-9 Units

Selected Topics

in Community Social Services

0-9 hours lecture, 0-27 hours laboratory
(GR or P/NP). Acceptable for credit: CSU
See section on Selected Topics.

2104.00

COSER 248UA-ZZ, .5-9 Units

Selected Topics

in Community Social Services

0-9 hours lecture, 0-27 hours laboratory
(GR or P/NP)
See section on Selected Topics.

2104.00

Computer Information Systems

CIS 1, 4 Units

Introduction to Computer Information Systems

3 hours lecture, 3 hours laboratory (GR or P/NP).
Acceptable for credit: UC/CSU

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

CIS 3, 4 Units

Computer-Related

Mathematics and Applications

3 hours lecture, 3 hours laboratory (GR).

Prerequisite: MATH 203 or 211D.

Acceptable for credit: UC/CSU

Mathematical concepts in the context of computer applications: Algorithms and analysis of algorithms, numbering systems, logic and mathematical proofs (contradiction and induction), sets, relations and functions, combinatorics, graph theory, Boolean algebra, and discrete probability.

0706.00

AA/AS area 4c

CIS 5, 5 Units

Introduction to Computer Science

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

Acceptable for credit: UC/CSU

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, 5 Units

Introduction to Computer Programming

4 hours lecture, 3 hours laboratory

(GR or P/NP). Recommended preparation: CIS 5.

Acceptable for credit: UC/CSU

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 10, 4 Units

Introduction to Programming in BASIC

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

Acceptable for credit: UC/CSU

Beginning course in structured programming using the BASIC language: Input/output operations, use of files, computational operations, conditional testing, looping and arrays, using PC BASIC.

0707.10

AA/AS area 4c

Course Announcements

CIS 13, 2 Units

Introduction to BASIC Programming for Non-Technical Users

1.5 hours lecture, 1.5 hours laboratory (GR).

Acceptable for credit: UC/CSU

Introduction to the principles of computer programming for non-technical users: How to analyze a problem, devise an analytical solution, and write a program using the Basic programming language.

0707.10

AA/AS area 4c

CIS 20, 4 Units

Microcomputer Assembly Language

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

Recommended preparation: CIS 3 or 6 or 12 or 26. Acceptable for credit: UC/CSU

Introduction to assembly language: Input/output operations, use of files, program flow controls, interaction with OS via interrupts, pointers and arrays, strings and structured programming, and related applications.

0707.10

AA/AS area 4c

CIS 23, 4 Units

C# Programming

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

Recommended preparation: CIS 6 or 10 or 25 or 26. Acceptable for credit: UC/CSU

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

0707.10

AA/AS area 4c

CIS 25, 4 Units

Object-Oriented Programming Using C++

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

Recommended preparation: CIS 6 or 26

Acceptable for credit: UC/CSU

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

0707.10

AA/AS area 4c

CIS 26, 4 Units

C Programming

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

Recommended preparation: CIS 3, and 6 or 20.

Acceptable for credit: UC/CSU

Fundamental program and data structures that comprise C programs: Functions, control flow, data types, storage classes, arrays, pointers, structures, and input/output.

0707.10

AA/AS area 4c

CIS 27, 4 Units

Data Structures and Algorithms

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

Prerequisite: CIS 25 or 26 or 36A.

Acceptable for credit: UC/CSU

Use of abstract forms of data in programming: Concepts, and implementation and applicability of different forms of data to various programming problems.

0707.10

AA/AS area 4c

CIS 36A, 4 Units

Java Programming Language I

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

Prerequisite: CIS 25 or 26 or 215

Acceptable for credit: UC/CSU

Introduction to object-oriented program design: Overview of the Java programming language including developing applets for web pages and stand-alone applications.

0707.10

AA/AS area 4c

Course Announcements

CIS 36B, 4 Units

Java Programming Language II

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

Prerequisite: CIS 36A.

Acceptable for credit: UC/CSU

Object-oriented program design using the Java programming language: Designing and programming with exceptions, threads, file input/output (I/O); networking and graphics classes; developing codes using tools such as Java 2D API and SWING; and working with projects in areas such as animation.

0707.10
AA/AS area 4c

CIS 40, 4 Units

Database Management

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 42A, 2 Units

Spreadsheet Applications I

1.5 hours lecture, 1.5 hours laboratory

(GR or P/NP). Recommended preparation: CIS 1 or 200. Acceptable for credit: CSU

Principles of electronic spreadsheets using features available with currently popular spreadsheet software: Worksheet creation and formatting; entering of data, formulas, and functions; editing and printing; basic charting; basic database functions of sorting and querying.

0702.10
AA/AS area 4c

CIS 42B, 2 Units

Spreadsheet Applications II

1.5 hours lecture, 1.5 hours laboratory

(GR or P/NP). Prerequisite: CIS 42A (may be taken during same term as CIS 42B during the first 9-week session). Acceptable for credit: CSU

Principles of electronic spreadsheets using features available with currently popular spreadsheet software: Financial functions, logical functions, forecasting trends, lookup tables, "pivot tables", graphic design for financial statements, statistical operations (regression analysis), macro programming.

0702.10
AA/AS area 4c

CIS 47, 4 Units

Visual Basic Programming

3 hours lecture, 3 hours laboratory

(GR or P/NP). Recommended preparation: CIS 5

Acceptable for credit: UC/CSU

Introduction to Visual Basic programming and problem solving: Using loops and arrays; implementing labels, buttons, textboxes, menus, dialog boxes and multiple forms; error handling and debugging.

0707.10
AA/AS area 4c

CIS 48UA-ZZ, .5-9 Units

Selected Topics

in Computer Information Systems

0-9 hours lecture, 0-27 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

0702.00

CIS 81, 3 Units

Systems Analysis with UML

3 hours lecture (GR or P/NP). Prerequisite: CIS 5, and 6 or 26. Acceptable for credit: CSU

Principles of systems analysis: Techniques of analysis and design emphasizing UML in software requirements analysis, and the design and documentation phase of software development; utilizing life cycle of systems design, iterative and waterfall development processes, object-oriented analysis and design.

0707.30
AA/AS area 4c

Course Announcements



CIS 82, 3 Units **Design Patterns**

3 hours lecture, 3 hours laboratory (GR or P/NP).
Prerequisite: CIS 27 and 36B and 81.

Acceptable for credit: CSU

Principles of designing robust reusable object-oriented software: The most common design-pattern strategies; enterprise program design and web services.

0707.10

AA/AS area 4c

CIS 83, 3 Units **Capstone Project**

1 hour lecture, 6 hours laboratory (GR or P/NP).
Prerequisite: CIS 27 and 36B and 81, and 6 or 26.

Acceptable for credit: CSU

Substantial client-specified work-like project: Team project includes writing, analyzing, designing, implementing, testing, documenting, and presenting to client; use of programming and systems analysis skills developed in previous courses; demonstration of mastery of program competencies.

0707.10

AA/AS area 4c

CIS 84, 4 Units

Database Programming for the Web

3 hours lecture, 3 hours laboratory
(GR or P/NP). Prerequisite: CIS 6 or 26 or 36A, and 105. Acceptable for credit: CSU

Web-enabled database concepts: Relational database principles, Structured Query Language (SQL); use of client-side, server-side, and compiled server scripts.

0707.20

AA/AS area 4c

CIS 85, 4 Units

JSP and Servlets

3 hours lecture, 3 hours laboratory (GR or P/NP).
Prerequisite: CIS 36A.

Acceptable for credit: CSU

Java servlet and JSP technology and deployment of web applications: Interactive web pages, secure access to the web site, JDBC database connectivity, web security, generation of dynamic web pages, and maintenance of client session data; quick introduction to Java bean components and J2EE.

0707.10

AA/AS area 4c

CIS 86, 4 Units

Using Microcomputer Operating Systems

3 hours lecture, 3 hours laboratory (GR or P/NP).
Prerequisite: CIS 1. Acceptable for credit: CSU

Microcomputer operating systems: Windows GUI vs. command line; using command line functions and utilities to manage, monitor, administer, troubleshoot, repair and recover the OS, data and resources; working with files, managing directories and hard disk organization; batch file programming; the Windows registry and network connectivity.

0702.00

AA/AS area 4c

CIS 87, 4 Units

Introduction to Windows

Server/Networking

3 hours lecture, 3 hours laboratory (GR or P/NP).
Prerequisite: CIS 86. Acceptable for credit: CSU

Introduction to Windows server: Emphasis on proper installation, correct implementation of features and utilities, managing resources, controlling access and security, troubleshooting and network connectivity.

0708.10

AA/AS area 4c

Course Announcements

CIS 88, 4 Units

Introduction to Microcomputer Hardware and Software

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

Prerequisite: CIS 1 or 5 or 200, and 42A.

Corequisite: CIS 89. Acceptable for credit: CSU
Maintenance of personal computer systems in stand-alone and networked environments: Building, configuring, maintaining, upgrading, troubleshooting and repairing microcomputers and associated hardware components; operating system fundamentals for OS installation, configuration, upgrading, system diagnostics and troubleshooting; network and Internet connectivity; preparation for the CompTIA A+ certification exam.

0708.20

AA/AS area 4c

CIS 89, 4 Units

Introduction to Data Communications and Networking

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

Prerequisite: CIS 1 or 5 or 200, and 42A.

Corequisite: CIS 88. Acceptable for credit: CSU
Introduction to networking and data communications technology: Media, topologies, protocols, network design and implementation and other topics relevant to local and wide area networks; designing, installing, maintaining, and troubleshooting small to medium-sized LANs; preparation for the CompTIA Network+ certification exam.

0708.10

AA/AS area 4c

CIS 90, 4 Units

Fundamentals of Network Security

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

Prerequisite: CIS 88 and 89.

Acceptable for credit: CSU

Basic network security for experienced computer support personnel: Fundamental network security principles; creating protected networking environments including general security concepts, communication security, cryptography basics, infrastructure security and operational/organizational security; preparation for the CompTIA Security+ certification exam.

0708.10

AA/AS area 4c

CIS 91, 4 Units

Windows Networking and Operating System Essentials

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

Prerequisite: CIS 86. Acceptable for credit: CSU

Design and implementation of networked computer infrastructures based on the Windows platform: Overview of network architectures, cabling and protocols; installing and configuring TCP/IP; resolving host names with WINS/DNS, managing address configuration with DHCP; using NAT; routing IP; remote access services; and effecting secure network communications.

0708.10

AA/AS area 4c

CIS 92, 4 Units

Fundamentals of Linux

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

Prerequisite: CIS 86. Acceptable for credit: CSU

Introduction to the Linux operating system: Overview of GNU/Linux, X Window and the GNOME and KDE graphical user interfaces, the GNU Bourne again shell; bash; operating system installation, security, file systems navigation; command line features using the bash shell, the vi text editor; basic networking and system administration activities.

0708.10

AA/AS area 4c

CIS 97A, 4 Units

Oracle SQL and PL/SQL

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

Course Announcements

CIS 102, 3 Units

Advanced Information Architecture and Large Web Site Management

3 hours lecture (GR). Prerequisites: CIS 1 or 200.

Recommended preparation: ART 162.

Acceptable for credit: CSU

Overview of advanced information architecture theories and integration of databases and data management for the web: Design, implementation, and management of large web systems; client-server environments, web data security, web databases, load testing, and crisis strategies.

0709.00

AA/AS area 4c

CIS 103, 4 Units

Survey of Programming Languages for the Web—Continuation

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

Prerequisite: CIS 5, and 101/101L, and 6 or 26.

Acceptable for credit: CSU

E-commerce web page design principles: Extending web page “functionality” with interactivity, multimedia, security, and database capability using XML and related technologies.

0707.10

AA/AS area 4c

CIS 104, 3 Units

Survey of Programming Languages for the Web

2 hours lecture, 3 hours laboratory. Recommended preparation: CIS 1 and CIS 105.

Acceptable for credit: UC/CSU

Survey of programming languages for the Web for non-programmers: History and motivation for development; review of basic concepts and syntax, such as variables, loops, conditions, arrays, structures; capabilities and limitations; functions of object-oriented and event-driven programming. Taught using HTML 5, CSS, Java with jQuery.

0707.10

AA/AS area 4c

CIS 105, 1 Unit

Mechanics of Web Page Design

1 hour lecture (GR). Recommended preparation:

CIS 237. Acceptable for credit: CSU

Basic theory and practice of web page construction using HTML and authoring tools: Preparation of images for the web, interface design, and interactivity.

0709.00

AA/AS area 4c

CIS 200, 1.5 Units

Computer Concepts and Applications

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

Introduction to computer concepts: Terminology, word processing, spreadsheets, database management, presentation graphics, and the Internet.

0702.10

AA/AS area 4c

CIS 206, 2 Units

Network Cabling

1.5 hours lecture, 1.5 hours laboratory

(GR or P/NP)

Preparation for entry-level employment in the network cabling industry as copper and fiber-optic installation technicians focusing on basic concepts of physical network connectivity: Transmission media, network cabling tools, installation techniques and test equipment, industry standards, job safety, and troubleshooting and repair.

0708.10

AA/AS area 4c

CIS 207, 4 Units

Computer Systems Troubleshooting

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

Prerequisite: CIS 88 and 89

Basic troubleshooting of stand-alone and networked microcomputer systems including maintenance fundamentals and problem-solving techniques: Resolution of general hardware and operating system incompatibilities and anomalies, use of diagnostic tools, fixing operating systems and network connectivity issues, preventive maintenance, record-keeping guidelines, and the role of the support technician.

0708.20

AA/AS area 4c

Course Announcements

CIS 216, 2 Units

Introduction to Programming in Visual Basic

*1.5 hours lecture, 1.5 hours laboratory
(GR or P/NP). Recommended preparation:*

CIS 215. Acceptable for credit: UC

Introduction to the Visual Basic programming language under Windows: Using object-based programming to write event-driven programs by customizing objects, including setting properties, using methods, and writing event-handling code.

0707.10

AA/AS area 4c

CIS 220, 2 Units

Introduction to Database Management

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

Introduction to database management systems and programming language on a microcomputer: File creation, access, and modification; report generation; and programming of menu-driven interactive information systems.

0702.10

AA/AS area 4c

CIS 222, 2 Units

Advanced Database Programming

2 hours lecture, .5 hours laboratory

(GR or P/NP). Recommended preparation: CIS 220.

Advanced database programming techniques: Structured system design, database design principles, transaction processing, audit trails, multiple file processing, and techniques for increasing speed of program execution.

0707.20

AA/AS area 4c

CIS 230, .5 Units

Laboratory Practice in Microcomputers

1.5 hours laboratory (GR or P/NP).

Recommended preparation: CIS 200.

Designed to provide laboratory experience not covered under other course offerings: Prescribed laboratory activities or establishment of a specialized course of study under direction of instructor.

0702.00

CIS 231, 1 Unit

Advanced Laboratory Projects in Microcomputers

3 hours laboratory (GR or P/NP). Recommended preparation: CIS 210 or 212 or 220 or 235.

Designed to provide advanced laboratory experience not covered under other course offerings: Specialized projects using advanced applications/programs or multiple application programs under direction of instructor for students with prior user or programming experience.

0702.00

AA/AS area 4c

CIS 237, 1 Unit

Introduction to Internet Basics

1 hour lecture (GR or P/NP).

Recommended preparation: CIS 200 or 241.

Introduction to Internet basics Connecting to the internet; exploring the World Wide Web; using email, search engines and directories, FTP/Newsgroups/Telnet; creating and publishing HTML pages; and ethical issues.

0709.00

AA/AS area 4c

CIS 245A, 1.5 Units

Introduction to Microsoft Access

1 hour lecture, 1.5 hours laboratory

(GR or P/NP). Corequisite: CIS 1 or 200.

Introduction to Microsoft Access database management: Designing, creating, modifying, and using databases; developing tables, queries, forms, and reports; tips for use in various business settings.

0702.10

AA/AS area 4c

CIS 245B, 1.5 Units

Microsoft Access with Visual Basic for Applications (VBA) I

1 hour lecture, 1.5 hours laboratory

*(GR or P/NP). Prerequisite: CIS 1 or 5 or 200,
and 216 and 245A*

Microsoft Access database management: Design and optimization of relational databases; use of VBA and other tools to create and customize data entry and data viewing forms, analytical and descriptive reports, and related database elements.

0707.20

AA/AS area 4c

Course Announcements



CIS 245C, 1.5 Units
Microsoft Access with Visual Basic for Applications (VBA) II

1 hour lecture, 1.5 hours laboratory
 (GR or P/NP). *Prerequisite: CIS 1 or 5 or 200, and 216 and 245B.*

Microsoft Access database management: Design and optimization of relational databases in a multi-user, networked environment; use of VBA and other tools to create and customize data access pages and macros, menus, and toolbars; security and related issues.

0707.20
 AA/AS area 4c

CIS 246, 1.5 Units
Introduction to PowerPoint

1 hour lecture, 1.5 hours laboratory
 (GR or P/NP).

Introduction to Microsoft PowerPoint presentation graphics: Preparation for creating, saving, editing, and printing presentation materials; graphics techniques and overhead transparencies, color slides, outline notes, handouts, and on-screen graphics.

0702.10
 AA/AS area 4c

CIS 248UA-ZZ, .5-9 Units
Selected Topics in Computer Information Systems

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

See section on Selected Topics.

0702.00

Cooperative Education

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, 1-3 Units
General Work Experience

Hours to be arranged (GR or P/NP).

Acceptable for credit: CSU

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

Course Announcements

COPED 451, 1-4 Units

Occupational Work Experience

Hours to be arranged (GR or P/NP).

Acceptable for credit: CSU

Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to students' educational or occupational goals.

4932.00

COPED 462G-484A, 1-4 Units

Occupational Work Experience

Hours to be arranged (GR or P/NP).

Acceptable for credit: CSU

Supervised employment of students extending classroom-based occupational learning at an on-the-job learning station relating to students' educational or occupational goals.

COPED 462G, 1-4 Units

Occupational Work Experience in Applied Microcomputer Information Systems

Hours to be arranged (GR or P/NP)

0702.00

COPED 462H, 1-4 Units

Occupational Work Experience in Network Administration

Hours to be arranged (GR or P/NP)

0708.00

COPED 464B, 1-4 Units

Occupational Work Experience in Education

Hours to be arranged (GR or P/NP)

0801.00

COPED 468B, 1-4 Units

Occupational Work Experience in Multimedia Arts

Hours to be arranged (GR or P/NP)

0614.00

COPED 470H, 1-4 Units

Occupational Work Experience in Medical Interpreting

Hours to be arranged (GR/PNP).

Prerequisites: HUSV 070 and HUSV 071

2140.00

COPED 484A, 1-4 Units

Occupational Work Experience in Biotechnology

Hours to be arranged (GR or P/NP)

0430.00

Counseling

COUN 24, 3 Units

College Success

3 hours lecture (GR or P/NP).

Recommended preparation: ENGL 201B.

Acceptable for credit: UC/CSU

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 48UA-ZZ, .5-5 Units

Selected Topics in Counseling

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

4930.10

COUN 57, 3 Units

Career and Life Planning

3 hours lecture (GR or P/NP).

Recommended preparation: ENGL 201B.

Acceptable for credit: UC/CSU

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

Course Announcements

COUN 200A, .5 Units
Orientation to College

.5 hours lecture (GR or P/NP)

Information for new students: College programs, policies and procedures, campus resources and assessment.

4930.10

COUN 200B, .5 Units
Orientation to College

.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 207A, 1 Unit
Career Exploration

1 hour lecture (GR or P/NP)

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, 1 Unit
Career Exploration

1 hour lecture (GR or P/NP)

Occupational assessment tools: Practice in networking, informational interviews, research on employment opportunities and trends, and resources used in job search.

4930.10

COUN 207C, 1 Unit
Career Exploration

1 hour lecture (GR or P/NP)

Job search skills: Resumes, cover letters, telephone skills, and interviewing techniques.

4930.10

COUN 221, .5-1 Units
Preparing for College/University Transfer

.5-1 hour lecture (GR or P/NP)

In-depth information and assistance with the transfer process to four-year colleges and universities: Lower-division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid, and scholarship information. Students will receive the information necessary to develop a Student Educational Plan (SEP) for transfer.

4930.10

COUN 224, 2-3 Units
College Preparedness

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 248UA-ZZ, .5-5 Units
Selected Topics in Counseling

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

See section on Selected Topics.

4930.10

COUN 501, 0 Units
Counseling Learning Lab (Non-Credit)

1-5 hours laboratory (Not graded)

Course study under this section may be repeated as necessary. Students may attend multiple sessions per semester.

Success and retention strategies offered in small groups: Provides supervised tutoring to students in overcoming barriers in reaching their educational goals and increasing their successful completion of college courses and programs.

4930.09

Economics

ECON 1, 3 Units

Principles of Economics (Macro-Economics)

3 hours lecture (GR). Prerequisite: MATH 203 or 211D or 205B. Acceptable for credit: UC/CSU
Introductory economic concepts: Measurements of national income and production; causes of inflation, recession and depression; money and banking; government monetary and fiscal (spending and taxation) policies; stabilization techniques; economic growth; history of economic thought and philosophy.

2204.00

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

ECON 2, 3 Units

Principles of Economics (Micro-Economics)

3 hours lecture (GR). Prerequisite: MATH 203 or 211D or 205B. Acceptable for credit: UC/CSU
Principles of micro-economics: Forms of business organization, theory of the firm within competitive and non-competitive markets, distribution of income, poverty, labor issues, agriculture.

2204.00

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

ECON 48UA-ZZ, .5-5 Units

Selected Topics in Economics

0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP). Acceptable for credit: CSU
See section on Selected Topics.

2204.00

ECON 248UA-ZZ, .5-5 Units

Selected Topics in Economics*

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

2204.00

Education

EDUC 1, 3 Units

Introduction to the Field of Education

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Historical and sociological analysis of the educational system and careers in teaching; Study of principles of effective instructional models with emphasis on student-centered and culturally relevant methods, research of resources for curriculum and instruction, and observation of teaching practices in local schools.

0801.00

AA/AS area 2

EDUC 48UA-ZZ, .5-9 Units

Selected Topics in Education

0-9 hours lecture, 0-27 hours laboratory
(GR or P/NP). Acceptable for credit: CSU
See section on Selected Topics.

0801.00

EDUC 97, 2-4 Units

Field Studies in Education

1 hour lecture, 3-9 hours laboratory
(GR or P/NP).

Prerequisite or corequisite: EDUC 1.

Acceptable for credit: UC/CSU

Course study under this section may be repeated one time for a maximum of 4 units.

Supervised field experience in education: Strategies in teaching and/or tutoring in one of a variety of disciplines.

0801.00

EDUC 248UA-ZZ, .5-9 Units

Selected Topics in Education

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

See section on Selected Topics.

0801.00

Course Announcements

English

ENGL 1A, 4 Units

Composition and Reading

4 hours lecture (GR). Prerequisite: ENGL 201B or appropriate placement through multiple-measures assessment process.

Acceptable for credit: UC/CSU

Reading and writing expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively.

1501.00

AA/AS area 4a; CSU area A2;
IGETC area 1A (C-ID ENGL 100)

ENGL 1B, 4 Units

Composition and Reading

4 hours lecture (GR). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

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 105)

ENGL 5, 3 Units

Critical Thinking in Reading and Writing

3 hours lecture (GR). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

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, 3 Units

Creative Writing

3 hours lecture (GR). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

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, 3 Units

Creative Writing

3 hours lecture (GR). Prerequisite: ENGL 1A. ENGL 10A is not prerequisite to ENGL 10B

Acceptable for credit: UC/CSU

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 17A, 3 Units

Shakespeare

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

Study of selected works of Shakespeare.

1503.00

AA/AS area 3, 4d; CSU area C2;

IGETC area 3

ENGL 17B, 3 Units

Shakespeare

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. ENGL 17A is not prerequisite to ENGL 17B. Acceptable for credit: UC/CSU

Continued study of selected works of Shakespeare.

1503.00

AA/AS area 3, 4d; CSU area C2;

IGETC area 3

ENGL 20, 3 Units

Introduction to Dramatic Literature

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

Survey of history and literature of the theater focusing on major theatrical periods: Classical, Elizabethan, Restoration, and twentieth century.

1503.00

AA/AS area 3, 4d; CSU area C2;

IGETC area 3

Course Announcements

ENGL 21, 3 Units

Film: Art and Communication

3 hours lecture (GR or P/NP). Also offered as ART 98 and HUMAN 21. Not open for credit to students who have completed or are currently enrolled in and ART 98 or HUMAN 21. Acceptable for credit: UC/CSU

Analysis of history and aesthetics of film from its inception in the late nineteenth century to the present: Language of film, factual films vs. fictional films, and effect of films on contemporary society.

1501.00

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

ENGL 47, 3 Units

Children's Literature

3 hours lecture (GR or P/NP).

Prerequisite: ENGL 1A. Acceptable for credit: CSU
Introduction to children's literature: Fairy tales and tale types; interpretation of children's literature from the perspectives of children, teachers, and parents; study of books by authors such as Brown, Dahl, Juster, Rowling, Sendak, Soto, and others.

1503.00

AA/AS, area 3, 4d; CSU area C2

ENGL 48UA-ZZ, .5-5 Units

Selected Topics in English

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, .5-5 Units

Independent Study in English

(GR or P/NP). Acceptable for credit: CSU
See section on Independent Study.

1501.00

ENGL 50, 3 Units

Multicultural American Literature

3 hours lecture (GR or P/NP).

Prerequisite: ENGL 1A.

Acceptable for credit: UC/CSU

Multicultural American Literature: African-American, Asian-American, Latino/Chicano, Native American, and other literatures; relevant history and cultural development; influence of the dominant culture on minority experiences; multiple genres, including oral tradition, poetry, memoirs, short stories, and novels.

1501.00

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

ENGL 70A, 3 Units

Transforming Autobiography into Creative Writing

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Autobiographical writing techniques: Transforming personal experience into autobiographical scenes, sketches, short poems, and short stories, as well as memoirs, anecdotes, histories, memory poems, tall tales, and yarns.

1507.00

AA/AS area 4d; CSU area C2

ENGL 70B, 3 Units

Transforming Autobiography into Creative Writing

3 hours lecture (GR or P/NP). ENGL 70A is not prerequisite to ENGL 70B.

Acceptable for credit: CSU

Autobiographical writing techniques: Transforming reminiscences, sketches, and vignettes into autobiographical free verse, adventures tales, and novellas.

1507.00

AA/AS area 4d; CSU area C2

Course Announcements

ENGL 71A, 3 Units

Introduction to Fiction Writing

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

Introduction to fiction writing techniques: Overcoming writing fears; introduction to description, characterization, dialogue, plotting, avoiding clichés, and showing vs. telling.

1507.00

AA/AS area 4d; CSU area C2;

(units limited at UC)

ENGL 71B, 3 Units

Introduction to Fiction Writing

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. ENGL 71A is not prerequisite to ENGL 71B. Acceptable for credit: UC/CSU

Continuation of introductory fiction writing techniques: Time management for fiction writers, introduction to point of view, past and present narration, first- and third-person narration, flashbacks, and revision.

1507.00

AA/AS area 4d; CSU area C2;

(units limited at UC)

ENGL 72A, 3 Units

Intermediate Fiction Writing

3 hours lecture (GR or P/NP).

Prerequisite: ENGL 71A or 71B.

Acceptable for credit: UC/CSU

Intermediate fiction writing: Refining description techniques, major and minor characters, dialect, interior monologue, plot design, and revising first drafts.

1507.00

AA/AS area 4d; CSU area C2;

(units limited at UC)

ENGL 72B, 3 Units

Intermediate Fiction Writing

3 hours lecture (GR or P/NP). Prerequisite: ENGL 71A or 71B. ENGL 72A is not prerequisite to ENGL 72B. Acceptable for credit: UC/CSU

Continuation of intermediate fiction writing: Review of time management techniques, creating atmosphere, dramatic monologues, multiple points of view, letter narration, subjective and observer narration, revising both first and second drafts, and introduction to critique.

1507.00

AA/AS area 4d; CSU area C2;

(units limited at UC)

ENGL 73A, 3 Units

Intensive Fiction Writing

3 hours lecture (GR or P/NP).

Prerequisite: ENGL 72A or 72B.

Acceptable for credit: UC/CSU

For experienced fiction writers: Developing root material; structuring ideas; using characterization and dialogue to plot; working on first, second and third drafts; and giving and receiving feedback.

1507.00

AA/AS area 4d; CSU area C2;

(units limited at UC)

ENGL 73B, 3 Units

Intensive Fiction Writing

3 hours lecture (GR or P/NP). Prerequisite: ENGL 72A or 72B. ENGL 73A is not prerequisite to ENGL 73B. Acceptable for credit: UC/CSU

Continuation of intensive fiction writing: Aesthetic distance, stream-of-consciousness narration, polishing for publication, and introduction to publishing and book-length projects.

1507.00

AA/AS area 4d; CSU area C2;

(units limited at UC)

ENGL 74, 3 Units

Fiction: Special Projects

3 hours lecture (GR or P/NP). Prerequisite: ENGL 73A and 73B. Acceptable for credit: CSU

Advanced fiction writing: Developing project ideas and themes, peer review techniques, maintaining pace and discipline, chapter and scene linkages, revision to sustain tone, book proposals, and copyright law.

1507.00

AA/AS area 4d

ENGL 85A, 4 Units

Literature in English through Milton

4 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU

Introduction to English literature of the Middle Ages and Renaissance: Study of major works by Chaucer, Spenser, and Milton as well as their contemporaries, such as Donne and Marlowe.

1503.00

AA/AS area 3, 4d; CSU area C2;

IGETC area 3

Course Announcements

ENGL 85B, 4 Units

Literature in English:

Late 17th through Mid 19th Century

4 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. ENGL 85A is not prerequisite to ENGL 85B. Acceptable for credit: UC/CSU
Introduction to English literature of the late seventeenth through mid-nineteenth century: Pope, Blake, Wordsworth, Bronte, Dickens, Austen, Whitman, and selected others.

1503.00

*AA/AS area 3, 4d; CSU area C2;
IGETC area 3*

ENGL 85C, 4 Units

Literature in English:

Mid 19th through the 20th Century

4 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. ENGL 85A and 85B are not prerequisites for ENGL 85C. Acceptable for credit: UC/CSU
Introduction to English literature of the mid-nineteenth through twentieth century: Wilde, Shaw, James, Woolf, Joyce, Faulkner, Eliot, Hurston, and selected others.

1503.00

*AA/AS area 3, 4d; CSU area C2;
IGETC area 3*

ENGL 86, 3 Units

Introduction to Playwriting and Screenwriting

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU
Introduction to playwriting and screenwriting: Introduction to films and theater, formatting of screenplays and plays, direction, study of techniques, rehearsal, and critique.

1507.00

AA/AS area 4d; (units limited at UC)

ENGL 87, 3 Units

Intermediate Playwriting and Screenwriting

3 hours lecture (GR or P/NP). Prerequisite: ENGL 86. Acceptable for credit: UC/CSU
Intermediate playwriting and screenwriting: Plays and film scenes; play and screenplay structure; intermediate direction, rehearsal, and critique; further study of techniques.

1507.00

AA/AS area 4d; (units limited at UC)

ENGL 88, 3 Units

Intensive Playwriting and Screenwriting

3 hours lecture (GR or P/NP). Prerequisite: ENGL 87. Acceptable for credit: UC/CSU
Intensive playwriting and screenwriting: Critique and revision of multiple drafts, three-stage method of giving and receiving criticism, intensive study of techniques.

1507.00

AA/AS area 4d; (units limited at UC)

ENGL 89, 3 Units

Playwriting and Screenwriting: Special Projects

3 hours lecture (GR or P/NP). Prerequisite: ENGL 88. Acceptable for credit: CSU
Advanced playwriting and screenwriting: Completion of a play or screenplay in an advanced condition with first draft completed; editing, discussion of collaboration, critiquing, copywriting, and promotion.

1507.00

AA/AS area 4d; (units limited at UC)

ENGL 91A, 3 Units

Introduction to Poetry Writing

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. Acceptable for credit: UC/CSU
Introduction to poetry writing: Overcoming writing fears; introduction to similes, metaphors, images, rhythm and avoiding clichés.

1507.00

*AA/AS area 4d; CSU area C2;
(units limited at UC)*

ENGL 91B, 3 Units

Introduction to Poetry Writing

3 hours lecture (GR or P/NP). Prerequisite: ENGL 1A. ENGL 91A is not prerequisite to ENGL 91B. Acceptable for credit: UC/CSU
Continuation of introductory poetry writing: Time management for poets; introduction to diction, line, symbols, revision, and critical analysis.

1507.00

*AA/AS area 4d; CSU area C2;
(units limited at UC)*

Course Announcements

ENGL 92A, 3 Units

Intermediate Poetry Writing

3 hours lecture (GR or P/NP). *Prerequisite:* ENGL 91A or 91B. *Acceptable for credit:* UC/CSU
Intermediate poetry writing: Overcoming writing blocks, refining simile, extended metaphor, complex imagery, sonnets, villanelles, haiku, and free verse.

1507.00

AA/AS area 4d; CSU area C2;
(units limited at UC)

ENGL 92B, 3 Units

Intermediate Poetry Writing

3 hours lecture (GR or P/NP). *Prerequisite:* ENGL 91A or 91B. *ENGL 92A is not prerequisite to ENGL 92B.* *Acceptable for credit:* UC/CSU
Continuation of intermediate poetry writing: Time management review, techniques of critical analysis, inferencing skills, dramatic monologue poems, prose poems, rondeaus, pantoums, and introduction to meter.

1507.00

AA/AS area 4d; CSU area C2;
(units limited at UC)

ENGL 93A, 3 Units

Intensive Poetry Writing

3 hours lecture (GR or P/NP). *Prerequisite:* ENGL 92A or 92B. *Acceptable for credit:* UC/CSU
For experienced poets: Reviewing meter, iambs, anapests, dactyls; extended imagery, linguistics and poetry, sestinas, and collage poetry.

1507.00

AA/AS area 4d; CSU area C2;
(units limited at UC)

ENGL 93B, 3 Units

Intensive Poetry Writing

3 hours lecture (GR or P/NP). *Prerequisite:* ENGL 92A or 92B. *ENGL 93A is not prerequisite to ENGL 93B.* *Acceptable for credit:* UC/CSU
Continuation of intensive poetry writing: Language poetry, concrete poetry, open forms, polishing for publication, and introduction to publication and book-length projects.

1507.00

AA/AS area 4d; CSU area C2;
(units limited at UC)

ENGL 94, 3 Units

Poetry: Special Projects

3 hours lecture (GR or P/NP). *Prerequisite:* ENGL 93A and 93B. *Acceptable for credit:* CSU
Advanced poetry writing: Developing a poetry series, peer review techniques, maintaining a writing pace and discipline, revision to sustain tone, book proposals, and copyright law.

1507.00

AA/AS area 4d

ENGL 100, 4 Units

College Composition and Reading

4 hours lecture (GR or P/NP). *Prerequisite:* ENGL 201B or appropriate placement through multiple-measures assessment.

Acceptable for credit: CSU.

Course does not satisfy the GE composition requirement for transfer.

Reading and writing of expository prose: Critical thinking using inductive and deductive reasoning; clarity and precision of expression; organizational structures in writing and sound development of ideas.

1501.00

AA/AS areas 4a, 4d

ENGL 101A, 2 Units

Integrated Composition Studies

2 hours lecture (GR). *Acceptable for credit:* CSU
English composition, grammar, and basic writing skills. Expression of ideas in ways that are logical, critical, and persuasive.

1501.00

ENGL 101B, 2 Units

Integrated Composition Studies

2 hours lecture (GR). *Acceptable for credit:* CSU
Continuation of English composition, grammar, and basic writing skills. Expression of ideas in ways that are logical, critical, and persuasive.

1501.00

ENGL 120, 1 Unit

Literary Journal Editing

1 hour lecture (GR or P/NP).

Acceptable for credit: CSU

Introduction to the process of selecting literature for publication in an art and literary magazine: Determining selection criteria, articulating and advocating opinions, copyediting, and carrying out organizational tasks for a competition.

1501.00

ENGL 130, 3 Units

**Introduction to English
Syntax and Grammar**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of present-day English grammar as informed by contemporary linguistic theories: The major syntactic structures of English, integration of the sentence into its logical and rhetorical contexts, review of traditional grammar and usage, applications to pedagogical practices.

1501.00

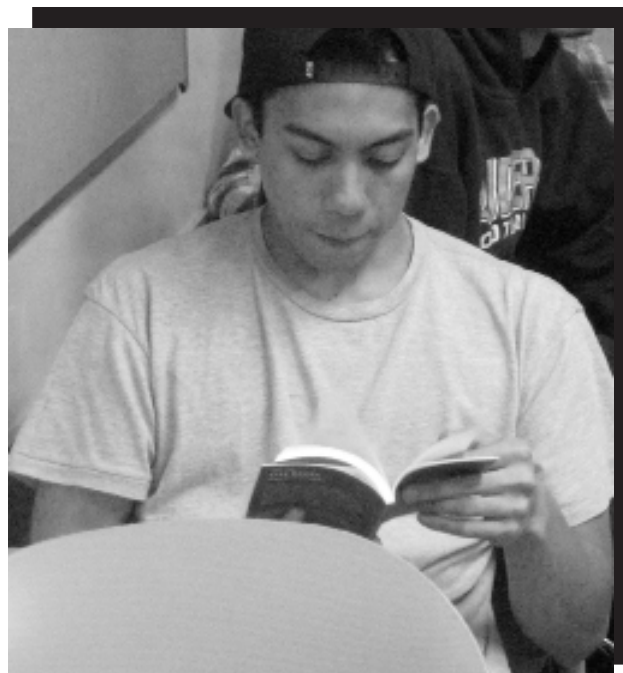
ENGL 201A, 4 Units

**Preparation for Composition
and Reading**

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, 4 Units

**Preparation for Composition
and Reading**

4 hours lecture (GR or P/NP).

Prerequisite: ENGL 201A

Continuation of college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/proofreading.

1501.00
AA/AS area 4d

ENGL 204A, 5 Units

**Preparation for Composition,
Reading, and Research**

4 hours lecture, 3 hours laboratory (GR/PNP).

Introduction to college-level composition, reading, and research: Active reading strategies; writing and prewriting strategies; argumentation techniques; research techniques.

1501.00

Course Announcements

ENGL 204B, 5 Units

Preparation for Composition, Reading, and Research

4 hours lecture, 3 hours laboratory (GR/PNP).

Skill development in composition, reading, and research: Active reading strategies; writing and prewriting strategies; argumentation techniques; research techniques.

1501.00

ENGL 208A, 1 Unit

Writing Workshop

.5 hours lecture, 1.5 hours lab (GR or P/NP)

Individualized instruction in writing: Thesis control and essay organization.

1501.00

ENGL 208B, 1 Unit

Writing Workshop

.5 hours lecture, 1.5 hours lab (GR or P/NP).

Recommended Preparation: ENGL 208A.

Individualized instruction in writing: Thesis control, essay organization, and idea development.

1501.00

ENGL 208C, 1 Unit

Writing Workshop

.5 hours lecture, 1.5 hours lab (GR or P/NP)

Recommended Preparation: ENGL 208B

Individualized instruction in writing: Thesis control, essay organization, idea development, and sentence structure.

1501.00

ENGL 208D, 1 Unit

Writing Workshop

.5 hours lecture, 1.5 hours lab (GR or P/NP).

Recommended Preparation: ENGL 208C

Individualized instruction in writing: Thesis control, essay organization, idea development, sentence structure, and editing/proofreading.

1501.00

ENGL 217A, 3 Units

Shakespeare

3 hours lecture (GR or P/NP)

Study of selected works of Shakespeare.

1503.00

AA/AS area 3, 4d

ENGL 217B, 3 Units

Shakespeare

3 hours lecture (GR or P/NP)

Continued study of selected works of Shakespeare.

1503.00

AA/AS area 3, 4d

ENGL 220, 3 Units

Introduction to Dramatic Literature

3 hours lecture (GR or P/NP)

Survey of history and literature of the theater focusing on major theatrical periods: Classical, Elizabethan, Restoration, and twentieth century.

1503.00

AA/AS area 3, 4d

ENGL 248UA-ZZ, .5-5 Units

Selected Topics in English*

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP)

See section on Selected Topics.

1501.00

ENGL 258A, 1 Unit

Writing Workshop

.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Non-degree applicable.

Individualized instruction in writing: Thesis control and essay organization.

4930.21

ENGL 258B, 1 Unit

Writing Workshop

.5 hours lecture, 1.5 hours laboratory

(GR or P/NP). Recommended preparation:

ENGL 258A. Non-degree applicable.

Individualized instruction in writing: Thesis control, essay organization, and idea development.

4930.21

ENGL 258C, 1 Unit

Writing Workshop

.5 hours lecture, 1.5 hours laboratory

(GR or P/NP). Recommended preparation:

ENGL 258B. Non-degree applicable.

Individualized instruction in writing: Thesis control, essay organization, idea development, and sentence structure.

4930.21

Course Announcements

ENGL 258D, 1 Unit **Writing Workshop**

.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Recommended preparation: ENGL 258C. Non-degree applicable.

Individualized instruction in writing: Thesis control, essay organization, idea development, sentence structure, and editing/proofreading.

4930.21

ENGL 269A, 6 Units **Foundations in Reading and Writing**

6 hours lecture (GR). Not open for credit to students who have completed or are currently enrolled in ENGL 250A-D/267A-B or 251A-D/268A-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, 6 Units **Foundations in Reading and Writing**

6 hours lecture (GR). Prerequisite: ENGLISH 269A (or 259A-C). Not open for credit to students who have completed or are currently enrolled in ENGL 250A-D/267A-B or 251A-D/268A-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 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 501, 0 Units **Supervised Tutoring** **in Composition and Reading**

1 hour Lab, Non Credit course.

Supervised tutoring, either individually or in small groups, to assist students in increasing their success in composition and reading in college courses. Students may enroll for assistance in more than one college course per semester.

4930.09

English as a Second Language

English as a Second Language of Difficulty

Subject Area Emphasis	Beginning	Intermediate	High Intermediate	Advanced
Learning & Speaking (4 Units)	283A/B	232A/B	233A/B	50A/B
Reading & Writing (6 Units)	285A/B	222A/B	223A/B	52A/B
Grammar (4 Units)	284A/B	215A/B	216A/B	217A/B

ESL 50A, 4 Units **Advanced Listening and Speaking**

4 hours lecture (GR or P/NP). Prerequisites: ESL 200B or 233B or placement through multiple-measures assessment process.

Acceptable for credit: CSU

Advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms, and pronunciation.

4930. 87

AA/AS area 4d

Course Announcements

ESL 50B, 4 Units
Oral Communication
for Advanced ESL Students

4 hours lecture (GR or P/NP). Prerequisites: ESL 50A or placement through multiple-measures assessment process. Acceptable for credit: CSU Continuation of advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms, and pronunciation.

4930.87
AA/AS area 4d

ESL 52A, 6 Units
Advanced Reading and Writing

6 hours lecture (GR or P/NP). Prerequisites: ESL 21A or 223B or placement through multiple-measures assessment process.

Acceptable for credit: UC/CSU

Advanced level of reading and writing: Critical thinking skills, critical and analytical reading of college level texts, and writing research and other academic papers.

4930.87
AA/AS areas 4a and 4d

ESL 52B, 6 Units
Advanced Reading and Writing

6 hours lecture (GR or P/NP). Prerequisites: ESL 52A or placement through multiple-measures assessment process.

Acceptable for credit: UC/CSU

Continuation of advanced level of reading and writing: Critical thinking skills, critical and analytical reading of college level texts, and writing research and other academic papers.

4930.87
AA/AS areas 4a and 4d

ESL 205A, 3 Units
Vocabulary and Idioms in Context 3

3 hours lecture (GR or P/NP). Prerequisite: Appropriate placement through multiple-measures assessment process.

Intermediate level of vocabulary: Study of words and idioms as used in context.

4930.81

ESL 205B, 3 Units
Vocabulary and Word Analysis
in Context 4

3 hours lecture (GR or P/NP). Prerequisite: ESL 205A or appropriate placement through multiple-measures assessment process.

High intermediate/low advanced level of vocabulary and content: Focus on vocabulary useful in academic courses; analysis of word derivations.

4930.81

ESL 215A, 4 Units
Intermediate Grammar

4 hours lecture (GR or P/NP). Prerequisites: ESL 252B or 284B or placement through multiple-measures assessment process.

Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns.

4930.87

ESL 215B, 4 Units
Intermediate Grammar

4 hours lecture (GR or P/NP). Prerequisites: ESL 215A or placement through multiple-measures assessment process.

Continuation of intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns.

4930.87

ESL 216A, 4 Units
High Intermediate Grammar

4 hours lecture (GR or P/NP). Prerequisites: ESL 202A or 215B or placement through multiple-measures assessment process.

High intermediate level of English grammar: Further study of complex grammar structures and sentence patterns.

4930.87

ESL 216B, 4 Units
High Intermediate Grammar

4 hours lecture (GR or P/NP). Prerequisites: ESL 216A or placement through multiple-measures assessment process.

Continuation of high intermediate level of English grammar: Further study of complex grammar structures and sentence patterns.

4930.87

Course Announcements

ESL 217A, 4 Units**Advanced Grammar**

4 hours lecture (GR or P/NP). Prerequisites: ESL 202B or 216B or placement through multiple-measures assessment process.

Advanced level of English grammar: Expanding, refining, and applying the complex grammar skills used in academic writing, reading, listening, and speaking.

4930.87

ESL 217B, 4 Units**Advanced Grammar**

4 hours lecture (GR or P/NP). Prerequisite: ESL 217A or placement through multiple-measures assessment process.

Continuation of advanced level of English grammar: Expanding, refining, and applying the complex grammar skills used in academic writing, reading, listening, and speaking.

4930.87

ESL 218A, 1.5 Units**ESL Writing Workshop**

1.25 hours lecture, 1.25 hours laboratory (GR or P/NP)

Individualized instruction in writing; Emphasis on pre-writing, thesis control, and essay organization.

4930.83

ESL 218B, 1.5 Units**ESL Writing Workshop**

1.25 hours lecture, 1.25 hours laboratory (GR or P/NP). Recommended preparation: ESL 218A.

Individualized instruction in writing; Emphasis on essay organization and idea development.

4930.83

ESL 218C, 1.5 Units**ESL Writing Workshop**

1.25 hours lecture, 1.25 hours laboratory (GR or P/NP). Recommended preparation: ESL 218B.

Individualized instruction in writing; Emphasis on sentence structure and mechanics.

4930.83

ESL 218D, 1.5 Units**ESL Writing Workshop**

1.25 hours lecture, 1.25 hours laboratory (GR or P/NP). Recommended preparation: ESL 218C.

Individualized instruction in writing; Emphasis on editing and proofreading strategies.

4930.83

ESL 219A, 4 Units**Applied Grammar And Editing**

4 hours lecture (GR or P/NP). Prerequisites: ESL 217B or placement through multiple-measures assessment process.

Grammar, editing and proofreading practice for advanced ESL writers: Review and clarification of troublesome grammar points, and practice in writing, editing, and proofreading.

4930.84

ESL 219B, 4 Units**Applied Grammar And Editing**

4 hours lecture (GR or P/NP). Prerequisites: ESL 219A or placement through multiple-measures assessment process.

Continuation of grammar, editing and proofreading practice for advanced ESL writers: Review and clarification of troublesome grammar points, and practice in writing, editing and proofreading.

4930.84

ESL 220A, 1.5 Units**High Intermediate ESL Listening and Speaking Workshop**

1.25 hours lecture 1.25 hours laboratory (GR or P/NP).

Individualized instruction for non-native English speakers in listening and speaking. Students may use a variety of print and multimedia resources, as well as materials recommended by the ESL lab or classroom instructor.

4930.86

Course Announcements

ESL 220B, 1.5 Units
High Intermediate ESL
Grammar Workshop

1.25 hours lecture 1.25 hours laboratory
(GR or P/NP).

Individualized instruction for non-native English speakers in grammar. Students may use a variety of print and multimedia resources, as well as materials recommended by the ESL lab or classroom instructor.

4930.87

ESL 220C, Advanced ESL Listening
and Speaking Workshop, 1.5 Units

1.25 hours lecture 1.25 hours laboratory
(GR or P/NP).

Individualized instruction for non-native English speakers in listening and speaking. Students may use a variety of print and multimedia resources, as well as materials recommended by the ESL lab or classroom instructor.

4930.86

ESL 220D, Advanced ESL
Grammar Workshop, 1.5 Units

1.25 hours lecture 1.25 hours laboratory
(GR or P/NP).

Individualized instruction for non-native English speakers in grammar. Students may use a variety of print and multimedia resources, as well as materials recommended by the ESL lab or classroom instructor.

4930.87

ESL 222A, 6 Units
Intermediate Reading and Writing

6 hours lecture (GR or P/NP). Prerequisites: 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.

4930.87

ESL 222B, 6 Units
Intermediate Reading and Writing

6 hours lecture (GR or P/NP). Prerequisites: ESL 222A or placement through multiple-measures assessment process.

Continuation of intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESL reading materials; expanding paragraphs into simple narratives and essays.

4930.87

ESL 223A, 6 Units
High Intermediate Reading and Writing

6 hours lecture (GR or P/NP). Prerequisites: ESL 222B or placement through multiple-measures assessment process.

High intermediate level of reading and writing: Critical readings of essays, short academic texts, short stories, and/or a novel; writing well-developed essays and compositions.

4930.87

ESL 223B, 6 Units
High Intermediate Reading and Writing

6 hours lecture (GR or P/NP). Prerequisites: ESL 223A or placement through multiple-measures assessment process.

Continuation of high intermediate level of reading and writing: Critical readings of essays, short academic texts, short stories, and/or a novel; writing well-developed essays and compositions.

4930.87

ESL 230A, 2 Units
English for the U.S. Workplace

2 hours lecture (GR or P/NP).

Listening, speaking, reading, and writing skills for business and practical applications: Preparation of non-native speakers for career opportunities by focusing on vocabulary, language strategies, and cultural conventions needed to obtain a job and perform effectively in the U.S. workplace.

4931.00

Course Announcements

ESL 230B, 2 Units

English through Topics in Business

2 hours lecture (GR or P/NP).

Listening, speaking, reading, and writing skills for business and practical applications: Preparation of non-native speakers for career and transfer opportunities by focusing on vocabulary, language strategies, and cultural conventions needed to succeed in transfer-level business and economics classes.

4930.87

ESL 231A, 2 Units

English through Topics in U.S. History and Government

2 hours lecture (GR or P/NP).

Vocabulary, discussion, listening, speaking, reading and writing skills through the study of U.S. History and Government.

4930.87

ESL 231B, 2 Units

English through Topics in U.S. Culture

2 hours lecture (GR or P/NP)

Vocabulary, discussion, listening, speaking, reading and writing skills through the study of U.S. culture.

4930.87

ESL 232A, 4 Units

Intermediate Listening and Speaking

4 hours lecture (GR or P/NP). Prerequisites: 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.

4930.85

ESL 232B, 4 Units

Intermediate Listening and Speaking

4 hours lecture (GR or P/NP). Prerequisites: ESL 232A or placement through multiple-measures assessment process.

Continuation of intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills.

4930.85

ESL 233A, 4 Units

High Intermediate Listening and Speaking

4 hours lecture (GR or P/NP). Prerequisites: 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.

4930.85

ESL 233B, 4 Units

High Intermediate Listening and Speaking

4 hours lecture (GR or P/NP). Prerequisites: ESL 233A or placement through multiple-measures assessment process.

Continuation of high intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills.

4930.85

ESL 257A, 3 Units

Pronunciation 3

3 hours lecture (GR or P/NP). Recommended preparation: ESL 256 or appropriate placement through multiple-measures assessment process. Non-degree applicable.

Beginning level pronunciation of American English: Improvement in pronunciation, intonation, and fluency in English for speakers of ESL with practice in the use of standard conversational expressions and styles.

4930.82

ESL 257B, 3 Units

Pronunciation 4

3 hours lecture (GR or P/NP). Recommended preparation: ESL 257A or appropriate placement through multiple-measures assessment process. Non-degree applicable.

Continuation of ESL 257A: Improvement in pronunciation, intonation, and fluency in English for speakers of ESL with practice in the use of standard conversational expressions and styles.

4930.82

Course Announcements

ESL 283A, 4 Units

High Beginning Listening and Speaking

4 hours lecture (GR or P/NP)

High beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills.

4930.85

ESL 283B, 4 Units

High Beginning Listening and Speaking

4 hours lecture (GR or P/NP). Prerequisites: ESL 283A or placement through multiple-measures assessment process.

Continuation of high beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation, and presentation skills.

4930.85

ESL 284A, 4 Units

High Beginning Grammar

4 hours lecture (GR or P/NP)

High beginning level of English grammar: Basic grammar structures, sentence patterns and parts of speech.

4930.87

ESL 284B, 4 Units

High Beginning Grammar

4 hours lecture (GR or P/NP). Prerequisites: ESL 284A or placement through multiple-measures assessment process.

Continuation of high beginning level of English grammar: Basic grammar structures, sentence patterns, and parts of speech.

4930.87

ESL 285A, 6 Units

High Beginning Reading and Writing

6 hours lecture (GR or P/NP)

High beginning level of reading and writing: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs.

4930.86

ESL 285B, 6 Units

High Beginning Reading and Writing

6 hours lecture (GR or P/NP). Prerequisites: ESL 285A or placement through multiple-measures assessment process.

Continuation of high beginning level of reading and writing: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs.

4930.86

Ethnic Studies

ETHST 1, 3 Units

Introduction to Ethnic Studies

3 hours lecture (GR/PNP).

Acceptable for credit: CSU

Survey of the American experience of ethnic and racial relations: Exploration of American history and contemporary issues facing minority groups in the United States. Emphasis on Native, African, Mexican, and Asian American cultural experiences.

2203.00

AA/AS areas 2, 5.

French

FREN 1A, 5 Units

Elementary French

5 hours lecture (GR or P/NP). Course is equivalent to two years of high school French.

Acceptable for credit: UC/CSU

Study and practice in speaking, understanding, reading and writing French: Emphasis on understanding basic grammatical concepts.

1102.00

AA/AS area 3; CSU area C2;

IGETC area Language

Course Announcements

FREN 1B, 5 Units **Elementary French**

5 hours lecture (GR or P/NP). Prerequisite: FREN 1A. Acceptable for credit: UC/CSU

Continuation of FREN 1A: Proficiency in the areas of listening, speaking, reading, writing, and cultural knowledge; emphasis on basic vocabulary and basic grammatical concepts.

1102.00

*AA/AS area 3; CSU area C2;
IGETC area 3 and Language*

FREN 48UA-ZZ, .5-5 Units **Selected Topics in French**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU
See section on Selected Topics.

1102.00

FREN 248UA-ZZ, .5-5 Units **Selected Topics in French**

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

1102.00

Geography

GEOG 1, 3 Units **Physical Geography**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Basic elements of the earth's physical systems and processes: Earth-sun relations, weather, climate, water, plate tectonics, landforms, soils, and ecosystems and their interrelationships and global distribution patterns.

2206.00

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



GEOG 1L, 1 Unit **Physical Geography Laboratory**

3 hours laboratory (GR or P/NP).

Prerequisite or corequisite: GEOG 1.

Acceptable for credit: UC/CSU

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(with GEOG 1

satisfies lab requirement);

IGETC area 5C (with GEOG 1

satisfies lab requirement)

GEOG 2, 3 Units **Cultural Geography**

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Basic elements of cultural geography: Interrelationship 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

Course Announcements

GEOG 3, 3 Units

World Regional Geography

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/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; CSU area D;
IGETC area 4 (C-ID GEOG 125)*

GEOG 5, 3 Units

Economic Geography

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Study of economic activities: Agriculture, natural resources, commercial fisheries, mining, manufacturing, and transportation; and changes in land use and settlement.

2206.00

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

GEOG 10, 3 Units

Introduction to Geography

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of the basic components of contemporary geography: Earth environments, economics, and resources issues; physical, cultural, and political geography.

2206.00

AA/AS area 1, 2; CSU area D; IGETC area 4

GEOG 48UA-ZZ, .5-5 Units

Selected Topics in Geography

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

2206.00

GEOG 248UA-ZZ, .5-5 Units

Selected Topics in Geography

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP)

See section on Selected Topics.

2206.00

Geology

GEOL 10, 3 Units

Introduction to Geology

3 hours lecture (GR). Not open for credit to students who have completed or are currently enrolled in GEOL 1.

Acceptable for credit: UC/CSU

Survey of the structure and materials that compose the earth's surface and geologic processes responsible for shaping the earth: Nature and role of rocks and minerals; environmental processes and problems; dynamics of volcanism, earthquakes, plate tectonics, metamorphism, running water, ground water, glaciation, weathering and erosion.

1914.00

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

GEOL 10L, 1 Unit

Introduction to Geology Lab

3 hours laboratory (GR).

Prerequisite or Corequisite: GEOL 10.

Acceptable for credit: UC/CSU

The laboratory component of Geology 10: Exercises on plate tectonics, analysis and identification of rocks and minerals, metamorphism, geologic structures, topographic and geologic maps, landscape development, seismology, hydrology, geological oceanography, geologic time, earth history, energy, and climate change.

1914.00

CSU area B3 (with GEOL 10

satisfies lab requirement);

IGETC area 5C (with GEOL 10

satisfies lab requirement)

GEOL 48UA-ZZ, .5-5 Units

Selected Topics in Geology

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

1914.00

Course Announcements

Health Education

HLTED 1, 3 Units

Exploring Health Issues

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Examination of current problems related to individual and community health: Sexual behavior, birth control, sexually-transmitted diseases, drugs, consumerism, environment, psychosomatic health, nutrition, physical fitness, and preventive medicine.

0837.00

AA/AS area 2; CSU area E

HLTED 9, 2 Units

First Aid and Safety

2 hours lecture (GR or P/NP). Meets American Red Cross/RTE (Responding to Emergency) as well as American Red Cross Adult CPR certification requirements.

Acceptable for credit: UC/CSU

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 15, 1 Unit

Stress: Causes, Symptoms, and Management

1 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Stress: Identifying symptoms and methods for self-management.

0837.00

HLTED 27, 3 Units

Human Sexuality

3 hours lecture (GR). Also offered as BIOL 27 and PSYCH 12. Not open for credit to students who have completed or are currently enrolled in BIOL 27. Acceptable for credit: UC/CSU

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.

0837.00

AA/AS area 2; CSU area E;
CSU areas D, E; IGETC area 4

HLTED 46F, 3 Units

History of Modern Pandemics

3 hours lecture (GR or P/NP). Also offered as HIST 46F. Not open for credit to students who have completed or are currently enrolled in

HIST 46F. Acceptable for credit: UC/CSU

Survey of modern pandemics: Influenza, AIDS/HIV, Avian flu and others.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

Health Professions/ Occupations

HLTOC 48UA-ZZ, .5-9 Units

Selected Topics in Health Professions and Occupations

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP). Acceptable for credit: CSU
See section on Selected Topics.

1299.00

HLTOC 201, 2 Units

Medical Terminology I

2 hours lecture (GR or P/NP)

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, 2 Units

Medical Terminology II

2 hours lecture (GR or P/NP).

Recommended preparation: HLTOC 201.

Continued study of medical terminology: Terminology related to body structure, pathological conditions and diseases; operative terms and techniques, including laboratory/radiological diagnostic procedures.

1299.00

HLTOC 248UA-ZZ, .5-9 Units

Selected Topics in Health Professions and Occupations

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

See section on Selected Topics.

1299.00

Course Announcements

History

HIST 1, 3 Units

American Indian History and Culture

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of American Indians: Traditional ways of life and history both before and after contact with Europeans; current trends in American Indian socio-economic and cultural development.

2205.00

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

IGETC area 4

HIST 2A, 3 Units

History of European Civilization

3 hours lecture (GR).

Acceptable for credit: UC/CSU

History of Western civilization to 1660: Prehistoric, Ancient, Medieval, and Renaissance periods to 1660.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

HIST 2B, 3 Units

History of European Civilization

3 hours lecture (GR). HIST 2A is not a prerequisite for HIST 2B.

Acceptable for credit: UC/CSU

History of Western civilization since 1660: Rise of nations, revolutionary eras, European expansion and decline; Europe and its impact on the world; emphasis on ideas and institutions rather than national histories.

2205.00

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

HIST 3A, 3 Units

World History to 1500

3 hours lecture (GR). Acceptable for credit: CSU
Survey of the development of world civilizations to 1500.

2205.00

AA/AS area 2; CSU area D

HIST 3B, 3 Units

Modern World History: 1500-Present

3 hours lecture (GR). Acceptable for credit: CSU
Survey of world history since 1500: Developments of the modern world as shaped by social, religious, economic, political, philosophical, and historical forces.

2205.00

AA/AS area 2

HIST 5, 3 Units

History of Mexico

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Interpretative survey of Mexican history from the Spanish Conquest to the present: Nature of the Mexican Revolution; problems of contemporary Mexico concentrating on political and economic development.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

HIST 7A, 3 Units

History of the United States to 1877

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

History of the United States from colonial days to Reconstruction (1877): Survey and interpretation of political, social, and economic factors contributing to the growth of the nation.

2205.00

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

CSU American Institutions, Group 1

HIST 7B, 3 Units

History of the United States Since 1865

3 hours lecture (GR or P/NP). HIST 7A is not prerequisite to HIST 7B.

Not open for credit to students who have completed or are concurrently enrolled in HIST 15.

Acceptable for credit: UC/CSU

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

2205.00

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

CSU American Institutions, Group 1 ;

UCB American Cultures

Course Announcements

HIST 8B, 3 Units**History of Latin-American Civilization**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

History of Latin America during the nineteenth and twentieth centuries: Changing patterns of political, social, and cultural life.

2205.00

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

HIST 10B, 3 Units**History of Africa Since 1750**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

African civilizations since 1750: Rise of African nationalism and independence and the creation of new African states.

2205.00

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

HIST 12, 3 Units**History and Culture of Eastern Asia**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

History and culture of eastern Asia: Emphasis on the history and culture of China and its role as a major influence on other Asian nations; eastern Asia in the modern world.

2205.00

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

HIST 17, 3 Units**History of the Mexican-American**

3 hours lecture (GR). 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: UC/CSU

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; CSU area D; IGETC area 4

HIST 19, 3 Units**History of California**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

California's multi-ethnic history from the pre-Spanish period to the present: Emphasis on the social and ethnic diversity of past and present California.

2205.00

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

IGETC area 4; UCB American Cultures

HIST 21, 3 Units**U.S. Women: A Social History**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of the role and contributions of women to the development of U.S. society from colonial times to the present: Examination of U.S. women as social activists in their own and other movements.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4; UCB American Cultures

HIST 22, 3 Units**Introduction to Peace Studies**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of the political, social, economic, and cultural conditions necessary to build a peaceful world: Effectiveness of world twentieth-century peace movements.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

HIST 23, 3 Units**Global Perspectives**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of the historical development of twentieth-century global political, social, and economic systems: Examination of key historical events, analysis of the interdependence among and conflict between different systems, and identification of possible solutions to current global problems.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

Course Announcements

HIST 28, 3 Units

American Labor Movement

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

History of the American labor movement from colonial times to the present: First unions, creation of laws, beginnings of national union structures, rise of the AFL, development of the CIO, and current issues.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

HIST 31, 3 Units

Contemporary Middle East: Politics of Nationalism

3 hours lecture (GR or P/NP). Also offered as POSCI 12. Not open for credit to students who have completed or are currently enrolled in POSCI 12. Acceptable for credit: UC/CSU

Survey of economic, political, and social forces behind current Middle East tensions: Examination of key current conflicts in the Middle East; analysis of the role of oil, religious and national antagonisms; and the geopolitical importance of the region in twentieth-century superpower policy.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

HIST 32, 3 Units

The United States since 1945

3 hours lecture (GR). Acceptable for credit: CSU
Recent history of the United States: Social and political developments and the changing role of the United States in modern world relations.

2205.00

AA/AS area 2; CSU area D

HIST 33, 3 Units

History of Native American Thought and Literature

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Historical survey of thought and literature of North American Indians: Origin stories, spiritual perspectives, treaty writings, memoirs, novels, children's literature, essays, and contemporary political treatises.

2205.00

AA/AS area 2, 3, 4d, 5;
CSU areas C2, D; IGETC area 3

HIST 37, 3 Units

Developing World

3 hours lecture (GR or P/NP). Also offered as POSCI 25. Not open for credit to students who have completed or are currently enrolled in POSCI 25. Acceptable for credit: UC/CSU

Survey of the historical evolution of developing regions of the world: Examination of their infrastructures, political stability, economic development, acquisition of technology; analysis of ethnic conflicts, environmental problems, and role in the global economy and international community.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

HIST 38, 3 Units

Current World Problems

3 hours lecture (GR or P/NP). Also offered as POSCI 20. Not open for credit to students who have completed or are currently enrolled in POSCI 20. Acceptable for credit: UC/CSU

World problems with emphasis on four major areas of concern: Population explosion, war, ideological confrontation, and disparity of resources among nations.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

HIST 39, 3 Units

History of Soviet Russia: 1917-Present

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of contemporary Russian history: Rise and fall of the Soviet Union, multiculturalism, and challenges of the post-communist era.

2205.00

AA/AS area 2; CSU area D;

IGETC area 4

HIST 43, 1 Unit

Berkeley History

1 hour lecture (GR or P/NP).

Acceptable for credit: CSU

Berkeley as a special identity: A place of political/cultural experimentations and town-grown divisions; historical roots of contemporary Berkeley.

2205.00

Course Announcements

HIST 48UA-ZZ, .5-5 Units **Selected Topics in History**

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, .5-5 Units **Independent Study in History**

.5-5 hours lecture (GR or P/NP). Acceptable for credit: CSU
See section on Independent Study.

2205.00

HIST 60A, 1 Unit **Preparing an Oral History Interview**

1 hour lecture (GR or P/NP).
Acceptable for credit: CSU
Preparation of an oral history interview: Setting interview goals, budget, and timeline; review of ethics guidelines; use of primary source documents; development of an interview outline; biographical interview and legal release forms; overview of oral history organizations and archives and the uses of oral history.

2205.00

HIST 60B, 1 Unit **Conducting an Oral History Interview**

1 hour lecture (GR or P/NP).
Acceptable for credit: CSU
Conducting an oral history interview: Effective interview techniques and interview procedures, use of recording equipment, and practice in conducting and transcribing an interview.

2205.00

HIST 60C, 1 Unit **Transcribing and Editing an Oral History Interview**

1 hour lecture (GR or P/NP).
Acceptable for credit: CSU
Transcribing and editing an oral history interview: Use of transcription equipment, effective transcription and editing practices, and practice in transcribing and editing an oral history.

2205.00

HIST 248UA-ZZ, .5-5 Units **Selected Topics in History**

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

2205.00

Humanities

HUMAN 1, 3 Units **Introduction to Humanities**

3 hours lecture (GR or P/NP).
Acceptable for credit: UC/CSU
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 3B

HUMAN 5, 3 Units **Storytelling in American Culture**

3 hours lecture (GR or P/NP).
Acceptable for credit: UC/CSU
Storytelling among different ethnic groups within the United States: How collective memories are selected, organized, transformed, contested, and retold as origin myths, multicultural histories, family lore, heroic epics, trickster tales, traumatic experiences, slave narratives, immigrant testimonies, spectacular events, war memorials, celebrity biographies, urban legends, animated fairy-tales, or science fiction films.

4903.00

AA/AS area 3; CSU area C2;
IGETC area 3B

HUMAN 21, 3 Units **Film: Art and Communication**

3 hours lecture (GR). Also offered as ART 98 and ENGL 21. Not open for credit to students who have completed or are currently enrolled in ART 98 or ENGL 21. Acceptable for credit: UC/CSU
Analysis of history and aesthetics of film from its inception in the late nineteenth century to the present: Language of film, factual films vs. fictional films, and effect of films on contemporary society.

1599.00

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

Course Announcements



HUMAN 26, 4 Units **Global Cinema**

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

Acceptable for credit: UC/CSU

Global cinema analyzed through historical, political, commercial, cultural, and artistic perspectives: Screenings and interpretation of representative films from a variety of national film traditions outside of the United States, including films from Iran, India, Italy, France, Russia, Japan, China, Brazil, and Argentina.

1599.00

AA/AS area 3; CSU area C1;

IGETC area 3A

HUMAN 30A, 3 Units **Human Values/Ethics**

3 hours lecture (GR or P/NP)

Also offered as PHIL 31A. Not open for credit to students who have completed or are currently enrolled in PHIL 31A. Acceptable for credit: UC/CSU

Analysis of concepts of good and right in our society and of criteria of conduct: Various religious, philosophic, scientific, and aesthetic aspects of moral behavior integrated with reason and emotion of the individual.

1599.00

AA/AS area 3; CSU area C2;

IGETC area 3B (C-ID PHIL 120)

HUMAN 30B, 3 Units

Human Values/Aesthetics

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Analysis of the nature of the beautiful as expressed in visual arts, music, and literature of Western and other cultures: Integration of various aspects of daily and transitory activities of the individual to permanent, recorded expressions of the human spirit through the use of major works of art.

1599.00

AA/AS area 3; CSU area C2;

IGETC area 3B

HUMAN 40, 3 Units

Religions of the World

3 hours lecture (GR). Acceptable for credit: UC/CSU

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 3B

HUMAN 46, 3 Units

Philosophy of the Human Experience

3 hours lecture (GR or P/NP). Also offered as PHIL 46. Not open for credit to students who have completed or are currently enrolled in PHIL 46. Acceptable for credit: UC/CSU

Perennial philosophical and religious questions central to the human experience: Overview of diverse religious teachings, as well as critical investigation of philosophical perspectives regarding the nature of the self, experience, and purpose.

1599.00

AA/AS area 3; CUS area C2;

IGETC area 3B

HUMAN 48UA-ZZ, .5-5 Units

Selected Topics in Humanities

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

1599.00

Course Announcements

HUMAN 49, .5-5 Units

Independent Study in Humanities

0-5 hours lecture (GR or P/NP).

Acceptable for credit: CSU

See section on Independent Study.

1599.00

HUMAN 52, 4 Units

Women and Cinema

4 hours lecture (GR or P/NP). Recommended preparation: HUMAN 21 or an introduction to Film Studies course. Also offered as WS 52. Not open for credit to students who have completed or are currently enrolled in WS 52.

Acceptable for credit: UC/CSU

Analysis of women in cinema and of feminist and queer film criticism: Feminist film theory, criticism, and history; women as readers of film; women's independent film; women's often conflicted relationship with film representations; and the role of sexuality and gender in film viewing and representation.

1599.00

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

HUMAN 53, 4 Units

Comparative Film Genres

4 hours lecture (GR or P/NP). Recommended preparation: HUMAN 21 or an introduction to Film Studies course.

Acceptable for credit: UC/CSU

Survey of film genres selected from two to four of the following: Film noir, action, comedy, romance, western, musical, horror, documentary, gangster, and others.

1599.00

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

HUMAN 55, 4 Units

The Representation of Immigration in Cinema and Television

4 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Survey of immigration and cinema: Divergent ways immigrants and immigration have been represented in U.S. cinema and television, historical and contemporary examples in relation to the history of U.S. immigration policies, and public debate about immigration. Focus is on the U.S., but other cinematic narratives of immigration may be studied for purposes of comparison.

1599.00

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

HUMAN 56, 1 Unit

Meditation: Theory and Practice

1 hour lecture (GR or P/NP).

Acceptable for credit: CSU

Introduction to theory and practice of a variety of meditation methods: Contemporary and ancient techniques; comparative studies from monastic and householder traditions, both Eastern and Western.

1599.00

HUMAN 182, 3 Units

Introduction to Visual Culture

3 Hours Lecture (GR/PNP).

Acceptable for credit: UC/CSU

Not open for credit to students who have completed or are currently enrolled in ART 182.

Introduction to the function of visual languages from "high" art to TV, movies, and popular culture: Key concepts such as power, identity, ideology, gender, race, class, globalism, desire, consumerism and their impact on the production and understanding of the visual; role of the viewer in the ongoing and co-creative establishment of meaning.

1599.00

AA/AS areas 2 and 3; CSU area C2

HUMAN 226, 1 Unit

Global Cinema (Screening)

3 hours lab (P/NP).

Screenings of representative films from a variety of national film traditions outside of the United States, including films from Iran, India, Italy, France, Russia, Japan, China, Brazil, and Argentina.

1599.00

Course Announcements

Human Services

HUSV 48UA-ZZ, .5-5 Units

Selected Topics in Human Services

0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP). *Acceptable for credit: CSU*
See section on Selected Topics.

2104.00

HUSV 70, 3 Units

Boundaries and Ethics

3 hours lecture (GR). *Acceptable for credit: CSU*
Analysis of ethical principles and dilemmas that arise in health care settings: Criteria of conduct in professional boundaries, language and cultural guidelines to be applied by health care interpreters.

2104.00

HUSV 71, 3 Units

Cultural Brokerage

3 hours lecture (GR). *Acceptable for credit: CSU*
Analysis of cultural brokerage: Interpreter as liaison, cultural guide, mediator, and catalyst for change; bridging the gap between patients and providers; integrating awareness, knowledge, and skills.

2104.00

HUSV 100, 1 Unit

Orientation to Social Services

1 hour lecture (GR or P/NP).
Acceptable for credit: CSU
Exploration of the field of social services: Emphasis on departments, positions, and career ladders.

2104.00

HUSV 101, 2 Units

Case Management in Human Services

2 hours lecture (GR or P/NP).
Acceptable for credit: CSU
Case management skills for the paraprofessional: History of case management; case management concepts, assessment, benefits, service planning and linkage with community agencies, service monitoring, consultation and referral strategies.

2104.00

HUSV 102, 2 Units

Child and Family Services

Theory and Practice I

2 hours lecture (GR or P/NP). *Prerequisite: SOCSC 101 and HUSV 101. Corequisite: HUSV 112. Acceptable for credit: CSU*

Introduction to working in social service agencies or nonprofits within Children and Family Services: Historical overview, federal funding, state child welfare structure and legislative mandates, values and ethics, confidentiality, child maltreatment, county policies, and special issues; sexual abuse, domestic violence, substance abuse, mental health, and mental illness.

2104.00

HUSV 103, 2 Units

Child and Family Services

Theory and Practice II

2 hours lecture (GR or P/NP). *Prerequisite: HUSV 102. Corequisite: HUSV 113.*

Acceptable for credit: CSU

Continuation of HUSV 102: Interviewing, crisis intervention, working effectively with families, family risk and needs assessment, case planning, court procedures, child placement, working effectively with care providers, legal mandates, and community agency resources.

2104.00

HUSV 104, 2 Units

Gerontology Theory and Practice I

2 hours lecture (GR or P/NP). *Prerequisite: SOCSC 101 and HUSV 101. Corequisite: HUSV 112. Acceptable for credit: CSU*

Introduction to working in social-service agencies or nonprofits that serve adult and aging populations: Historical overview, ageism, demographics, myths and fallacies, biopsychosocial aspects of aging, health and mental health demographics across varying cultures, communication with older adults, and caregiving.

2104.00

Course Announcements

HUSV 105, 2 Units

Gerontology Theory and Practice II

2 hours lecture (GR or P/NP). Prerequisite: HUSV 104. Corequisite: HUSV 113.

Acceptable for credit: CSU

Continuation of HUSV 104: Gender and aging; Medicare, interdisciplinary and managed care approaches; ethical and legal issues; federal, state, and county policies and procedures; assessment; and case management specific to adult and aging services.

2104.00

HUSV 106, 2 Units

California Welfare Programs and Services Theory and Practice I

2 hours lecture (GR or P/NP). Prerequisite: SOCSC 101 and HUSV 101. Corequisite:

HUSV 112. Acceptable for credit: CSU

Introduction to working in social-service agencies or nonprofits with California welfare participants: Historical overview, legal issues, eligibility requirements, and benefits.

2104.00

HUSV 107, 2 Units

California Welfare Programs and Services Theory and Practice II

2 hours lecture (GR or P/NP).

Prerequisite: HUSV 106. Corequisite: HUSV 113.

Acceptable for credit: CSU

Continuation of HUSV 106: Work requirements, child care benefits, legal rights and issues, educational opportunities.

2104.00

HUSV 108, 2 Units

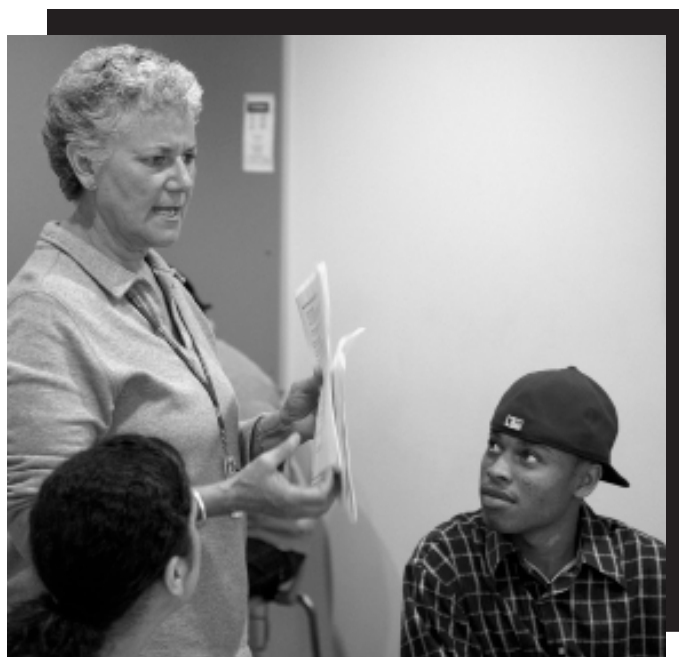
Helping Skills for Human Services Paraprofessionals

2 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Helping skills: Building an alliance, effecting change and empowering others within a multicultural society; attending, active listening, demonstrating empathy, assessment and referral; legal and ethical guidelines of the professional helping relationship and scope of practice.

2104.00



HUSV 109, 2 Units

Diverse Populations in Human Services

2 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Working with diverse populations in human services settings: Values, problems, issues, concerns and support needs of special population groups including, but not limited to, age, gender, ethnicity, socioeconomic status, physical or psychiatric disability, sexual orientation, and chemical-dependency characteristics.

2104.00

HUSV 110, 3 Units

Social Services Specialization I

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Overview of social services programs: Child and family, adult and aging, and California welfare programs and services; issues of abuse, as well as benefits and eligibility.

2104.00

Course Announcements

HUSV 111, 3 Units

Social Services Specialization II

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Overview of social services programs: Child and family, adult and aging, and California welfare programs and services, including needs assessment, techniques, and legal and ethical issues.

2104.00

HUSV 112, 2 Units

Seminar for Field Experience in Social Services I

2 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Beginning seminar for field experience in social services: Theoretical foundation for experiential learning in social service settings.

2104.00

HUSV 113, 2 Units

Seminar for Field Experience in Social Services II

2 hours lecture (GR or P/NP). Prerequisite: HUSV 112. Acceptable for credit: CSU

Continuation of HUSV 112: Theoretical foundation for experiential learning in social service settings.

2104.00

HUSV 114, 3 Units

Introduction to Community Health Work

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

The roles of community health workers as critical members of the health care team: Improving community health status by providing linkages between community members, clinical practitioners and the larger health delivery system.

2104.00

HUSV 115, 3 Units

Health Education and Prevention for Community Health Work

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Principles of community health education and outreach: Prevention strategies and education programs appropriate to different populations and communities.

2104.00

HUSV 116, 1 Unit

Orientation to Community Health Work

1 hour lecture (GR or P/NP).

Acceptable for credit: CSU

Community health and the roles of community health workers: Practical problem-solving skills for the workplace; organizational and time-management skills.

2104.00

HUSV 248UA-ZZ, .5-5 Units

Selected Topics in Human Services

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

See section on Selected Topics.

2104.00

International Trade

INTRD 34, 3 Units

Global Political Economy

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Overview and analysis of the relationship between politics and economics in the modern global political economy: Evolving integrated world systems, global enterprises and crises, World Trade Organization, e-trade, business ethics, cultural diversity, security and communications.

0508.00

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

Course Announcements

INTRD 35, 3 Units

Globalization and Culture

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Impact of globalization on culture, the economy, politics and society: Global political, economic, and social change and the opportunities and challenges to states, institutions, and individuals; essential elements of global cultural differences; culture and cultural diversity in international business, trade and management situations; business management tools for negotiating cultural problems in business transactions; effect of world resource distribution on international trade.

0508.00

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

Learning Resources

LRNRE 48UA-ZZ, .5-5 Units

Selected Topics in Learning Resources

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

4930.00

LRNRE 100, 1 Unit

Team Building

and Academic Communication Skills

1 hour lecture, (GR/PNP)

Acceptable for credit: CSU

Team Building and Academic Communication: Learning and working styles, academic communication skills.

4930.12

LRNRE 212, 2 Units

Study Strategies

and Learning Differences

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Recommended for students with cognitive disabilities. Course study under this section may be repeated as necessary per Title 5, Sec 56029.

Study strategies and accommodative techniques for students with cognitive disabilities (e.g., learning disabilities, attention deficit disorder, psychological disabilities, and acquired brain injuries).

4930.32

LRNRE 220, 3 Units

Introduction to Team Self-Management

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

Corequisite: LRNRE 221, 222, and 223

Introduction to team self-management and leadership: Team development, communication, listening skills, dynamic leadership, self-assessment, and working styles.

4930.72

LRNRE 221, 2 Units

Leadership and Team Management Skills

2 hours lecture (GR or P/NP).

Corequisite: LRNRE 220, 222, and 223

Leadership and team management: Analysis of personal goals and goal setting; behavioral factors in success; scenario planning methodologies; assessment of leadership styles, behaviors, and skills.

4930.72

LRNRE 222, 3 Units

Introduction to Social Justice Issues

3 hours lecture (GR or P/NP).

Corequisite: LRNRE 220, 221, and 223

Current issues in social justice: Identification and analysis of community problems, implementation of work plans for research projects, and implementation of action plans for proposed solutions.

4999.00

AA/AS area 2

LRNRE 223, 2.5 Units

Social Justice Research Methodologies

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

Corequisite: LRNRE 220, 221, and 222

Application of research methodologies to contemporary social justice issues: Use of surveys for community data collection, analysis and interpretation of data, and presentation of research findings using presentation software and visual aids.

4999.00

LRNRE 224, 3 Units

Peer Mentoring

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

Peer mentoring: Analysis of educational goals and goal setting, including history of the American educational system; assessment of leadership styles and behaviors; mentoring strategies and skills.

4930.72

Course Announcements



LRNRE 225, 1.5 Units
Success Skills in Public and Human Services

1.5 hours lecture (P/NP)

Skills and strategies for success in college and in Public and Human Services Careers: Team self-management, learning and working styles, and communication skills.

4930.10

LRNRE 248UA-ZZ, .5-5 Units
Selected Topics in Learning Resources

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

See section on Selected Topics.

4930.00

LRNRE 294, .5 Units
Introduction to Learning Disabilities

4.5 term hours lecture, 13.5 term hours laboratory (GR or P/NP). Recommended for students with learning disabilities. Non-degree applicable. Course study under this section may be repeated as necessary per Title 5, Sec 56029.

Overview of learning disabilities: Ability, achievement, adaptive behavior, processing deficits, and aptitude achievement discrepancies; learning styles, study strategies, and accommodations for individual students.

4930.32

LRNRE 501, 0 Units

Supervised Tutoring (Non-Credit)

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

Library Information Studies

LIS 48UA-ZZ, .5-9 Units

Selected Topics

in Library Information Studies

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU
See section on Selected Topics.

1699.00

LIS 248UA-ZZ, .5-5 Units

Selected Topics

in Library Information Studies

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

See section on Selected Topics.

1699.00

Mathematics

MATH 1, 4 Units

Pre-Calculus

4 hours lecture (GR). Prerequisite: MATH 203 or 211D. Not open for credit to students who have completed or are currently enrolled in MATH 3A-3B or [4A-4B-4C].

Acceptable for credit: UC/CSU

Preparation for the calculus sequence or other courses requiring a sound algebraic background: Inequalities, theory of equations, sequences and series, matrices, functions and relations, and logarithmic and exponential functions; function concept used as a unifying notion.

1701.00

AA/AS area 4b; CSU areaB4;
IGETC area 2

Course Announcements

MATH 2, 5 Units

Precalculus with Analytic Geometry

5 hours lecture (GR). Prerequisite: MATH 50 or 52C. Acceptable for credit: UC/CSU

Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential, logarithmic, and inverse functions; determinants, matrices and linear systems; zeros of 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, and quadric surfaces.

1701.00

AA/AS area 4b; CSU area B4;
IGETC area 2

MATH 3A, 5 Units

Calculus I

5 hours lecture (GR). Prerequisite: MATH 2 or 1, and MATH 50 or 52C.

Acceptable for credit: UC/CSU

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, 5 Units

Calculus II

5 hours lecture (GR). Prerequisite: MATH 3A. Acceptable for credit: UC/CSU

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 (C-ID MATH 220)

MATH 3C, 5 Units

Calculus III

5 hours lecture (GR). Prerequisite: MATH 3B. Acceptable for credit: UC/CSU

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

MATH 3E, 3 Units

Linear Algebra

3 hours lecture (GR). Prerequisite: MATH 3A. MATH 3E and 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: UC/CSU

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, 3 Units

Differential Equations

3 hours lecture (GR). Prerequisite: MATH 3B and 3E. Co-requisite: MATH 3C. Math 3E and 3F are equivalent to MATH 3D. Not open for credit to students who have completed or are currently enrolled in MATH 3D.

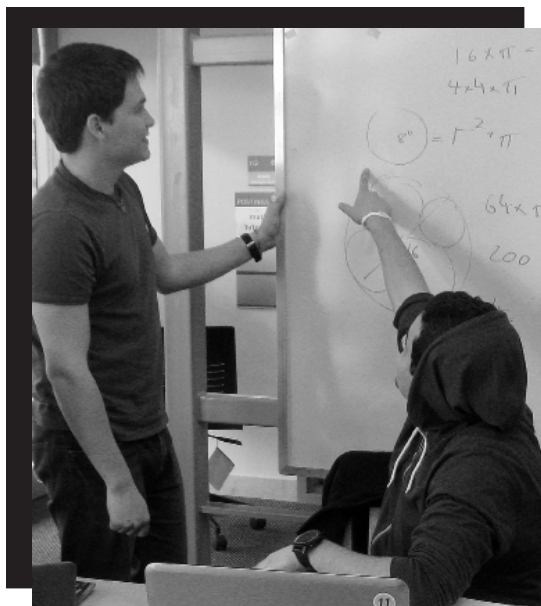
Acceptable for credit: UC/CSU

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)

Course Announcements



MATH 11, 4 Units **Discrete Mathematics**

4 hours lecture (GR or P/NP). Prerequisite: MATH 3B. Acceptable for credit: UC/CSU

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, 4 Units **Introduction to Statistics**

4 hours lecture (GR). Prerequisite: MATH 203 or 211D. Acceptable for credit: UC/CSU

Introduction to theory and practice of statistics: Collecting data: Sampling, observational and experimental studies. Organizing data: Univariate and bivariate tables and graphs, histograms. Describing data: Measures of location, spread, and correlation. Theory: Probability, random variables; binomial and normal distributions. Drawing conclusions from data: Confidence intervals, hypothesis testing, z-tests, t-tests, and chi-square tests; one-way analysis of variance. Regression and non-parametric methods.

1701.00

AA/AS area 4b; CSU area B4;
IGETC area 2

MATH 15, 3 Units

Mathematics for Liberal Arts Students

3 hours lecture (GR). Prerequisite: MATH 203 or 211D. Acceptable for credit: UC/CSU

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, 3 Units

Calculus for Business and Life/Social Sciences

3 hours lecture (GR). Prerequisite: MATH 1 or 2. Acceptable for credit: UC/CSU

Introduction to analytic geometry and differential and integral calculus of algebraic functions with particular attention paid to simple applications.

1701.00

AA/AS area 4b; CSU area B4; IGETC area 2

MATH 16B, 3 Units

Calculus for Business and Life/Social Sciences

3 hours lecture (GR). Prerequisite: MATH 16A or 3A. Acceptable for credit: UC/CSU

Continuation of differential and integral calculus: Transcendental functions, methods of integration, partial differentiation, and multiple integration with particular attention to applications.

1701.00

AA/AS area 4b; CSU area B4;
IGETC area 2

Course Announcements

MATH 18, 3 Units

Real Number Systems

3 hours lecture (GR or P/NP). Prerequisite: MATH 203 or 211D.

Acceptable for credit: UC/CSU

Structure, properties and operations of the real number system: Introduction to set theory, logic and deductive reasoning; Introduction to probability, statistics and inductive reasoning; Review of geometry in two and three dimensions (British and metric measure, perimeter, area, volume, characteristics of basic plane and solid figures). Survey course intended primarily for education majors planning to teach in the primary grades.

1701.00

AA/AS area 4b; CSU area B4

MATH 48UA-ZZ, .5-5 Units

Selected Topics in Mathematics

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, .5-5 Units

Independent Study in Mathematics

.5-5 hours lecture (GR or P/NP). Acceptable for credit: CSU

See section on Independent Study.

1701.00

MATH 50, 3 Units

Trigonometry

3 hours lecture (GR). Prerequisite: MATH 202, and 203 or 211D. Not open for credit to students who have completed or are currently enrolled in MATH 52ABC. Acceptable for credit: CSU

Introduction to functional trigonometry: Basic definitions, identities, graphs, inverse functions, trigonometric equations and applications, solution of triangles and applications, polar coordinates, complex numbers, and De Moivre's Theorem.

1701.00

AA/AS area 4b; CSU area B4

MATH 201, 4 Units

Elementary Algebra

5 hours lecture (GR). Prerequisite: MATH 250 or 251D or 225 or 253 or appropriate placement through multiple-measures assessment process.

Not open for credit to students who have completed or are currently enrolled in MATH 210ABCD.

Basic algebraic operations: Linear equations and inequalities, relations and functions, factoring quadratic polynomials, solving quadratic equations, fractions, radicals and exponents, word problems, graphing, and number systems.

1701.00

MATH 202, 3 Units

Geometry

3 hours lecture (GR). Prerequisite: Math 201 or 210D or appropriate placement through multiple-measures assessment process.

Introduction to plane geometry emphasizing mathematical logic and proofs: Geometric constructions, congruent triangles, parallel lines and parallelograms, proportions, similar triangles, circles, polygons, and area.

1701.00

AA/AS area 4b

MATH 203, 4 Units

Intermediate Algebra

5 hours lecture (GR). Prerequisite: MATH 201 or 210D or appropriate placement through multiple-measures assessment process. Recommended preparation: MATH 202.

Not open for credit to students who have completed or are currently enrolled in MATH 211ABCD.

Intermediate algebraic operations: Real number properties and operations; solutions and graphs of linear equations in one and two variables; absolute value equations; advanced factoring; complex numbers; quadratic equations and systems of quadratic equations; conics; determinants; solutions and graphs of first-degree, quadratic, and rational inequalities; exponential and logarithmic functions; and sequences and series.

1701.00

AA/AS area 4b

Course Announcements

MATH 206, 5 Units **Algebra for Statistics**

6 hours lecture (GR). Prerequisite: MATH 253
Not recommended for science, technology, engineering, mathematics, nursing or business majors.

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.

1701.00

MATH 214, 4 Units **Mathematics for Science Technicians**

4 hours lecture (GR). Prerequisite: MATH 203 or 211D or appropriate placement through multiple-measures assessment process.

Mathematics for science technicians: Functions; graphs; solutions of linear and nonlinear equations by algebraic, numeric, geometric, and graphic means; exponential, logarithmic, and trigonometric functions; introduction to problems of calculus and statistics.

1701.00

AA/AS area 4b

MATH 218, .5-1 Unit **Math Workshop**

.25-.5 hours lecture, .75-1.5 hours laboratory
(GR or P/NP).

Reinforcement of problem solving skills through individualized instruction in elementary algebra and/or intermediate algebra.

1701.00

MATH 248UA-ZZ, .5-5 Units **Selected Topics in Mathematics**

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

See section on Selected Topics.

1701.00

MATH 250, 3 Units **Arithmetic**

3 hours lecture (GR). Not open for credit for students who have completed or are currently enrolled in MATH 251ABCD. Non-degree applicable.

Refresher course in the fundamental processes of arithmetic: Whole numbers, fractions, decimals and percents; metric system introduced and incorporated throughout the arithmetic material.

4930.41

MATH 251A, 1 Unit **Arithmetic**

1 hour lecture (GR). Modular, open-entry/open-exit course. Not open for credit for students who have completed or are currently enrolled in MATH 250. Non-degree applicable.

Modular course in the fundamental processes of arithmetic: Arithmetic of whole numbers and fractions.

4930.41

MATH 251B, 1 Unit **Arithmetic**

1 hour lecture (GR). Modular, open-entry/open-exit course. Prerequisite: MATH 251A or appropriate placement through multiple-measures assessment process. Not open for credit for students who have completed or are currently enrolled in MATH 250. Non-degree applicable.

Modular course in the fundamental processes of arithmetic: Arithmetic of decimals and percents.

4930.41

MATH 251C, 1 Unit **Arithmetic**

1 hour lecture (GR). Modular, open-entry/open-exit course. Prerequisite: MATH 251B or appropriate placement through multiple-measures assessment process. Not open for credit for students who have completed or are currently enrolled in MATH 250. Non-degree applicable.

Modular course in the fundamental processes of arithmetic: Ratio, proportion, and arithmetic of measures including the ENGLISH and metric systems.

4930.41

Course Announcements

MATH 251D, 1 Unit **Arithmetic**

1 hour lecture (GR). Modular, open-entry/open-exit course. Prerequisite: Math 251C or appropriate placement through multiple-measures assessment process. Not open for credit for students who have completed or are currently enrolled in MATH 250. Non-degree applicable.

Modular course in the fundamental processes of arithmetic: Application to consumer-oriented problems, and introduction to the solution of equations and formulas.

4930.41

MATH 253, 3 Units **Pre-Algebra**

3 hours lecture (GR) Recommended preparation: MATH 250 or 251D or appropriate placement through multiple-measures assessment process. Non-degree applicable.

Fundamentals of pre-algebra: Properties of real numbers, factoring and multiples, ratio and proportion, signed numbers, linear equations and formulas, powers and roots, percents and averages, and ENGLISH and metric measurements.

4930.41

MATH 259, .5-1 Unit **Math Workshop (Basic Skills)**

.25-.5 hours lecture, .75-1.5 hours laboratory (GR or P/NP).

Reinforcement of problem solving skills through individualized instruction in arithmetic and/or pre-algebra.

4930.41

Mexican and Latin-American Studies

M/LAT 30A, 3 Units **Survey of Latin-American Films**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Critical examination of historical and contemporary film images of Latinos/Americanos as a result of cultural encounters within the United States: Traditional and emerging objectives of film makers and producers; and common themes and cultural elements in films by and about Latinos in the United States.

2203.04

AA/AS area 3, 5; CSU area C2;
IGETC area 3

M/LAT 30B, 3 Units **Survey of Latin-American Films**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Critical examination of cinema from throughout Latin America and Spain that relate to Latino cultural experiences: Emphasis on those films that educate viewers about Latino encounters with majority and minority cultures within Latin America.

2203.04

AA/AS area 3; CSU area C2; IGETC area 3

M/LAT 48UA-ZZ, .5-5 Units **Selected Topics in Mexican and Latin-American Studies**

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

2203.04

Multimedia Arts

MMART 48UA-ZZ, .5-9 Units **Selected Topics in Multimedia Arts**

0-9 hours lecture, 0-27 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

0614.00

MMART 49, .5-5 Units **Independent Study in Multimedia Arts**

0-5 hours lecture (GR or P/NP).

Acceptable for credit: CSU

See section on Independent Study.

0614.00

MMART 101, 3 Units **Writing Basics For Multimedia**

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Essentials of writing for multimedia arts majors: Developing well-focused prose based on established conventions of grammar, punctuation, sentence structure, and paragraph organization; overview and practical examples of writing in the multimedia field.

0614.00

Course Announcements

MMART 110, 3 Units

Scriptwriting and Storyboarding I

3 hours lecture (GR or P/NP).

Recommended preparation: ENGL 1A.

Acceptable for credit: CSU

Introduction to storytelling as an art: Pre-production planning for linear and interactive multimedia; development of treatments, scripts and storyboards; organization of drama through effective pacing and design.

0614.00

MMART 111A, 3 Units

Narrative Scriptwriting I

3 hours lecture (GR or P/NP).

Recommended preparation: MMART 110.

Acceptable for credit: CSU

Theory and practice of narrative scriptwriting: Industry-accepted formatting, story research/planning, story structure, plot points, characters, scene development; critical analysis of professional screenwriting, films; developing a full-length feature script.

0614.00

MMART 111B, 3 Units

Narrative Scriptwriting II

3 hours lecture (GR or P/NP). Prerequisite: MMART 111A. Acceptable for credit: CSU

Advanced workshop in revising and completing a professional-level narrative script: Critique and discussion of individual student scripts; revision and review, professional screenplay and film analysis; dissection of complex narrative elements such as voice, character, pacing; agent and producer pitch and strategy sessions.

0614.00

MMART 112, 3 Units

Writing for News and Documentary

3 hours lecture (GR or P/NP).

Recommended preparation: MMART 101.

Acceptable for credit: CSU

Writing and producing nonfiction stories for news and documentary: Breaking news, feature stories, broadcast and multimedia formats; development of sources and interview subjects, news coverage analysis, hands-on projects in the field, visits to local news media organizations, and lectures by working journalists.

0614.00

MMART 114, 3 Units

User-Centered Design

3 hours lecture (GR or P/NP). Prerequisite:

MMART 110 and 160A/160LA. Corequisite:

MMART 114L. Acceptable for credit: CSU

User-centered design concepts: Creating an interactive project utilizing interviews, user profiles, flow charts, and structured walk-throughs for a client, focusing on professional principles of the user/designer/client development process and logical design structures.

0614.00

MMART 114L, 1 Unit

User-Centered Design Lab

3 hours laboratory (GR or P/NP). Corequisite:

MMART 114. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 114.

0614.00

MMART 116, 3 Units

Storytelling in Animation

3 hours lecture (GR or P/NP).

Recommended preparation: MMART 110.

Acceptable for credit: CSU

Animated project design using storytelling elements, improvisation and brainstorming: Developing effective characters, story arcs, primary and secondary action, pacing, and layout.

0614.00

MMART 120, 3 Units

Media and Communications

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Critical appreciation of media as expressive and communicational systems: Brief survey of the history of media as a communication tool and transmitter of culture; analysis of image, language, voice, gesture, music, technology, and interactive multimedia; individual, social, and global effects of interactive digital media.

0614.00

Course Announcements

MMART 121, 3 Units **Digital Culture**

3 hours lecture (GR or P/NP).

Recommended preparation: MMART 101.

Acceptable for credit: UC/CSU

Analysis of the emerging digital culture within contemporary society: Impact of computer use and digital reproducibility on art, culture, perception, work, and social relations.

0614.00
AA/AS area 3

MMART 122B, 3 Units **From Movies to Multimedia**

3 hours lecture (GR or P/NP).

Recommended preparation: MMART 101,

Acceptable for credit: UC/CSU

Analysis of film, animation, video, and other time-based multimedia art forms: Elements of linear and interactive structures; history, aesthetics, and cultural significance of the various forms; impact of digital technologies on production and reception of motion pictures; practices of analysis, interpretation, and criticism.

0614.00
AA/AS area 3; CSU area C1; IGETC area 3A

MMART 123, 3 Units **The Documentary Tradition**

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

History and analysis of documentary film: Critical and historical approaches to non-fiction film form and content; objectivity and point of view; aesthetics and ethics and the evolving impacts of documentary films on American politics and new technology on the genre.

0614.00
AA/AS area 3; CSU area C1; IGETC area 3

MMART 129, 2 Units **Contemporary Color**

1.5 hours lecture, 1.5 hours laboratory

(GR or P/NP). Corequisite: MMART 129L.

Recommended Preparation: MMART 130/130L.

Acceptable for credit: CSU

Fundamental elements of color: Application of subtractive color principles through art exercises using traditional pigments; application of additive color principles through art exercises using computer imaging software.

0614.00

MMART 129L, 1 Unit **Contemporary Color Lab**

4 hours laboratory (GR or P/NP). Corequisite: MMART 129. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 129.

0614.00

MMART 130, 2 Units **Survey of Digital Imaging**

1.5 hours lecture, 1.5 hours laboratory

(GR or P/NP). Corequisite: MMART 130L.

Recommended preparation: ART 41 and MMART 200. Acceptable for credit: UC/CSU

Introduction to digital imaging for the multimedia industry: Scanned resources, vector drawing, bitmap painting, and rendering from 3-D models; appropriate file formats for animation, web, and CD-ROM production.

0614.60
AA/AS area 4c

MMART 130L, 1 Unit **Survey of Digital Imaging Lab**

4 hours laboratory (GR or P/NP). Corequisite: MMART 130. Acceptable for credit: UC/CSU

Practical training for development of multimedia skills presented in MMART 130.

0614.60
AA/AS area 4c

Course Announcements

MMART 131A, 2 Units **Photoshop I**

1.5 hours lecture, 1.5 hours laboratory
(GR or P/NP). *Corequisite:* MMART 131LA.
Recommended preparation: ART 41 and
MMART 200. *Acceptable for credit:* CSU

Introduction to basic image editing and digital illustration using a bitmap imaging program: Survey of elementary design principles used to create effective visual communication with emphasis on practical computer-based compositions.

0614.60

AA/AS area 4c

MMART 131LA, 1 Unit **Photoshop I Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 131A. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 131A.

0614.60

AA/AS area 4c

MMART 132A, 2 Units **Illustrator I**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Corequisite:* MMART 132LA.
Recommended preparation: ART 41,
and MMART 130/130L and 200.

Acceptable for credit: CSU

Introduction to basic image editing and digital illustration using a vector-based drawing program: Survey of elementary design principles used to create effective visual communication with emphasis on practical computer-based compositions.

0614.60

AA/AS area 4c

MMART 132LA, 1 Unit **Illustrator I Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 132A. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 132A.

0614.60

AA/AS area 4c

MMART 132B, 2 Units **Painter I**

1.5 hours lecture, 1.5 hours laboratory
(GR or P/NP). *Corequisite:* MMART 132LB
Recommended Preparation: ART 20, 41; CIS 1
or 200; MMART 132A/132LA.

Acceptable for credit: CSU

Introduction to basic drawing and painting principals using computer software that emulates traditional media: Oil, watercolor, chalk, charcoal, pen, and pencil.

0614.60

AA/AS area 4c

MMART 132LB, 1 Unit **Painter I Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 132B. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 132B.

0614.60

AA/AS area 4c

MMART 132C, 2 Units **Painter II**

1.5 hours lecture, 1.5 hours laboratory
(GR or P/NP). *Corequisite:* MMART 132LC.
Recommended Preparation: MMART 132B/132LB.
Acceptable for credit: CSU

Introduction to basic drawing and painting principals using computer software that emulates traditional media: Oil, watercolor, chalk, charcoal, pen, and pencil.

0614.60

AA/AS area 4c

MMART 132LC, 1 Unit **Painter II Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 132C. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 132C.

0614.60

AA/AS area 4c

Course Announcements

MMART 133A, 2 Units **Digital Photography I**

1.5 hours lecture, 1.5 hours laboratory
(GR or P/NP). *Corequisite:* MMART 133LA

Recommended preparation: ART 41 and
MMART 200. *Acceptable for credit:* CSU
Digital camera and materials fee required.

Introduction to digital camera operation:
Settings, composition, media considerations,
image editing, proofing, and final print on
digital printer.

0614.60
AA/AS area 4c

MMART 133LA, 1 Unit **Digital Photography I Lab**

4 hours laboratory (GR or P/NP). *Corequisite:*
MMART 133A. *Acceptable for credit:* CSU

Practical training for development of
multimedia skills presented in MMART 133A.

0614.60
AA/AS area 4c

MMART 133B, 2 Units **Digital Photography II**

1.5 hours lecture, 1.5 hours laboratory
(GR or P/NP). *Prerequisite:*

MMART 133A/133LA.

Co-requisite: MMART 133LB.

Acceptable for credit: CSU

Intermediate theory and practice of digital
photography: Advanced composition, black
and white conversions, channels, scanning,
blending, stitching, macrophotography,
digital printing, and framing.

0614.60
AA/AS area 4c

MMART 133LB, 1 Unit **Digital Photography II Lab**

4 hours laboratory (GR or P/NP). *Corequisite:*
MMART 133B. *Acceptable for credit:* CSU

Practical training for development of
multimedia skills presented in MMART 133B.

0614.60
AA/AS area 4c

MMART 133C, 2 Units **Digital Photography III**

1.5 hours lecture, 1.5 hours laboratory (GR).

Corequisite: MMART 133LC.

Recommended Preparation: MMART
133B/133LB. *Acceptable for credit:* CSU
Digital camera required.

Advanced theory and practice of digital
photography: Archival quality prints and
online galleries; professional level portfolio
development.

0614.00
AA/AS area 4c

MMART 133LC, 1 Unit **Digital Photography III Lab**

4 hours laboratory (GR). *Corequisite:*

MMART 133C. *Acceptable for credit:* CSU

Practical training for development of
multimedia skills presented in MMART 133C.

0614.00
AA/AS area 4c

MMART 134A, 2 Units **Digital Printmaking I**

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

Corequisite: MMART 134LA.

Recommended Preparation: MMART 131A/131LA.
Acceptable for credit: CSU. *Materials fee required.*

Introduction to digital printmaking: History
of multiples, marketing techniques, output
issues, and exploration of the creative digital
process.

0614.60
AA/AS area 4c

MMART 134LA, 1 Unit **Digital Printmaking I Lab**

4 hours laboratory (GR or P/NP). *Corequisite:*
MMART 134A. *Acceptable for credit:* CSU

Practical training for development of
multimedia skills presented in MMART 134A.

0614.60
AA/AS area 4c

Course Announcements



MMART 134B, 2 Units Digital Printmaking II

*1 hour lecture, 3 hours laboratory (GR or P/NP).
Corequisite: MMART 134LB.*

*Recommended Preparation: MMART
134A/134LA. Acceptable for credit: CSU
Materials fee required.*

Intermediate digital printmaking: Major projects such as bookmaking and printing on canvas; advanced presentation, marketing and promotional techniques; aesthetic development.

0614.60

AA/AS area 4c

MMART 134LB, 1 Unit Digital Printmaking II Lab

*4 hours laboratory (GR or P/NP). Corequisite:
MMART 134B. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 134B.

0614.60

AA/AS area 4c

MMART 135A, 2 Units Advanced Practices for Digital Printmaking I

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

Corequisite: MMART 135LA.

*Recommended Preparation: MMART
134B/134LB, ART 41.*

Acceptable for credit: CSU

Project-based study of digital printmaking; Focus on enhancing basic technological and visual skills; history and theory of printmaking, hands-on projects using advanced digital technologies, class critiques of projects, portfolio development, operation of digital printing technologies.

0614.60

AA/AS area 4c

MMART 135LA, 1 Unit Advanced Practices for Digital Printmaking I Lab

*4 hours laboratory (GR or P/NP). Corequisite:
MMART 135A. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 135A.

0614.60

AA/AS area 4c

MMART 135B, 2 Units Advanced Practices for Digital Printmaking II

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

Corequisite: MMART 135LB.

*Recommended Preparation: MMART
135A/135LA. Acceptable for credit: CSU*

Project-based study of digital printmaking; Focus on advancing input and acquisition skills to realize artistic vision; history and theory of printmaking, hands-on projects using advanced digital technologies, class critiques of projects, portfolio development, operation of digital printing technologies.

0614.60

AA/AS area 4c

MMART 135LB, 1 Unit Advanced Practices for Digital Printmaking II Lab

*4 hours laboratory (GR or P/NP). Corequisite:
MMART 135B. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 135B.

0614.60

AA/AS area 4c

Course Announcements

MMART 135C, 2 Units
Advanced Practices
for Digital Printmaking III

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

Corequisite: MMART 135LC.

Recommended Preparation: MMART 135B/135LB. Acceptable for credit: CSU

Project-based study of digital printmaking; Focus on output and presentation techniques for conceptual realization; history and theory of printmaking, hands-on projects using advanced digital technologies, class critiques of projects, portfolio development, operation of digital printing technologies.

0614.60
AA/AS area 4c

MMART 135LC, 1 Unit
Advanced Practices
for Digital Printmaking III Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 135C. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 135C.

0614.60
AA/AS area 4c

MMART 135D, 2 Units
Advanced Practices
for Digital Printmaking IV

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

Corequisite: MMART 135LD.

Recommended Preparation: MMART 135C/135LC. Acceptable for credit: CSU

Project-based study of digital printmaking; Focus on preparation for participation in the cultural dialectic of digital print media; history and theory of printmaking, hands-on projects using advanced digital technologies, class critiques of projects, portfolio development, operation of digital printing technologies.

0614.60
AA/AS area 4c

MMART 135LD, 1 Unit
Advanced Practices
for Digital Printmaking IV Lab

4 hours laboratory (GR or P/NP). Corequisite:

MMART 135D. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 135D.

0614.60
AA/AS area 4c

MMART 136, 2 Units
Digital Printing for Photographers

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 136L.

Acceptable for credit: CSU

Introduction to digital printing for photographers: Prepress considerations and techniques, operation and care of digital printing technologies, history of printmaking, client management, hands-on projects.

0614.60
AA/AS area 4c

MMART 136L, 1 Unit
Digital Printing for Photographers Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 136. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 136.

0614.60
AA/AS area 4c

MMART 148A, 2 Units
Sound Design I

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 148LA

Recommended preparation: MMART 150A/150LA and 200. Acceptable for credit: UC/CSU

Theory and practice of sound design: Survey of sound-recording formats and mechanics, professional editing systems, preparing sound for postproduction, integrating sound and video editing software, techniques of sound editing and sound-sweetening, export and output issues, project management.

0614.10
AA/AS area 4c

Course Announcements

MMART 148LA, 1 Unit Sound Design I Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 148A. Acceptable for credit: UC/CSU
Practical training for development of multimedia skills presented in MMART 148A.
0614.10
AA/AS area 4c

MMART 148B, 2 Units Sound Design II

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 148LB
Recommended Preparation: MMART 148A/148LA. Acceptable for credit: CSU
Advanced practice and theory of sound design: Video, the internet, and live performance settings; advanced sound editing techniques using industry-standard tools, research/screenings of influential sound artists and revolutionary sound technologies.
0614.10
AA/AS area 4c

MMART 148LB, 1 Unit Sound Design II Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 148B. Acceptable for credit: CSU
Practical training for development of multimedia skills presented in MMART 148B.
0614.10
AA/AS area 4c

MMART 149, 2 Units The Music Video

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 149L.
Recommended Preparation: MMART 148A/148LA, 150A/150LA, 152A/152LA.
Acceptable for credit: CSU
Theory and practice of postproduction for music videos: Advanced projects editing a music video, applying effective sound and visual design, synch and non-synch sound, musical structure and visual narrative, illustrative and expressive edit techniques, project management, industry standards, and career options.
0614.10
AA/AS area 4c

MMART 149L, 1 Unit The Music Video Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 149. Acceptable for credit: CSU
Practical training for development of multimedia skills presented in MMART 149.
0614.10
AA/AS area 4c

MMART 150A, 2 Units Video Editing I

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 150LA.
Recommended preparation: CIS 1 or 200.
Acceptable for credit: CSU
Theory and practice of digital video editing: Film aesthetics and time-based media design; video and audio acquisition, editorial, effects, and output; basic project and media management; industry standards, career opportunities, and copyright law.
0614.10
AA/AS area 4c

MMART 150LA, 1 Unit Video Editing I Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 150A. Acceptable for credit: CSU
Practical training for development of multimedia skills presented in MMART 150A.
0614.10
AA/AS area 4c

MMART 150B, 2 Units Video Editing II

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 150LB.
Recommended Preparation: MMART 150A/150LA.
Acceptable for credit: CSU
Continuing theory and practice of digital video editing: Intermediate film aesthetics and time-based media design; basic compositing and rotoscoping; luma and color correction; advanced project and media management; industry standards, copyright law, and ethics.
0614.10
AA/AS area 4c

Course Announcements

MMART 150LB, 1 Unit Video Editing II Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 150B. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 150B.

0614.10
AA/AS area 4c

MMART 150C, 2 Units Video Editing III

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 150LC.

Recommended Preparation: ART 98/ENGL 21/HUMAN 21, or MMART 122B, 150B/150LB, 152B/152LB. Acceptable for credit: CSU

Theory and practice of motion picture editing style: Development of distinctive editing technique and style through lectures, demonstrations, group critiques, practical exercises, and final projects focused on strong composition, editorial "voice," and innovation.

0614.10
AA/AS area 4c

MMART 150LC, 1 Unit Video Editing III Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 150C. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 150C.

0614.10
AA/AS area 4c

MMART 150D, 2 Units Video Editing IV

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 150LD.

Recommended Preparation: MMART 148A/148LA, 150C/150LC and 151A/151LA.

Acceptable for credit: CSU

Finishing techniques and distribution planning for a broadcast-ready video program: Refinement of editorial structure, pacing, visual style, sound design; advanced finishing techniques; developing a distribution plan and submission packet; broadcast and related output considerations; legal and permissions issues and ethics.

0614.10
AA/AS area 4c

MMART 150LD, 1 Unit Video Editing IV Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 150D. Acceptable for credit: CSU

Practical training for development of multimedia skills presented MMART 150D.

0614.10
AA/AS area 4c

MMART 151A, 2 Units Digital Video Production I

1.5 hours lecture, 1.5 hours laboratory

(GR or P/NP). Corequisite: MMART 151LA.

Recommended preparation: MMART 110.

Acceptable for credit: UC/CSU

Theory and practice of shooting video in studio and field environments: Recording formats and mechanics, basic cinematography styles and techniques, lighting, sound recording, make-up; planning shoots with scripts, directorial guidance, and postproduction specifications.

0614.10
AA/AS area 4c

MMART 151LA, 1 Unit Digital Video Production I Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 151A. Acceptable for credit: UC/CSU

Practical training for development of production skills presented in MMART 151A.

0614.10
AA/AS area 4c

MMART 151B, 2 Units Digital Video Production II

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 151LB. Recommended

Preparation: MMART 151A/151LA.

Acceptable for credit: CSU

Design for video production: Script analysis from pragmatic and aesthetic perspectives; advanced cinematography, studio and field lighting theory and techniques, audio composition and foley technique, appropriate microphone selection and use, art direction, and location selection.

0614.10
AA/AS area 4c

Course Announcements

MMART 151LB, 1 Unit

Digital Video Production II Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 151B. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 151B.

0614.10

AA/AS area 4c

MMART 151C, 2 Units

Digital Video Production III

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP).

Prerequisite: MMART 151B/151LB.

Corequisite: MMART 151LC.

Acceptable for credit: CSU

Video production emphasizing the development of advanced skills in one area of the student's choice: Direction, preproduction planning, cinematography, sound design, lighting or art direction.

0614.10

AA/AS area 4c

MMART 151LC, 1 Unit

Digital Video Production III Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 151C. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 151C.

0614.10

AA/AS area 4c

MMART 152A, 2 Units

Motion Graphics/After Effects I

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 152LA.

Recommended preparation: MMART 130/130L and 150A/150LA and 200.

Acceptable for credit: CSU

Introduction to motion graphics and 2D animation for the current industry standards: Importing source files including photographs, illustrations, video clips and 3D animation; compositing source imagery, keyframing, animating, and effects; compression and outputting for video and web; critical discussion and assessment of work on technical, aesthetic, conceptual, and philosophical level.

0614.10

AA/AS area 4c

MMART 152LA, 1 Unit

Motion Graphics/After Effects I Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 152A. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 152A.

0614.10

AA/AS area 4c

MMART 152B, 2 Units

Motion Graphics/After Effects II

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 152LB.

Recommended Preparation: MMART 152A/152LA. Acceptable for credit: CSU

Intermediate motion graphics and 2D animation for the current industry standards: Compositing source imagery, keyframing, animating, and effects; compression and outputting for video and web; critical discussion and assessment of work on technical, aesthetic, conceptual, and philosophical level.

0614.10

AA/AS area 4c

MMART 152LB, 1 Unit

Motion Graphics/After Effects II Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 152B. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 152B.

0614.10

AA/AS area 4c

MMART 152C, 2 Units

Motion Graphics/After Effects III

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 152LC.

Recommended Preparation: MMART 152B/152LB. Acceptable for credit: CSU

Advanced motion graphics and 2D animation for the current industry standards: Compositing source imagery, keyframing, animating, effects, masks, 3D layers, and parenting; compression and outputting for video and web; critical discussion and assessment of work on technical, aesthetic, conceptual, and philosophical level.

0614.10

AA/AS area 4c

Course Announcements

MMART 152LC, 1 Unit

Motion Graphics/After Effects III Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 152C. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 152C.

0614.10

AA/AS area 4c

MMART 153, 1.5 Units

Digital Cinematography Basics

1.5 hours lecture (GR or P/NP). Recommended preparation: MMART 151A/151LA or MMART 154. Acceptable for credit: CSU

Digital camera use: Manual functions and settings, camera movement, pre-production preparation, on-set protocol, motion picture aesthetics, industry and on-set terminology, duties and responsibilities of the camera team.

0612.20

AA/AS area 4c

MMART 154, 1.5 Units

Video Production Fundamentals

1.5 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Introduction to project planning and video production basics: Pre-production, local resources, on-set etiquette, camera operation, lighting, sound recording, preparation for post-production.

0612.20

AA/AS area 4c

MMART 155A, 2 Units

Special Projects in Digital Photography A

1.5 hours lecture, 1.5 hours lab (GR or P/NP).

Prerequisite: MMART 133A/133LA.

Corequisite: MMART 155LA. Recommended

Preparation: MMART 131A/131LA and

MMART 136/136L. Acceptable for credit: CSU

Project-based study of digital photography: Low light and night photography; portraiture; use of flash on camera + reflectors; natural light; development of photographs in Adobe Lightroom 2; history of photography; critiques.

0614.60

AA/AS area 4c

MMART 155LA, 1 Unit

Special Projects in Digital

Photography A Lab

4 hours lab (GR or P/NP). Corequisite: MMART 155A. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 155A.

0614.60

AA/AS area 4c

MMART 155B, 2 Units

Special Projects in Digital Photography B

1.5 hours lecture, 1.5 hours lab (GR or P/NP). Prerequisite: MMART 133A/133LA.

Corequisite: MMART 155LB. Recommended

Preparation: MMART 131A/131LA and

MMART 136/136L. Acceptable for credit: CSU

Project-based study of digital photography: use of off-camera flash; advanced use of Adobe Lightroom 2; printing; landscape/cityscape; documentary photography; history and theory of photography; critiques.

0614.60

AA/AS area 4c

MMART 155LB, 1 Unit

Special Projects in Digital

Photography B Lab

4 hours lab (GR or P/NP). Corequisite:

MMART 155B. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 155B.

0614.60

AA/AS area 4c

MMART 155C, 2 Units

Special Projects

in Digital Photography C

1.5 hours lecture, 1.5 hours lab (GR or P/NP).

Prerequisite: MMART 133A/133LA.

Corequisite: MMART 155LC. Recommended

Preparation: MMART 131A/131LA and

MMART 136/136L. Acceptable for credit: CSU

Project-based study of digital photography: location shooting with supplemental light; making composite images in Adobe Photoshop; printing; the constructed image; still life; history and theory of photography; critique.

0614.60

AA/AS area 4c

Course Announcements

MMART 155LC, 1 Unit
Special Projects
in Digital Photography C Lab

4 hours lab (GR or P/NP). Corequisite:
MMART 155C. Acceptable for credit: CSU
Practical training for development of
multimedia skills presented in MMART 155C.
0614.60
AA/AS area 4c

MMART 155D, 2 Units
Special Projects in Digital Photography D

1.5 hours lecture, 1.5 hours lab (GR or P/NP).
Prerequisite: MMART 133A/133LA.
Corequisite: MMART 155LD. Recommended
Preparation: MMART 131A/131LA and
MMART 136/136L. Acceptable for credit: CSU
Project-based study of digital photography:
production of an extended series of related
images; portfolio development; printing;
presentation strategies; critiques.
0614.60
AA/AS area 4c

MMART 155LD, 1 Unit
Special Projects
in Digital Photography D Lab

4 hours lab (GR or P/NP). Corequisite:
MMART 155D. Acceptable for credit: CSU
Practical training for development of
multimedia skills presented in MMART 155D.
0614.60
AA/AS area 4c

MMART 156, 3 Units
Documentary Production Intensive

3 hours lecture (GR or P/NP). Prerequisite:
MMART 154 or MMART 150A/LA
or MMART 151A/LA. Acceptable for credit: CSU
Theory and practice of documentary video
production: Creating non-fiction treatment
and script, filming interview subjects and
supporting visuals, editing a short non-
fiction video program.
0612.20
AA/AS area 4c

MMART 157, 1.5 Units
Beginning Motion Picture Lighting

1.5 hours lecture (GR/PNP).
Lighting basics for motion picture: Lighting
theory, electricity and safety, use of lighting
equipment, accessories and tools, on-
set protocol, motion picture aesthetics,
industry and on-set terminology, duties and
responsibilities of the lighting team.
0612.20
AA/AS area 4c

MMART 160A, 2 Units
Web I: Dreamweaver

1.5 hours lecture, 1.5 hours laboratory
(GR or P/NP). Corequisite: MMART 160LA.
Recommended preparation: MMART130/130L
and 162/162L and 200.
Acceptable for credit: UC/CSU
Introduction to the theory, practice, and
aesthetics of web-page layout and design: Use
of web layout/graphics programs including
preparation of images for the web, interface
design, interactivity, and web animation.
0614.30
AA/AS area 4c

MMART 160LA, 1 Unit
Web I: Dreamweaver Lab

4 hours laboratory (GR or P/NP). Corequisite:
MMART 160A. Acceptable for credit: UC/CSU
Practical training for development of
multimedia skills presented in MMART 160A.
0614.30
AA/AS area 4c

MMART 160B, 2 Units
Web II: Advanced Design Projects

1.5 hours lecture, 1.5 hours laboratory (GR or P/
NP).Corequisite: MMART 160LB.Recommended
Preparation: MMART 160A/160LA. Acceptable
for credit: CSU
Advanced concepts in web-page design and
implementation: Advanced technologies
including streaming audio/video, research
and development for client contact and
presentations; team-based projects.
0614.30
AA/AS area 4c

Course Announcements

MMART 160LB, 1 Unit

Web II: Advanced Design Projects Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 160B. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 160B.

0614.30

AA/AS area 4c

MMART 160C, 2 Units

Web III: Web Commerce Applications

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 160LC.

Recommended Preparation: MMART 160B/160LB, 161A. Acceptable for credit: CSU

Introduction to the principles of e-commerce and merchant website development: Analysis and application of advanced concepts in web-page design and development including server and client-side scripting, database development, and shopping cart implementation; application of site design for users with disabilities.

0614.30

AA/AS area 4c

MMART 160LC, 1 Unit

Web III: Web Commerce Applications Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 160C. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 160C.

0614.30

AA/AS area 4c

MMART 161A, 3 Units

Information Architecture I:

Interface Design

3 hours lecture (GR or P/NP). Recommended preparation: Art 41, and MMART 130/130L and MMART 200. Acceptable for credit: CSU

Introduction to information architecture and interface design: Graphic and information design principles used to organize, navigate, and develop successful interfaces for new media projects.

0614.30

AA/AS area 4c

MMART 163, 2 Units

Survey of Web Design

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 163L

Acceptable for credit: CSU

Introduction to the fundamental principles, theory, and concepts of web site design: History, languages, browser platforms, hyper-text, graphics and compression, design and typography principles, copyright, usability, accessibility, and SEO.

0614.30

AA/AS area 4c

MMART 163L, 1 Unit

Survey of Web Design Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 163 Acceptable for credit: CSU

Practical training for development of Multimedia skills presented in MMART 163.

0614.30

AA/AS area 4c

MMART 174A, 2 Units

Web Development: Flash

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 174LA.

Recommended preparation: MMART 130/130L and 200. Acceptable for credit: CSU

Introduction to the theory and practice of creating interactive web multimedia products using Macromedia Flash: Screen and interface design, time-based visual and sound design; typography and digital imaging; concepts of "interactivity," "hypermedia," and "virtuality"; project production phases; industry standards; philosophy and ethics.

0614.30

AA/AS area 4c

MMART 174LA, 1 Unit

Web Development: Flash Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 174A. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 174A.

0614.30

AA/AS area 4c

Course Announcements



MMART 175B, 3 Units **Game Design**

3 hours lecture, (GR or P/NP). Recommended Preparation: MMART 175A/175LA, 110. Acceptable for credit: UC/CSU

Introduction to game theory and interactive computer game design: Analysis and application of the concepts of pattern recognition, spatial reasoning, branching storytelling, interactive parameters, interface design through the use of flow charts, storyboards, story scripts and programming languages.

0614.40

AA/AS area 4c

MMART 177, 2 Units **Introduction to Animation Principles**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 177L Recommended Preparation: ART 25, MMART 110. Acceptable for credit: CSU

Introduction to the principles of animation: Creating characters; drawing key poses and in-betweens; designing movement paths, pose manipulation and cycles; timing movement based on sound tracks; utilizing storyboards and dynamic composition to create animated scenes; testing motion studies and scene storytelling with software.

0614.40

AA/AS area 4c

MMART 177L, 1 Unit

Introduction to Animation Principles Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 177. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 177.

0614.40

AA/AS area 4c

MMART 178, 2 Units

Drawing for Animation

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 178L.

Recommended preparation: ART 20.

Acceptable for credit: CSU

Freehand drawing techniques in traditional animation: Gesture drawing, designing key poses, drawing figures in motion, capturing motion in fast sketches, analysis and development of motion paths.

0614.40

AA/AS area 4c

MMART 178L, 1 Unit

Drawing for Animation Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 178. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 178.

0614.40

AA/AS area 4c

MART 181, 2 Units

Experimental Animation

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 181L.

Recommended Preparation: MMART 177/177L. Acceptable for credit: CSU

Exploration of alternative forms of traditional animation: Analysis and application of the techniques of claymation; stop-motion, paper cut-outs, puppets, color sand, mixed media, and set construction and sculpture; digital video manipulation.

0614.40

AA/AS area 4c

Course Announcements

MMART 181L, 1 Unit

Experimental Animation Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 181. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 181.

0614.40

AA/AS area 4c

MMART 185A, 2 Units

3-D Illustration/Cinema 4D I

1.5 hours lecture, 1.5 hours laboratory

(GR or P/NP). Corequisite: MMART 185LA.

Recommended preparation: Art 41 and MMART 200. Acceptable for credit: CSU

Introduction to the theory and practice of 3-D modeling/animation: Hands-on projects using modeling/animation applications combined with lectures on lighting, digital cinematography, character development, and other relevant topics.

0614.40

AA/AS area 4c

MMART 185LA, 1 Unit

3-D Illustration/Cinema 4D I Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 185A. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 185A.

0614.40

AA/AS area 4c

MMART 185B, 2 Units

3-D Illustration/Cinema 4D II

1.5 hours lecture, 1.5 hours laboratory

(GR or P/NP). Corequisite: MMART 185LB.

Recommended Preparation: MMART 185A/185LA.

Acceptable for credit: CSU

Intermediate 3-D modeling, texture mapping, lighting and animation, theory, and practice: Hands-on projects using modeling/animation applications, photo-realistic modeling, character animation; practice with small team projects.

0614.40

AA/AS area 4c

MMART 185LB, 1 Unit

3-D Illustration/Cinema 4D II Lab

4 hours laboratory (GR or P/NP). Corequisite: MMART 185B. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 185B.

0614.40

AA/AS area 4c

MMART 186, 2 Units

Flash 2-D Animation

1.5 hours lecture, 1.5 hours lab (GR or P/NP).

Corequisite: MMART 186L. Recommended Preparation: MMART 177/177L.

Acceptable for credit: CSU

2-D animation using a vector-based imaging and animation program: Survey of traditional animation techniques; importing graphics; creating and manipulating symbols; using keyframes; designing motion paths; using Motion Tweens and Shape Tweens to animate symbols; and publishing the animations to various formats.

0614.40

AA/AS area 4c

MMART 186L, 1 Unit

Flash 2-D Animation Lab

4 hours lab (GR or P/NP). Corequisite:

MMART 186. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 186.

0614.40

AA/AS area 4c

MMART 187, 2 Units

Animation Practice I

1.5 hours lecture, 1.5 hours lab (GR or P/NP).

Corequisite: MMART 187L. Recommended

Preparation: MMART 177/177L., ART 25.

Acceptable for credit: CSU

Project-based study of animation: Developing movement based on the principles of animation; designing characters; timing based on lip-synching; rotoscoping; coordinating sound to animated shorts and exploring the themes of American animation history.

0614.40

AA/AS area 4c

Course Announcements

MMART 187L, 1 Unit

Animation Practice I Lab

4 hours lab (GR or P/NP). Corequisite:

MMART 187. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 187.

0614.40

AA/AS area 4c

MMART 188, I, 2 Units

Introduction to 3D Animation

1.5 hours lecture, 1.5 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

Introduction to the theory, history and production techniques of 3D Animation: Pre-production through post-production and deliverables; considerations for game and other industries.

0614.40

AA/AS area 4c

MMART 195A, 3 Units

Special Project: Digital Arts

Festival Organization

3 hours lecture (GR or P/NP). Corequisite:

MMART 195LA. Recommended preparation:

ART 98/ENGL 21/HUMAN 21, and MMART 122B and 150A/150LA and 200.

Acceptable for credit: CSU

Collaborative project-based study of media arts festival development and organization, culminating in the planning, jurying, and preparatory organization of a digital arts festival: Contemporary media art and festival trends; professional jurying criteria, standards, and protocols; venue selection; project management, copyright issues, financing and publicity.

0614.00

AA/AS area 4c

MMART 195LA, 1 Unit

Special Project: Digital Arts

Festival Organization Lab

4 hours laboratory (GR or P/NP). Corequisite:

MMART 195A. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 195A.

0614.00

AA/AS area 4c

MMART 195B, 3 Units

Special Project: Digital Arts

Festival Production

3 hours lecture (GR or P/NP). Corequisite:

MMART 195LB. Recommended preparation:

ART 98/ENGL 21/HUMAN 21, and MMART 122B and 150A/150LA and 195A/195LA and 200. Acceptable for credit: CSU

Collaborative project-based study of digital arts festival creation, culminating in the production of a media arts festival: Programming of juried entries, standard exhibition display practices, publicity, hospitality, budgeting, negotiating with venue, project management, copyright issues, postproduction mastering of festival program tape.

0614.00

AA/AS area 4c

MMART 195LB, 1 Unit

Special Project: Digital Arts

Festival Production Lab

4 hours laboratory (GR or P/NP). Corequisite:

MMART 195B. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 195B.

0614.00

AA/AS area 4c

MMART 196A, 2 Units

Art Marketing and Portfolio Management

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). Corequisite: MMART 196LA

Acceptable for credit: CSU

Principles of marketing digital artwork: Business models and marketing structures, professional collaboration, systems approach to marketing digital artwork, portfolio development, networking opportunities, and career management for the professional digital artist.

0614.00

AA/AS area 4c

MMART 196LA, 1 Unit

Art Marketing and Portfolio

Management Lab

4 hours laboratory (GR or P/NP). Corequisite:

MMART 196A. Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 196A.

0614.00

AA/AS area 4c

Course Announcements

MMART 197, 2 Units
Multimedia Portfolio/Sample
Reel Development

1.5 hours lecture, 1.5 hours laboratory
(GR or P/NP). *Corequisite:* MMART 197L.
Recommended Preparation: MMART 130/130L,
150A/150LA, 159, 160A/160LA.

Acceptable for credit: CSU

Development of professional-level portfolio in printed form, on the web, and/or on CD/DVD in the context of job-search preparation: Portfolio design and production, resume refinement, interview and customer relations skills, job-search activities, and networking in the multimedia field.

0614.00
AA/AS area 4c

MMART 197L, 1 Unit
Multimedia Portfolio/Sample
Reel Development Lab

4 hours laboratory (GR or P/NP).

Corequisite: MMART 197.

Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 197.

0614.00
AA/AS area 4c

MMART 198, 3 Units
Multimedia Project Management

3 hours lecture (GR or P/NP).

Recommended preparation: ART 41,
and MMART 130/130L and 200.

Acceptable for credit: CSU

Theory and practices for multimedia project management: Applying time management, creativity, problem-solving, and decision-making skills, both in individual and team-based interactions, to manage assets, plan schedules, control costs, ensure quality, deliver the media, and communicate with clients, using real-world templates, examples, case studies, and contracts.

0614.00
AA/AS area 4c

MMART 199, 3 Units
Multimedia Special Projects

1.5 hours lecture, 4.5 hours laboratory
(GR or P/NP). *Prerequisite:* ART 41, and
MMART 110 and 130/130L and 150A/150LA
and 175A/175LA. *Acceptable for credit:* CSU
Collaborative project-based study of different multimedia specializations combined to produce a multimedia product or event: Internet web site, digital video documentary, animation, public-service commercial, public-access television program, online art and literary journal, digital art exhibit, CD Rom, or video festival.

0614.00
AA/AS area 4c

MMART 200, 3 Units
Digital Media Literacy

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

Introduction to Mac OS X and iLife: Basic hardware and software components; user interface; digital media including digital photos, digital music, and digital video; DVD based media presentations and ergonomics; ethics and legal issues.

0614.00
AA/AS area 4c

MMART 224, 3 Units
Beginning Art Gallery Management

2 hours lecture, 3 hours laboratory (GR or P/NP).
Not open for credit to students who have completed
or are currently enrolled in ART 230.

Practical experience in all phases of art exhibit: Research in art exhibit design and philosophy; includes field trips.

1009.00

MMART 248UA-ZZ, .5-9 Units
Selected Topics in Multimedia Arts

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

See section on Selected Topics.

0614.00

Course Announcements

Music

MUSIC 15A, 3 Units
Jazz, Blues and Popular Music
in the American Culture

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

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, 3 Units
Jazz, Blues and Popular Music
in the American Culture

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

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 25, 2 Units
College Choir

1 hour lecture, 3 hours laboratory

(GR or P/NP). Prerequisite: Ability to sing acceptably determined by instructor through audition. Acceptable for credit: UC/CSU

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.

1004.10

MUSIC 48UA-ZZ, .5-5 Units
Selected Topics in Music

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

1004.00

MUSIC 248UA-ZZ, .5-5 Units
Selected Topics in Music

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP)

See section on Selected Topics.

1004.00

Persian

PERS 48UA-ZZ, .5-5 Units
Selected Topics in Persian

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics.

1199.00

Philosophy

PHIL 1, 3 Units
Introduction to Philosophy

3 hours lecture (GR).

Acceptable for credit: UC/CSU

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 3B (C-ID PHIL 100)

PHIL 2, 3 Units
Social and Political Philosophy

3 hours lecture (GR).

Acceptable for credit: UC/CSU

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 Mills), and appropriate contemporary philosophers.

1509.00

AA/AS area 3; CSU area C2;

IGETC area 3B

Course Announcements

PHIL 10, 3 Units

Logic

3 hours lecture (GR).

Acceptable for credit: UC/CSU

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, C2

(C-ID PHIL 110)

PHIL 11, Formal Logic, 3 Units

3 hours lecture (GR/PNP).

Recommended Preparation: ENGL 1A

or ENGL 5 or COMM 5 or PHIL 10.

Acceptable for credit: CSU.

Principles of valid deductive reasoning; Formal techniques of sentential logic and predicate logic.

1509.00

AA/AS area 3 (C-ID PHIL 210)

PHIL 16, 3 Units

Buddhist Philosophy

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Introduction to Buddhist philosophy and sutras: Focus on the study of the main tenets of the three major schools of thought: Abhidharmakosa, Yogacara, and Madhyamika.

1509.00

AA/AS area 3; CSU area C2;

IGETC area 3B

PHIL 20A, 3 Units

History of Ancient Greek Philosophy

3 hours lecture (GR).

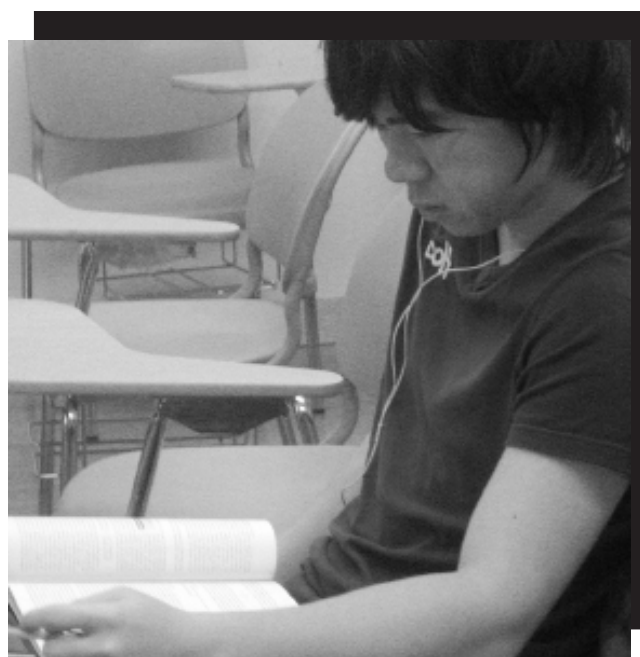
Acceptable for credit: UC/CSU

Chronological development of leading philosophical perspectives of Ancient Greece from the Ionians to the Scholastics.

1599.00

AA/AS area 3; CSU area C2;

IGETC area 3B (C-ID PHIL 130)



PHIL 20B, 3 Units

History of Modern European Philosophy

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Chronological development of leading philosophical perspectives of Modern Europe from the Renaissance to present.

1599.00

AA/AS area 3; CSU area C2;

IGETC area 3B (C-ID PHIL 140)

PHIL 31A, 3 Units

Human Values/Ethics

3 hours lecture (GR or P/NP). Also offered as HUMAN 30A. Not open for credit to students who have completed or are currently enrolled in HUMAN 30A.

Acceptable for credit: UC/CSU

Analysis of concepts of good and right in our society and of criteria of conduct: Various religious, philosophic, scientific, and aesthetic aspects of moral behavior integrated with reason and emotion of the individual.

1509.00

AA/AS area 3; CSU area C2;

IGETC area 3B (C-ID PHIL 120)

Course Announcements

PHIL 35, 3 Units

Feminist Philosophy

3 hours lecture (GR or P/NP). Also offered as WS 35. Not open for credit to students who have completed or are currently enrolled in WS 35.

Acceptable for credit: UC/CSU

Introduction to feminist philosophy through the study of different philosophical approaches to and bases for feminism: Historical, cultural, and political approach to feminist theories in relation to one another and to other branches of philosophy.

1509.00

AA/AS area 3; CSU area C2;

IGETC area 3B

PHIL 37, 3 Units

Introduction to Asian Philosophy

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Major philosophies and religions of Asia: Emphasis on the origins, myths, and basic teachings of Hinduism, Jainism, Buddhism, Daoism, Confucianism, and Shinto, with special attention to current influences of Eastern philosophy and religion on Western culture.

1509.00

AA/AS area 3; CSU area C2;

IGETC area 3B

PHIL 46, 3 Units

Philosophy of the Human Experience

3 hours lecture (GR or P/NP). Also offered as HUMAN 46. Not open for credit to students who have completed or are currently enrolled in HUMAN 46. Acceptable for credit: UC/CSU

Perennial philosophical and religious questions central to the human experience: Overview of diverse religious teachings, as well as critical investigation of philosophical perspectives regarding the nature of the self, experience, and purpose.

1509.00

AA/AS area 3; CSU area C2;

IGETC area 3B

PHIL 48UA-ZZ, .5-5 Units

Selected Topics in Philosophy

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, .5-5 Units

Independent Study in Philosophy

0-5 hours lecture (GR or P/NP).

Acceptable for credit: CSU

See section on Independent Study.

1509.00

Physical Education

PE 48UA-ZZ, .5-5 Units

Selected Topics in Physical Education

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics.

0835.00

PE 248UA-ZZ, .5-5 Units

Selected Topics in Physical Education

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP)

See section on Selected Topics.

0835.00

PE 680, 0 Units

Physical Education Activities for the Disabled (Non-Credit)

0-5 hours lecture; 0-3 hours laboratory (Not graded). Recommended for students with disabilities. Course study under this section may be repeated as necessary.

Disability-related exercises designed to meet individual needs and interests: Range of motion, aerobics, muscle retraining and strengthening, and balance and coordination.

0835.80

PE 682

Swimming for the Disabled (Non-Credit)

0 units, 0-5 hours lecture, 0-3 hours laboratory (Not graded). Recommended for students with disabilities. Course study under this section may be repeated as necessary.

Individualized instruction in swimming designed to meet the needs of adults with disabilities: Improvement of physical strength and endurance through swimming:

0835.80

Course Announcements

Physical Science

PHYS 10, 3 Units

Physical Science Survey

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Introduction to the physical sciences: Selected topics from astronomy, chemistry, meteorology, physics, geology, and oceanography.

1901.00

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

PHYS 20, 3 Units

Introduction to the Marine Environment

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Introduction to the oceans: History and topography; physical and chemical properties of sea water; causes and effects of currents, tides, and waves; ocean life, distribution and management of marine resources, marine pollution, sea floor sediments; tectonics and paleomagnetism.

1919.00

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

PHYS 48UA-ZZ, .5-5 Units

Selected Topics in Physical Science

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

1901.00

PHYS 248UA-ZZ, .5-5 Units

Selected Topics in Physical Science

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP)

See section on Selected Topics.

1901.00

Physics

PHYS 2A, 5 Units

General Physics

4 hours lecture, 3 hours laboratory (GR). Prerequisite: MATH 50 or 52C. Acceptable for credit: UC/CSU

Comprehensive study of general physics: Mechanics, properties of matter, thermodynamics, heat, wave motion, and sound.

1902.00

AA/AS area 1; CSU area B1, B3;
IGETC area 5A, 5C

PHYS 2B, 5 Units

General Physics

4 hours lecture, 3 hours laboratory (GR).

Prerequisite: PHYS 2A.

Acceptable for credit: UC/CSU

Comprehensive study of general physics: Light, optics, electricity, magnetism, atomic physics, and modern physics.

1902.00

AA/AS area 1; CSU area B1, B3;
IGETC area 5A, 5C

PHYS 3A, 5 Units

General Physics

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

Prerequisite or Corequisite: MATH 3A.

Acceptable for credit: UC/CSU

Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, sound, heat, and thermodynamics for students majoring in the biological and medical sciences.

1902.00

AA/AS area 1; CSU area B1, B3;
IGETC area 5A, 5C

PHYS 3B, 5 Units

General Physics

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

Prerequisite: PHYS 3A.

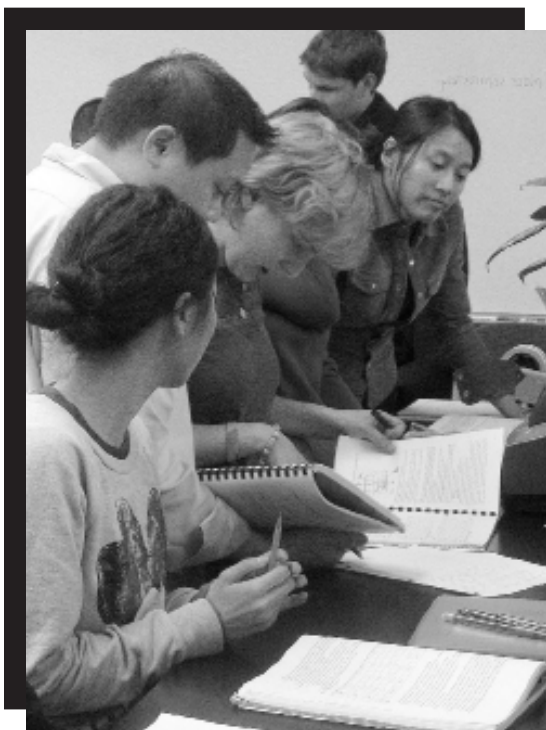
Acceptable for credit: UC/CSU

Comprehensive study of major topics of physics: Electric and magnetic forces, fields, and energy; DC and AC circuits, light, optics, relativity, quantum physics, atoms, molecules, nuclei, particles, and astrophysics for students majoring in the biological and medical sciences.

1902.00

AA/AS area 1; CSU area B1, B3;
IGETC area 5A, 5C

Course Announcements



PHYS 4A, 5 Units

General Physics with Calculus

4 hours lecture, 3 hours laboratory (GR).

Prerequisite: MATH 3A.

Recommended preparation: PHYS 10.

Acceptable for credit: UC/CSU

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

PHYS 4B, 5 Units

General Physics with Calculus

4 hours lecture, 3 hours laboratory (GR).

Prerequisite: PHYS 4A and MATH 3B.

Acceptable for credit: UC/CSU

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, 5 Units

General Physics with Calculus

4 hours lecture, 3 hours laboratory (GR).

Prerequisite: PHYS 4B and MATH 3C.

Acceptable for credit: UC/CSU

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, 4 Units

Introduction to Physics

4 hours lecture (GR or P/NP). Recommended preparation: MATH 201 or 210D, and MATH 202.

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

Acceptable for credit: UC/CSU

Elementary study of major topics of physics: Motion, forces, energy, momentum, rotation, oscillation, sound, electromagnetics, light, quantum physics, atoms, nuclei, and relativity.

1902.00

AA/AS area 1; CSU area B1;

IGETC area 5A

PHYS 48UA-ZZ, .5-5 Units

Selected Topics in Physics

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP)

Acceptable for credit: CSU

See section on Selected Topics.

1902.00

Course Announcements

Political Science

POSCI 1, 3 Units

Government and Politics in the United States

3 hours lecture (GR).

Acceptable for credit: UC/CSU

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; IGETC area 4;

CSU American Institutions, Group 2+3

POSCI 2, 3 Units

Comparative Government

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Comparative analysis in government and politics: Political leadership, citizenship participation, centers of power, and political problems of selected governments.

2207.00

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

POSCI 3, 3 Units

International Relations

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Nature of relations among nation-states: Analysis of basic forces affecting the formulation of foreign policy, dynamics of international politics, survey of rise and development of the nation-state system, problems of nationalism and imperialism with emphasis on development since World War II, and evolution and operation of the United Nations.

2207.00

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

POSCI 4, 3 Units

Political Theory

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

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

POSCI 5, 3 Units

American Politics and Minority Groups

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Role and experience of ethnic groups in the American political system: Expression and resolution of political conflicts, contemporary political experiences, problems of selected ethnic groups, proposed solutions to these problems, and practical political techniques for the achievement of such solutions.

2207.00

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

CSU American Institutions, Group 2+3

POSCI 6, 3 Units

The U.S. Constitution and Criminal Due Process

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

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 11, Comparative Social Movements Since the 1960s, 3 Units

3 hours lecture (GR or P/NP). Recommended

Preparation: ENGL 1A. Not open for credit to students who have completed or are currently enrolled in SOC 6 or SOCSC 3.

Acceptable for credit: CSU.

Introduction to grassroots social movements since the 1960s: Development of social change in response to inequality in the context of U.S. history and the world abroad; internal and external factors contributing to the emergence of social movements with special attention to the conjuncture of gender, race, ethnicity, culture, ecology, class, disability, and sexual preference in contemporary U.S. culture.

2207.00

AA/AS area 2

Course Announcements

POSCI 12, 3 Units

Contemporary Middle East: Politics of Nationalism

3 hours lecture (GR or P/NP). Also offered as HIST 31. Not open for credit to students who have completed or are currently enrolled in HIST 31. Acceptable for credit: UC/CSU

Survey of economic, political, and social forces behind current Middle East tensions: Examination of key current conflicts in the Middle East; analysis of the role of oil, religious and national antagonisms; and the geopolitical importance of the region in twentieth-century superpower policy.

2207.00

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

POSCI 20, 3 Units

Current World Problems

3 hours lecture (GR or P/NP). Also offered as HIST 38. Not open for credit to students who have completed or are currently enrolled in HIST 38. Acceptable for credit: UC/CSU

World problems with emphasis on four major areas of concern: Population explosion, war, ideological confrontation, and disparity of resources among nations.

2207.00

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

POSCI 25, 3 Units

Developing World

3 hours lecture (GR or P/NP). Also offered as HIST 37. Not open for credit to students who have completed or are currently enrolled in HIST 37. Acceptable for credit: UC/CSU

Survey of the historical evolution of developing regions of the world: Examination of their infrastructures, political stability, economic development, acquisition of technology; analysis of ethnic conflicts, environmental problems, and role in the global economy and international community.

2207.00

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

POSCI 48UA-ZZ, .5-5 Units

Selected Topics in Political Science

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, .5-5 Units

Independent Study in Political Science

0-5 hours lecture (GR or P/NP).

Acceptable for credit: CSU

See section on Independent Study.

2207.00

POSCI 248UA-ZZ, .5-5 Units

Selected Topics in Political Science

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

See section on Selected Topics.

2207.00

Portuguese

PORT 1A, 5 Units

Elementary Portuguese

5 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU. This course is equivalent to two years of high school study.

Study and practice in understanding, speaking, reading, and writing Portuguese: Emphasis on understanding basic grammatical concepts and vocabulary building; readings in Portuguese and on Lusophone countries' life and culture.

1119.00

*AA/AS Area 3; CSU area C2;
IGETC area 3 and Language*

Course Announcements

PORT 1B, 5 Units

Elementary Portuguese

5 hours lecture (GR or P/NP). Prerequisite: PORT 1A. Acceptable for credit: UC/CSU

Continuation of Portuguese 1A: Study and practice in understanding, speaking, reading, and writing Portuguese with continuing emphasis on understanding basic grammatical concepts and vocabulary building; readings in Portuguese and on all Lusophone Countries' life and culture.

1119.00

AA/AS Area 3; CSU area C2;

IGETC area Language

PORT 48UA-ZZ, .5-5 Units

Selected Topics in Portuguese

0-5 hours lecture, 0-15 hours laboratory (GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

1119.00

Psychology

PSYCH 1A, 3 Units

Introduction to General Psychology

3 hours lecture (GR). A

cceptable for credit: UC/CSU

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; I

GETC area 4 (C-ID PSY 110)

PSYCH 6, 3 Units

Social Psychology

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Psychological aspects of human social life involved in the relationship between identity and social structure: Human behavior in the context of the individual as an acting and interacting member of various groups in society.

2001.00

AA/AS area 2; CSU area D, E;

IGETC area 4 (C-ID PSY 170)

PSYCH 7A, 3 Units

Psychology of Childhood

3 hours lecture (GR).

Acceptable for credit: UC/CSU

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, E;

IGETC area 4

PSYCH 10, 3 Units

Psychology and Life: Basic Principles

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Basic principles of psychology and recent research developments: Contemporary psychological issues pertaining to individuals and their interactions.

2001.00

AA/AS area 2; CSU area D, E;

IGETC area 4

PSYCH 21, 3 Units

Lifespan Human Development

3 hours lecture (GR or P/NP).

Acceptable for Credit: UC/CSU

Human development from conception to death: Theories of development, research methods; physical, cognitive, social, and emotional changes of the life span with developmental issues; nature vs. nurture, continuity vs. discontinuity, stability vs. instability.

2001.00

AA/AS area 2; CSU area D, E;

IGETC area 4 (C-ID PSY 180)

PSYCH 28, 3 Units

Introduction to Research

Methods in Psychology

3 hours lecture (GR/PNP). Prerequisites:

PSYCH 1A and MATH 13.

Acceptable for credit: UC/CSU

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 (C-ID PSY 200)

Course Announcements

PSYCH 30, 3 Units

Psychology of Men and Women

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Factors contributing to a sense of self as man or woman: Biological and cultural determinants of sex roles and psychological implications including heredity, development, identity, social role, perception, and personality.

2001.00

AA/AS area 2; CSU area D, E;

IGETC area 4

PSYCH 48UA-ZZ, .5-5 Units

Selected Topics in Psychology

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, .5-5 Units

Independent Study in Psychology

0-5 hours lecture (GR or P/NP).

Acceptable for credit: CSU

See section on Independent Study.

2001.00

PSYCH 248UA-ZZ, .5-5 Units

Selected Topics in Psychology

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP)

See section on Selected Topics.

2001.00

Social Science

SOCSC 1, 3 Units

Introduction to Women's Studies

3 hours lecture (GR or P/NP). Also offered as WS 1. Not open for credit to students who have completed or are currently enrolled in WS 1. Acceptable for credit: UC/CSU

Contemporary issues concerning women and girls in diverse national, cultural, racial/ethnic, and social class contexts: Theories of and strategies for women's empowerment on the personal, institutional, societal, and global levels.

2201.00

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

SOCSC 2, 3 Units

Introduction to Diversity Issues

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Complexities of interpersonal relationships among cultures in United States society: Self-concept, values, beliefs, communication, and lifestyle; exploration of individual cultural perceptions; sociological aspects of majority-minority group relationships (ethnic, racial, and gender); respect for differences; sense of community.

2201.00

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

SOCSC 3, 3 Units

Comparative Social

Movements Since the 1960s

3 hours lecture (GR or P/NP). Recommended Preparation: ENGL 1A. Not open for credit to students who have completed or are currently enrolled in POSCI 11 or SOC 3. Acceptable for credit: CSU.

Introduction to grassroots social movements since the 1960s: Development of social change in response to inequality in the context of U.S. history and the world abroad; internal and external factors contributing to the emergence of social movements with special attention to the conjuncture of gender, race, ethnicity, culture, ecology, class, disability, and sexual preference in contemporary U.S. culture.

2201.00

AA/AS area 2

SOCSC 48UA-ZZ, .5-5 Units

Selected Topics in Social Science

0-5 hours lecture, 0-15 hours laboratory

(GR or P/NP). Acceptable for credit: CSU

See section on Selected Topics.

2201.00

SOCSC 101, 3 Units

Introduction to Social Services

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Introduction to social services: Critical exploration of the history, theoretical development, and current issues within the field of social service; characteristics and career of a social service worker; local agencies, diverse populations served, politics and economics of the system, and evaluation of the legal and social issues of the system.

2201.00

AA/AS area 2

Course Announcements

SOCSC 248UA-ZZ, .5-5 Units

Selected Topics in Social Science

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

See section on Selected Topics.

2201.00

Sociology

SOC 1, 3 Units

Introduction to Sociology

3 hours lecture (GR). Recommended Preparation:
ENGL 1A. Acceptable for credit: UC/CSU

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, 3 Units

Social Problems

3 hours lecture (GR).

Acceptable for credit: UC/CSU

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 116)

SOC 3, 3 Units

Sociology of Women

3 hours lecture (GR). Also offered as HIST 56. Not open for credit to students who have completed or are currently enrolled in HIST 56. Acceptable for credit: UC/CSU

Exploration of various conceptual frameworks regarding the status of women: Structure function, role dynamics, dominant-subordinate minority group interaction, and concepts of oppression-liberation with emphasis on current trends of the movement.

2208.00

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



SOC 5, 3 Units

Minority Groups

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Analysis of racial, religious, and ethnic minority groups: General principles of dominant-minority group relations.

2208.00

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

SOC 6, 3 Units

Comparative Social Movements Since the 1960s

3 hours lecture (GR or P/NP). Recommended Preparation: ENGL 1A. Not open for credit to students who have completed or are currently enrolled in POSCI 11 or SOCSC 3.

Acceptable for credit: CSU.

Introduction to grassroots social movements since the 1960s: Development of social change in response to inequality in the context of U.S. history and the world abroad; internal and external factors contributing to the emergence of social movements with special attention to the conjuncture of gender, race, ethnicity, culture, ecology, class, disability, and sexual preference in contemporary U.S. culture.

2208.00

AA/AS area 2

Course Announcements

SOC 8, 3 Units Crime and Deviance

3 hours lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Sociological exploration of the nature, extent, and causes of crime and deviance: Corporate crime, property and violent crime, drug culture, sex work, the criminal justice system, stigmatization, and the socio-political impact of crime and deviance.

2208.00

*AA/AS area 2; CSU area D;
IGETC area 4 (C-ID SOCI 160)*

SOC 13, 3 Units Sociology of the Family

3 hours lecture (GR).

Acceptable for credit: UC/CSU

Social factors which contribute to marriage and family ties: The changing historic, economic and socio-cultural forces that shape relationships among men, women, parents and children.

2208.00

*AA/AS area 2; CSU area D;
IGETC area 4 (C-ID SOCI 130)*

SOC 48UA-ZZ, .5-5 Units Selected Topics in Sociology

*0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP). Acceptable for credit: CSU*
See section on Selected Topics.

2208.00

SOC 120, 3 Units Introduction to Research Methods

3 hours lecture (GR or P/NP). Prerequisite: SOC 1. Recommended preparation: MATH 13.

Acceptable for credit: UC/CSU

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 historical research.

2208.00

AA/AS area 2 (C-ID SOCI 120)

SOC 248UA-ZZ, .5-5 Units Selected Topics in Sociology

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

2208.00

Spanish

SPAN 1A, 5 Units Elementary Spanish

5 hours lecture (GR or P/NP).

Course is equivalent to two years of high school study. Acceptable for credit: UC/CSU

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 Language*

SPAN 1B, 5 Units Elementary Spanish

5 hours lecture (GR or P/NP). Prerequisite: SPAN 1A. Acceptable for credit: UC/CSU

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 and Language*

SPAN 2A, 5 Units Intermediate Spanish

5 hours lecture (GR or P/NP). Prerequisite: SPAN 1B. Acceptable for credit: UC/CSU

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 and Language*

Course Announcements

SPAN 2B, 5 Units

Intermediate Spanish

5 hours lecture (GR or P/NP). Prerequisite: SPAN 2A. Acceptable for credit: UC/CSU

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 and Language

SPAN 10A, 3 Units

Advanced Spanish Conversation

3 hours lecture (GR or P/NP). Prerequisite: SPAN 2A. Acceptable for credit: UC/CSU

Advanced Spanish conversation: Practice in developing oral fluency through interpretation and discussion of selected readings.

1105.00

AA/AS area 3; CSU area C2;

IGETC area 3

SPAN 10B, 3 Units

Advanced Spanish Conversation

3 hours lecture (GR or P/NP). Prerequisite: SPAN 10A. Acceptable for credit: UC/CSU

Continuation of SPAN 10A: Continued practice in developing oral fluency through interpretation and discussion of selected readings.

1105.00

AA/AS area 3; CSU area C2;

IGETC area 3

SPAN 11, 3 Units

Spanish

for the Medical/Health Professions

3 hours lecture (GR or P/NP). Prerequisite: SPAN 1A. Acceptable for credit: CSU

Introductory Spanish for the medical and health professions: Cultural, geographical, and linguistic aspects of the Spanish-speaking world as relevant to the medical profession.

1105.00

SPAN 12, 3 Units

Spanish for the Business Professions

3 hours lecture (GR or P/NP). Prerequisite: SPAN 1A. Acceptable for credit: CSU

Introductory Spanish for the world of business: Cultural, geographical, and linguistic aspects of the Spanish-speaking world as relevant to business.

1105.00

SPAN 15, 3 Units

Spanish Composition

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

Prerequisite: SPAN 1B.

Acceptable for credit: UC/CSU

Intermediate Spanish composition: Writing in Spanish, including writing strategies as well as recognition and self-correction of errors.

1105.00

AA/AS area 3

SPAN 22A, 5 Units

Spanish for Bilingual Speakers I

5 hours lecture (GR or P/NP). Course is equivalent to two years of high school study.

Course is conducted entirely in Spanish.

Acceptable for credit: UC/CSU

Elementary and intermediate Spanish for students whose native language is Spanish: Critical reading and discussion of selected readings in Spanish with emphasis on reading development, orthography, grammar, lexical expansion and composition.

1105.00

AA/AS area 3; CSU area C2;

IGETC area Language

SPAN 22B, 5 Units

Spanish for Bilingual Speakers II

5 hours lecture (GR or P/NP). Prerequisite: SPAN 22A. Course is conducted entirely in Spanish.

Acceptable for credit: UC/CSU

Continuation of SPAN 22A: Intermediate and advanced intermediate Spanish for students whose native language is Spanish; critical reading and discussion of selected readings in Spanish with emphasis on reading development, orthography, grammar, lexical expansion and composition.

1105.00

AA/AS area 3; CSU area C2;

IGETC area Language

Course Announcements

SPAN 30A, 3 Units

Beginning Conversational Spanish

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

CSU area C2

SPAN 30B, 3 Units

Beginning Conversational Spanish

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

CSU area C2

SPAN 31A, 3 Units

Intermediate Conversational Spanish

3 hours lecture (GR or P/NP).

Prerequisite: SPAN 30B. Acceptable for credit: CSU

Intermediate-level conversational Spanish: Grammar review as needed; readings from conversation textbook, newspapers, and magazines in Spanish.

1105.00

AA/AS area 3; CSU area C2

SPAN 31B, 3 Units

Intermediate Conversational Spanish

3 hours lecture (GR or P/NP). Prerequisite: SPAN 31A. Acceptable for credit: CSU

Continuation of SPAN 31A: Grammar review as needed; readings from conversation textbook, newspapers, and magazines in Spanish.

1105.00

AA/AS area 3; CSU area C2

SPAN 35A, 3 Units

Intermediate Conversational

Spanish: Current Events

3 hours lecture (GR or P/NP).

Recommended Preparation: SPAN 1B or 30B.

Acceptable for credit: CSU

Emphasis on intermediate-level conversational practice with a focus on current events: Grammar review as needed; readings from conversation textbook, newspapers, and magazines in Spanish.

1105.00

CSU area C2

SPAN 35B, 3 Units

Intermediate Conversational Spanish: Film

3 hours lecture (GR or P/NP). Recommended Preparation: SPAN 1B or 30B.

Acceptable for credit: CSU

Emphasis on intermediate-level conversational practice with a focus on films: Grammar review as needed; readings from conversation textbook; films in Spanish.

1105.00

AA/AS area 3; CSU area C2

SPAN 38, 3 Units

Latin American Literature

3 hours lecture (GR or P/NP).

Recommended Preparation: SPAN 2A or

SPAN 22A. Acceptable for credit: UC/CSU

Contemporary Latin-American literature: Reading of short stories and poetry from prominent Latin-American writers, such as Carlos Fuentes, Gabriel García-Márquez, Julio Cortázar, Pablo Neruda, and many others.

1105.00

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

SPAN 39, 3 Units

Latin-American Novel

3 hours lecture (GR or P/NP). Recommended preparation: SPAN 2A. Course is conducted entirely in Spanish.

Acceptable for credit: UC/CSU

Contemporary Latin-American fiction: Reading of novels by prominent Latin-American writers.

1105.00

AA/AS area 3; CSU area C2

Course Announcements

SPAN 40, 3 Units

Hispanic Civilization and Culture

3 hours lecture (GR or P/NP).

Recommended Preparation: SPAN 2A or SPAN 22A. Acceptable for credit: UC/CSU

Study of Hispanic civilization and culture: Readings in Spanish designed to develop active language skills.

1105.00

AA/AS area 3; CSU area C2; IGETC area 3

SPAN 48UA-ZZ, .5-5 Units

Selected Topics in Spanish

0-5 hours lecture, 0-15 hours of laboratory

(GR or P/NP). Acceptable for credit: UC/CSU

See section on Selected Topics.

1105.00

SPAN 49, .5-5 Units

Independent Study in Spanish

0-5 hours lecture (GR or P/NP).

Acceptable for credit: CSU

See section on Independent Study.

1105.00

SPAN 70, 3 Units

Spanish Medical Terminology

3 hours lecture (GR). Prerequisite: SPAN 2A. Acceptable for credit: CSU

Spanish medical terminology for the human body: Internal and external anatomy, its nature and system, general diseases, treatment modalities and procedures, first aid in emergencies and common injuries; bridging the language and cultural gap between clients and providers.

1105.00

SPAN 71, 3 Units

Spanish Medical Interpreting I

3 hours lecture, (GR). Acceptable for credit: CSU

Effective language interpretation in health care settings: Basic knowledge of common medical conditions; treatments and procedures, insight in language and cultural nuances for specific communities; basic modes of interpretation; techniques for strengthening memory; and interpreting accurately; overview of the U.S. health care system and the responsibilities of health care interpreters.

1105.00

SPAN 72, 3 Units

Spanish Medical Interpreting II

3 hours lecture (GR). Prerequisite: SPAN 71.

Acceptable for credit: CSU

Continuation of Medical Interpreting I: Effective language interpretation in health care settings: Basic knowledge of common medical conditions, treatments and procedures; insight in language and cultural nuances for specific communities; basic modes of interpretation; techniques for strengthening memory; interpreting accurately; overview of the U.S. health care system and the responsibilities of health care interpreters.

1105.00

SPAN 101, 3 Units

Basic Spanish

for the Education Profession

3 hours lecture (GR or P/NP).

Acceptable for credit: CSU

Introductory Spanish for the education profession: Cultural, geographical, and linguistic aspects of the Spanish-speaking world as relevant to education.

1105.00

SPAN 201, 1 Unit

Spanish for the Workplace

1 hour lecture (GR or P/NP).

Elementary vocational Spanish conversation: Workplace dialogs, vocabulary, and cultural issues.

1105.00

SPAN 248UA-ZZ, .5-5 Units

Selected Topics in Spanish

0-5 hours lecture, 0-15 hours of laboratory

(GR or P/NP)

See section on Selected Topics.

1105.00

Theater Arts

THART 48UA-ZZ, .5-5 Units

Selected Topics in Theatre Arts

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

Acceptable for credit: CSU

See section on Selected Topics.

1007.00

THART 248UA-ZZ, .5-5 Units

Selected Topics in Theatre Arts

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

See section on Selected Topics.

1007.00

Women's Studies

WS 1, 3 Units

Introduction to Women's Studies

3 hours lecture (GR or P/NP). Also offered as SOCSC 1. Not open for credit to students who have completed or are currently enrolled in SOCSC 1. Acceptable for credit: UC/CSU

Contemporary issues concerning women and girls in diverse national, cultural, racial/ethnic, and social class contexts: Theories of and strategies for women's empowerment on the personal, institutional, societal, and global levels.

2201.10

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

WS 35, 3 Units

Feminist Philosophy

3 hours lecture (GR or P/NP). Also offered as PHIL 35. Not open for credit to students who have completed or are currently enrolled in PHIL 35. Acceptable for credit: UC/CSU

Introduction to feminist philosophy through the study of different philosophical approaches to and bases for feminism: Historical, cultural, and political approach to feminist theories in relation to one another and to other branches of philosophy.

2201.10

AA/AS area 3; CSU area C2; IGETC area 3



WS 48UA-ZZ, .5-5 Units

Selected Topics in Women's Studies

*0-5 hours lecture, 0-15 hours laboratory
(GR or P/NP). Acceptable for credit: CSU*

See section on Selected Topics.

2201.10

WS 52, 4 Units

Women and Cinema

4 hours lecture (GR or P/NP). Recommended preparation: HUMAN 21 or an introduction to Film Studies course. Also offered as HUMAN 52. Not open for credit to students who have completed or are currently enrolled in HUMAN 52. Acceptable for credit: UC/CSU

Analysis of women in cinema and of feminist and queer film criticism: Feminist film theory, criticism, and history; women as readers of film; women's independent film; women's often conflicted relationship with film representations; and the role of sexuality and gender in film viewing and representation.

2201.10

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

Other District and College Policies and Procedures



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

- Prohibition of Harassment, Discrimination, and Sexual Assault Procedures (p. 282)
- AP 4231 Grade Changes and Student Grievance Procedure (p. 294)
- AP 5500 Student Standards of Conduct, Discipline Procedures and Due Process (p. 301)
- AP 5530 Student Rights and Grievance Procedure (p. 309)
- AP 5140 Disabled Students Programs and Services (p. 315)
- AP 3440 Service Animals (p. 320)
- AP 3551 Preserving a Drug Free Environment for Students (p. 321)
- AP 3570 Smoking (p. 322)
- AP 3530 Weapons on Campus (p. 324)
- AP 5052 Open Enrollment (p. 328)
- AP 4210 Student Learning Outcomes (p. 328)
- Student Right to Know Disclosure—Completion and Transfer Rates (p. 329)
- Family Education Rights and Privacy Act of 1974 (Access to Educational Records) (p. 329)
- Clery Act (p. 331)
- AP 4250 Probation (p. 331)
- AP 4255 Disqualification and Dismissal (p. 332)

Important Note about Translations in Chinese and Spanish:

Chinese and Spanish translations of College and District Policies may be found online at:

<http://eperalta.org/wp/translations>

Prohibition of Harassment and Discrimination and Sexual Assault Procedures

I. Statement Regarding Discrimination

- A. In keeping with Board Policy 3410: Non discrimination, 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 an 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.
 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).

Other District and College Policies and Procedures

- (c) Student discrimination and harassment complaints at Berkeley City College may also be filed with the Vice President of Student Services as follows:
Berkeley City College
2050 Center St., 2nd Floor
Berkeley, CA
(510) 981-2820
- (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.

Other District and College Policies and Procedures

- (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.

Other District and College Policies and Procedures

- (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

Política Que Prohíbe La Discriminación Hacia Los Estudiantes (Incluyendo La Discriminación Y El Acoso Sexual Y Racial)

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

El Distrito de Peralta está sujeto al Título IX de las Enmiendas Educativas de 1972, los Títulos VI y VII del Acta de Derechos Civiles de 1964 y 1972, el Acta de Discriminación por la Edad en Empleo de 1967, el Acta de Discriminación por la Edad de 1975 y la Sección 504 del Acta de Rehabilitación de 1973 y al Acta de 1991 referente a los Americanos incapacitados.

El Coordinador del Título IX y Sección 504 para el Distrito de Peralta es el Funcionario de Oportunidad Igual del Distrito, cuya oficina se encuentra situada en el 333 E. 8th Street, Oakland, CA 94606; teléfono (510) 466-7252.

Los estudiantes, miembros de la facultad, empleados y solicitantes de empleo que crean que hayan sido discriminados pueden presentar una queja de discriminación ante

alguno de los siguientes funcionarios: el Presidente del colegio correspondiente, el Vice Presidente de Servicios Estudiantiles (en el caso de los alumnos), el Vice Presidente de Enseñanza (en el caso de facultad o empleados) o el Funcionario de Oportunidad Igual del Distrito. Los formularios de queja y los procedimientos correspondientes se encuentran a su disposición en las oficinas del Presidente, de los Vice Presidentes y de Oportunidad Igual.

Todos los colegios del Distrito de Peralta fomentan la incorporación de alumnos con incapacidades físicas y mentales a las clases regulares. Los colegios ofrecen servicios de apoyo a fin de brindar una educación accesible. Cada colegio tiene un Coordinador cuya función es administrar el programa para estudiantes incapacitados. Los estudiantes que encuentren que una clase no es accesible deben comunicarse con el Centro de Recursos para Estudiantes Incapacitados a fin de recibir asistencia. Los servicios del Centro incluyen asistencia por medio de intérpretes en el aula, personas que puedan tomar los apuntes, lectores, un servicio de asesoramiento especial para el manejo de las incapacidades y un grupo de asesoramiento constituido por personas con problemas similares. También hay libros de texto en sistema Braille, libros de texto grabados y otros equipos especiales.

La falta de fluidez en el idioma inglés no es un obstáculo para el ingreso y la participación en los programas de educación vocacional de los colegios.

AP 4231: Grade Changes and Student Grievance Procedure

I. Regulations

- A. The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency (per Education Code Section 76224). "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization.
- B. No grade can be changed without the consent, in writing, by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud, and incompetency.
- C. Grades are not subject to change by reason of a revision of judgment on the instructor's part.
- D. No grade except "Incomplete" may be revised by the instructor on the basis of a new examination or additional work undertaken or completed after submission of final grades.
- E. No grade will be changed later than two years after the calendar date ending the semester (including intersession and summer session) in which the grade was assigned.
- F. Only the instructor is required to sign grade changes from "I" to a grade.

II. Procedural Steps

- A. Instructor completes the "Request for Record Correction Form" and submits it to the Divisional Dean of Instruction with a copy of the Class Rollbook. The "Request for Record Correction Form" is available online at: <http://eperalta.org/wp/admissions/?p=565>
- B. Divisional Dean of Instruction, after discussion with the instructor, makes a recommendation to the Vice President of Instruction.
- C. Upon approval, the request is then submitted to the Associate Vice Chancellor of Student Services.
- D. Upon acceptance, the request will be processed by Admissions and Records.

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.

Other District and College Policies and Procedures

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.

d. 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.

e. 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.

f. 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.

Other District and College Policies and Procedures

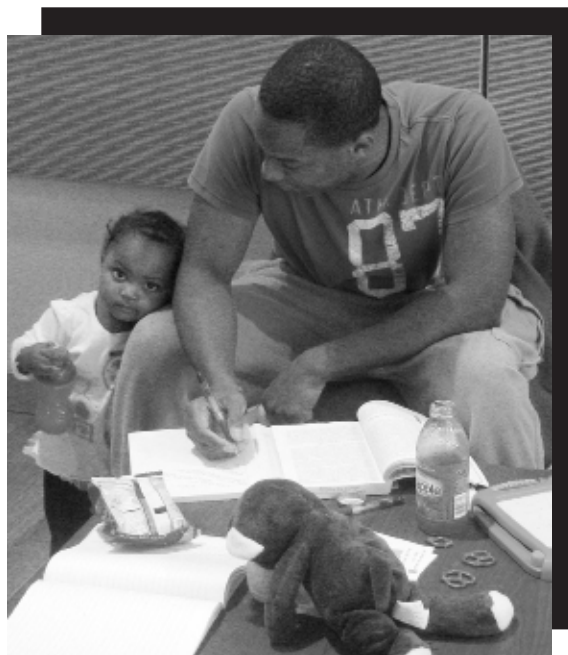
4. The Chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
5. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
6. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.
7. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.
8. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.
9. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.
10. Any member of the committee may ask questions of any witness.
11. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs.
- Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.
12. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
13. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.
14. The committee shall make all evidence, written or oral, part of the record.
15. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.

16. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.
17. The hearing date may be postponed or continued at the discretion of the Chair of the committee. Both parties shall be given notice of the new or continued hearing date.
18. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services.
19. The Chair of the committee shall notify the Vice President of Student Services of the committee's recommendation within 10 days.
20. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the Vice President of Student Services and shall be available at all times to the accused person. The Vice President of Student Services has the responsibility to ensure that a proper record is maintained and available at all times.

g. 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.

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.

Other District and College Policies and Procedures

Misconduct that may result in disciplinary action includes, but is not limited to, the following violations:

1. Violation of District policies or regulations including parking and traffic regulations (subject to Education Code Section 76036), policies regulating student organizations, and time, place and manner regulations in regard to public expression.
2. Willful misconduct which results in injury or death of any person on college-owned or -controlled property, or college-sponsored or supervised functions; or causing, attempting to cause, or threatening to cause physical injury to another person.
3. Conduct which results in cutting, defacing, damaging, or other injury to any real or personal property owned by the college or to private property on campus.
4. Stealing or attempting to steal college property or private property on campus; or knowingly receiving stolen college property or private property on campus.
5. Unauthorized entry to or use of college facilities.
6. Committing or attempting to commit robbery or extortion.
7. Dishonesty such as cheating, plagiarism (including plagiarism in a student publication), forgery, alteration or misuse of college documents, records, or identification documents, or furnishing false information to the college.
8. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
9. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an authorized college employee.
10. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
11. Lewd, indecent, or obscene conduct or expression on college-owned or -controlled property, or at college sponsored or supervised functions; or engaging in libelous or slanderous expression; or expression or conduct which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or substantial disruption of the orderly operation of the college.
12. Disruptive or insulting behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance of the authority of, refusal to comply with directions of, or persistent abuse of, college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.

Other District and College Policies and Procedures

13. Obstruction or disruption of teaching, research, administrative procedures or other college activities.

14. Committing sexual harassment as defined by law or by college policies and procedures; or engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.

15. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

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.

Other District and College Policies and Procedures

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.

Other District and College Policies and Procedures

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

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 at least three days prior to the meeting of the date, time, and place of the Board's meeting.
4. The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.
5. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.
6. The Board may accept, modify or reject the findings, decisions and recommendations of the President (or designee) and Chancellor (or designee). If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the Board shall be final.
7. The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

XII. Time Limits

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

XIII. Student Grievance

- A. Students who believe that they have been improperly subjected to any of the disciplinary measures stated in this policy may file a Student Grievance with the Vice President of Student Services in accordance with Board Policy 5530 Student Rights and Grievance.
- B. Students in Allied Health Programs: Board Policy 5531 (Allied Health: Student Appeal of Dismissal for Clinical Performance) may apply in lieu of this Board Policy to students who are enrolled in the Allied Health program for clinical performances.

AP 5530: Student Rights and Grievance Procedure

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

I. Grounds for Filing Student Grievances

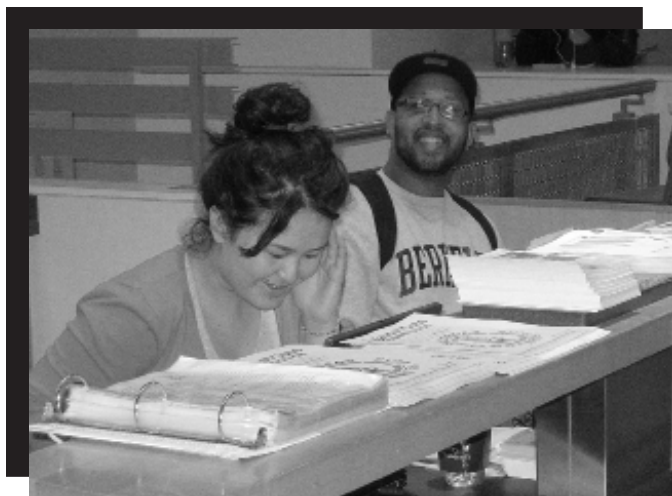
The Student Grievance Procedure shall apply only to grievances involving:

A. Academic (Grade) Grievance:

A complaint alleging mistake, fraud, bad faith or incompetence in the academic (grade) evaluation of student performance.

B. Violation of Law, Policy, and Procedures:

1. Violation of rights which a student is entitled to by law or District policy, including financial aid, exercise of free expression, rules for student conduct, admission, probation, or suspension or dismissal policies.
2. Act or threat of physical aggression.
3. Act or threat of intimidation or harassment.



C. This Student Grievance Procedure does not apply to:

1. **Police Citations (i.e. "Tickets").**

Complaints about citations must be directed to the Campus Police in the same way as any traffic violation.

2. **Discrimination, Sexual Assault or Sexual Harassment.**

Any student who feels he/she has been or is presently an alleged victim of sexual harassment, may first contact the Vice President of Student Services to file a complaint verbally or in writing, or may directly contact the District's Equal Opportunity Coordinator at 333 East Eighth Street, Oakland, CA 94606, (510) 466-7220. At the time a complaint is made known, a copy of the complaint procedures and a complaint form shall be made available to the complainant. For additional information regarding reporting of discrimination, sexual assault or sexual harassment, please refer to Discrimination Complaint Procedures in this catalog.

II. Definitions

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

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

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

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

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

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

III. Grievance Process

A. Informal Resolution

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

1. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the Division Dean of Instruction of the faculty member.

2. For a grievance based on an alleged violation of law, policy, and procedures, the student shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the Vice President of Student Services (or designee).

B. Formal Complaint Procedures

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

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

1. Filing Complaint

The complaint must include the following:

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

Complaint should be filed with Vice President of Student Services.

2. Meeting with Vice President of Student Services (or Designee)

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

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

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

3. Request for Grievance Hearing

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

- a. For academic (grade) grievance, the Chair shall request records and documents from the faculty member against whom the complaint has been filed.
- b. For grievance based on an alleged violation of law, policy, and procedures, the Chair shall request records and documents from the party against whom the complaint has been filed.

The Grievance Hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

4. Grievance Hearing Committee

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

- a. The Vice President of Instruction, who shall Chair the committee;
 - b. One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
 - c. One administrator (and one alternate) appointed by the College President;
 - d. One student (and one alternate) appointed by the President of the Associated Students
- Additional committee member:
- e. For academic (grade) grievances, one faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate; or
 - f. For other grievances, one classified employee (and one alternate) jointly appointed by Local 790 and the Classified Senate.

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

5. Hearing Procedure

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

Other District and College Policies and Procedures

- 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.

Other District and College Policies and Procedures

- 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.

Other District and College Policies and Procedures

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

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

8. Time Limits

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

AP 5140: Disabled Students Programs and Services

Under federal and State laws, the District and Colleges are required to ensure that academic requirements and practices, facilities, electronic information technology, printed materials, and College services and activities are accessible to individuals with disabilities. The College will make modifications as necessary in order to provide equal access.

- I. The role of the Disabled Student Programs and Services (DSP&S) program is to assist the colleges in meeting federal and state obligations to students with disabilities. DSP & S is the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and State laws.

- A. No student with disabilities is required to participate in the DSP&S program. If a student requests accommodations and does not want to register with DSP&S, he/she will need to submit documentation to the College 504/ADA Coordinator. DSP&S will evaluate the disability documentation and discuss the request for accommodations with the student.

- B. Each College maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equal access to College classes and programs. The yearly DSP&S Plan, as required by the State Chancellor's Office, describes the processes, procedures, and requirements, as well as a full description of the program. Other information regarding the goals and objectives of DSP&S can be found in the DSP&S Program Review document.

II. Academic Accommodations Procedures for Students with Disabilities

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

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

Other District and College Policies and Procedures

1. When a student requests disability-related services, the student's disability is verified by the DSP&S professional, according to state-mandated criteria. If the student is deemed ineligible for services, DSP&S shall provide the student with written notice of the denial stating both the reasons for the denial and that the student has a right to appeal the denial through the District Discrimination and Complaint Procedures. Pending the resolution of any dispute regarding an accommodation, the accommodation will be provided.
2. The DSP&S professional (as defined in Title 5 Section 56006, 56048, 56060, 56064 and 56066), in consultation with the student, determines educational limitations based on documentation of the disability and functional limitations and authorizes the use of any appropriate auxiliary aids and/or academic accommodations. These may include but are not limited to:
 - a. Auxiliary aids such as a tape recorder, assistive listening device, calculator, computer, taped text or spelling checker used in the classroom and/or in completing class assignments;
 - b. The use in the classroom of a reader, American Sign Language interpreter, note taker, or scribe, or real-time captioner for students who are deaf or hard of hearing or the presence of service animals, mobility assistants, or attendants in the classroom;
 - c. Testing accommodations such as extended time for test taking and distraction-reduced test setting;
 - d. Extending the length of time permitted for course or degree requirements and flexibility in the manner in which specific course content is accessed, based on individual disability;
 - e. Substitution for specific courses required for the completion of general education degree requirements, or substitutions or waivers of major or certificate requirements.
 - f. Access to Alternate Media such as Braille, large print, and electronic text (e-text).
3. With the consent of the student, instructors are informed of authorized auxiliary aids and academic accommodations. It is the responsibility of the instructor to allow auxiliary aids to be used in the classroom or to coordinate with the DSP&S professional for the delivery of academic accommodations. It is the responsibility of the DSP&S professional to make arrangements for and facilitate the delivery of academic accommodations with the disabled student in coordination with faculty, as appropriate. The DSP&S professional will assist with providing the appropriate accommodations and appropriate follow up for DSP&S students. An example of appropriate follow up might be a DSP&S Counselor contacting an instructor and DSP&S student to inquire about the effectiveness of an accommodation.
4. Instructors cannot unilaterally deny approved accommodations and students may not be asked or required to negotiate with instructors or staff about the provisions of adjustments or aids that have been approved by the DSP&S. If an instructor receives an accommodation form and does not understand it or disagrees with the accommodation, it is the instructor's responsibility to contact DSP&S to discuss the issue.

III. Grievance Procedures

If a student is denied academic accommodations or the use of auxiliary aids by an instructor and wishes to appeal, she/he should contact the DSP&S professional who will schedule a meeting with the instructor to discuss and resolve the issue. The student may invite the DSP&S professional (i.e., a DSP&S Coordinator, Counselor, Instructor, Acquired Brain Injury ((ABI) Specialist, Learning Disability (LD) Specialist etc.) to attend this meeting. In the case where an unresolved issue becomes a dispute (i.e., an issue that is not resolved informally between the student and the instructor with the assistance of the DSP&S professional), the student may file a complaint through the District's Harassment and Discrimination Complaint Procedures. Pending the resolution of any dispute regarding an accommodation, the accommodation will be provided.

IV. Meeting General Education Degree Requirements

When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from a college within the Peralta Community College District, despite an earnest effort on the part of the student to complete the course or its prerequisite--if appropriate for the disability as determined by a qualified DSP&S Specialist--and despite the provision of academic adjustments and/or auxiliary aids, the student may request a substitution of the course as an alternative method of meeting general education degree requirements.

A. The Evaluation Team will consist of the DSP&S Coordinator, the Department chair or instructor from the discipline of the course or major for which a substitution is being requested, and the appropriate Dean of Instruction.

- B. The team may consult, as appropriate, with DSP&S professionals, Associate Vice Chancellor for Admissions and Records and Student Services, and the College Vice President of Instruction in order to make a decision.
- C. In assessing requests, the Evaluation Team should consider the anticipated exit skills from the course that can be substituted for comparable exit skills in another course. These comparable skills may be found in a discipline different from the discipline of the original course.

V. Meeting Major or Certificate Requirements

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

- A. A course substitution maintains the standards of academic rigor of degree programs because the student is required to demonstrate comparable skills (when a student completes a comparable course as established by an Evaluation Team). Therefore, requesting a course substitution is the preferred option to meet general education degree requirements. For major or certificate course requirements, course substitutions and/or waivers may be considered.
- B. Course substitutions are applicable for Peralta Community College District and may not be recognized by a transfer college.

**VI. Evaluation of Substitution/
Waiver Request****A. Documentation**

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

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

B. Evaluation of Request

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

2. The Evaluation Team consists of the DSP&S Coordinator, the Department Chair (or an Instructor) from the discipline of the course or major for which a substitution is being requested and the Dean of Instruction with responsibility for the Division, which includes the discipline of the course substitution. The Evaluation Team meeting is to be chaired by the Dean of Instruction and should consult with the Associate Vice Chancellor for Admissions and Records and Student Services, DSP&S professionals, and the College Vice President of Instruction as appropriate.
3. The Evaluation Team will assess student requests based on the following criteria:
 - a. Documentation of the student's disability with specific test scores, when appropriate, and a description of educationally related functional limitations in the academic area under discussion.
 - b. Evidence of the student's earnest efforts to meet the graduation requirement, which may include:
 - i. Consistent and persistent efforts in attempting to meet all graduation requirements.
 - ii. Evidence that the student has attempted to take the course in question or its prerequisite with accommodations and has been unable to successfully complete course requirements.
 - iii. Regular attendance (i.e., meeting the attendance requirements of the course);
 - iv. Completion of all course assignments;
 - v. Use of all appropriate and available services such as tutorial assistance or instructional support classes;
 - vi. Use of all appropriate and available academic accommodations such as test accommodations.

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- vii. Agreement among the student, DSP&S Counselor and the appropriate Disabilities Specialist that, due to the severity of the disability, the student would not be able to successfully complete the course requirements, even with accommodations.
- c. Evidence that the student is otherwise qualified such as:
 - i. The student's success in completing other course work requirements for the degree/certificate as indicated by a grade point average of 2.0 or greater in degree applicable classes.
- d. Information about the course in question regarding whether or not it is essential to the student's Course of Study, Major, Transfer Goals or Employment Goals.
- e. Information about alternatives to the course in question based on the learning/academic goals of that course.

VII. Decision Process

A. Meeting General Education Degree Requirements

The Evaluation Team's decision will be made by majority vote. If the Team recommends a course substitution, the Team will request the department in which the student is asking for course substitution to provide a list of previously identified appropriate course substitutions. If the department cannot identify an appropriate course substitution or if the Team concludes that a substitute course is inappropriate due to the severity of the disability, as documented by the Verification of disability and Educational Limitations Form, then the College Vice President of Instruction and the Associate Vice Chancellor for Admissions and Records and Student Services shall be included in the evaluation process to assist with the identification of an appropriate course substitution.

To approve recommendations for course substitutions, the Evaluation Team will forward its recommendation to the Vice President of Instruction and then to the Associate Vice Chancellor for Admissions and Records and Student Services. The District Office of Admissions and Records will verify, implement and notify the student.

B. Meeting Major/Certificate Requirements

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

VIII. Complaint Procedure

If the student is dissatisfied with the decision of the Evaluation Team, she/he may follow the District's Harassment and Discrimination Complaint Procedures. The finding may be appealed directly to the District Affirmative Action Officer. Students can obtain the assistance of the District Affirmative Action Office at any point during this process.

IX. Equal Access to Electronic and Information Technology

Federal and State laws require that all electronic and information technology purchased or used by federal agencies must be accessible for use by persons with disabilities. This regulation applies to the development, procurement, maintenance and/or use of all electronic and information technologies.

A. The Information Technology

Department will ensure that College employees who purchase or request recommendations about information technology products are informed of the accessibility requirements of Section 508.

- B. Grant recipients will be informed of their obligations under Section 508 requirements.
- C. The Purchasing Department will ensure that vendors and other contract recipients are informed of their obligations under section 508 requirements.

- D. The Colleges and District will ensure that web pages and related links are accessible to individuals with disabilities as defined by World Wide Web Consortium (W3C).
- E. The Colleges will ensure that video and multimedia products developed by the College and/or housed at the College are equally accessible to individuals with disabilities and comply with Section 508.
- F. The Colleges will ensure that faculty who develop web pages, online learning, and other distance learning options for students are informed of their obligations under section 508.
- G. The College will ensure that faculty and staff are informed of their obligations under Section 508 requirements as they pertain to enrolled and prospective students.
- H. The Colleges will ensure that all staff members are informed of their obligations under Section 508 requirements as they pertain to visitors and events on campus.
- I. The Office of Instruction will ensure that all library staff members are informed of their obligations under Section 508 as they pertain to library patrons.

AP 3440: Service Animals

The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District's facilities where members of the public, or participants in services, programs or activities, are allowed to go.

These procedures shall also be applicable to any individual who is training a service animal.

I. Service Animal Defined

- A. A "service animal" for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- B. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
- C. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

II. Exceptions

- A. The District may ask an individual with a disability to remove a service animal from the premises if:
 - 1. It is not controlled
 - 2. It is not housebroken; and/or
 - 3. It is a threat to the health and safety of others
- B. If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

III. Assessment Factors for Miniature Horses

The District shall consider the following factors:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

IV. Control

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

V. Care or Supervision

The District is not responsible for the care or supervision of the animal.

VI. Inquiries by the District

- A. The District may make two inquiries to determine whether an animal qualifies as a service animal:
 - 1. Whether the animal is required because of a disability; and
 - 2. What work or task the animal has been trained to perform.
- B. The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

- C. An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

VII. No Surcharge

The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damaged caused by his or her service animal.

VIII. Employees

Notwithstanding the above, for employees of the District, service animals shall be treated as a reasonable accommodation of a physical or mental disability in accordance with Administrative Procedure AP 3410.

AP 3551: Preserving A Drug Free Environment for Students

Board Policy 3550 requires the Peralta Community College District to maintain campuses where students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances and from the use of alcohol.

- A. For purposes of this administrative procedure, campus shall mean those places where a student is engaged in an authorized college activity. The campus includes property owned or leased by the District; property used by the District for student participation in field trips, field study, athletic competition, or study travel programs; and District or private vehicles while being used for official District business.

B. All students are required to comply with this procedure to remain in good standing and as a condition of continued attendance in any of the District's colleges. Any violation of this procedure will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate satisfactorily in a substance abuse assistance or rehabilitation program. Student discipline shall be accomplished in accordance with the provisions of AP 5520 Student Discipline Procedures.

C. Any student who needs information about substance abuse treatment may consult a counselor, who can provide the student with information about available treatment resources. The District does not provide substance abuse treatment.

D. The District shall provide annual notice to its students in the "Standards of Student Conduct" document of the prohibitions stated in this policy, including a description of the health risks associated with drug or alcohol abuse and of the District and community resources available for counseling and rehabilitation of those persons with alcohol or drug-related problems. The District shall also provide notice of the consequences of campus illicit drug and alcohol abuse violations, including possible criminal sanctions and student disciplinary action up to and including expulsion pursuant to applicable state law and District policy and administrative regulations. The purpose of such sanctions and discipline is to urge the students to begin the personal process of rehabilitation.

AP 3570: Smoking

I. 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:

All parking lots, except parking lots adjacent to the child care center, between buildings A & D, and the faculty and staff parking lot behind the A Building.

E. District Administrative Center Offices:

50 feet away from all buildings in the parking lot behind the main Administrative Office building.

II. 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".

III. 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.

IV. 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.

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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.

V. 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.

VI. Initial Implementation

Upon the initial implementation of this policy, PCCD shall observe a six month grace period before any fine is distributed. Warnings shall be issued at the discretion of Security Personnel. During this grace period, PCCD shall inform employees and students of the tobacco use policy and of enforcement measures.

AP 3530 Weapons on Campus

Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any District campus or in any facility of the District except as detailed below.

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. 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.

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Weapons are prohibited on any District campus or in any facility of the District, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by District Personnel, or is a duly appointed peace officer, who is engaged in the performance of his/her duties.

I. Applicability

- A. These procedures apply to all employees and students of the Peralta Community College District; associates of the District; respective contractors; and guests.
- B. These procedures apply to any and all District property, including all campuses, administrative facilities, parking areas, grounds and other publicly-accessible areas, and at all events and activities occurring on District property.
- C. These procedures are not applicable to online students unless such a student possesses or uses a weapon (1) while [s]he is physically present on a District campus or at a District-located event or, (2) in violation of federal, state or local law.

II. Definitions

- A. "District" may include all colleges within the District, and all administrative, maintenance and other District-owned and/or controlled facilities, lots or open spaces.
- B. "Weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed.
 - 1. Weapons may include, but are not limited to any offensive weapon; firearms of any kind such as pistols, revolvers, or other guns; BB or pellet guns, knives such as daggers, razors, stilettos, switchblade knives or knives with a blade exceeding five inches in length, tasers, stun guns, or other portable devices directing an electric

current that are designed to immobilize a person; explosives or incendiaries such as bombs, grenades, or fireworks, poison gas; or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.).

- 2. A weapon may also include an object of any sort whatsoever which is used in such a manner as to indicate that the person using the object intends to inflict death or serious injury upon another person, or which is threatened to be used in such a manner, and which, when so used, is capable of inflicting death upon a human being.
- C. "Possession" means that the person has actual physical control of the weapon because it is on or in the person's body, or in an item of personal property belonging to the person (including, but not limited to, a book bag, 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

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- 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 fire arms, 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.

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- 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.

AP 5052: Open Enrollment

- A. All courses of the Peralta Community College District shall be open to enrollment in accordance with Board Policy 5052 and a district priority registration system consistent with AP 5055, Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and corequisites.
- B. No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in enrollment priorities and college programs which have restrictive enrollment (e.g. allied health programs.)
- C. Students are required to meet prerequisites, corequisites, and advisories on recommended preparation. Students have the option of challenging such prerequisites, corequisite, and advisories on recommended preparation. Challenge forms are available upon request. Prerequisites, corequisite, and advisories on recommend preparation are addressed in Board Policy 4260 and Administrative Procedure 4260.
- D. Students can challenge prerequisites and corequisite for one of the following six (6) reasons:
 - 1. The student has acquired through work or life experiences the skills and knowledge that are represented by the prerequisite.
 - 2. The student has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance or where enrollment has been limited to a cohort of students. However, the student would be delayed by a semester or more in attaining the degree or certificate specified in the Student Educational Plan.
 - 3. The student can demonstrate that he/she does not pose a threat to others of the student's self in a course with a prerequisite established to protect health and safety.
 - 4. The student does not believe that the prerequisite is necessary for success in the course or that it has been established in accordance with District policies and procedures.
 - 5. The student believes that the prerequisite or 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 the student's educational plan because the prerequisite or corequisite course has not been made reasonably available.
- E. Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except for programs that permit restricted enrollment, e.g. allied health programs.
- F. A student may challenge an enrollment limitation on any of the following grounds:
 - 1. The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 - 2. The District is not following its enrollment procedures; or
 - 3. The basis for the limitation does not in fact exist.

AP 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.

Other District and College Policies and Procedures

- C. Outcomes and assessment, that benefit student learning, shall focus on the dynamic roles of faculty and on the teaching-learning interface, emphasizing pedagogical techniques and observable student learning using assessment as a tool to improve teaching and learning.
- D. Faculty, as discipline experts, shall be the primary participants in the assessment process.
- E. Student Learning Outcomes (SLO's) and assessment design and development are a responsibility for the college faculty and academic senates.
- F. Each college shall appoint a Student Learning Outcomes and Assessment Coordinator using a standard job description.
- G. Each college shall prepare documentation and evidence of progress in the establishment and assessment of student learning outcomes at the course, program, and institutional level in both the accreditation institutional self-evaluation and annual reports.
- H. Each college shall meet the requirement to be at "Proficiency Level" as of March 15, 2013 and to work toward a "Sustainable Continuous Quality Improvement Level" as defined below:
 - 1. "Proficiency Level", per the Accrediting Commission for Community and Junior Colleges rubric, means:
 - a. Student learning outcomes and authentic assessment are in place for courses, programs, support services, certificates, and degrees.
 - b. There is widespread institutional dialogue about the results of assessment and identification of gaps.
 - c. Decision-making includes dialogue on the results of assessment and is purposefully directed toward aligning institution-wide practices to support and improve student learning.
 - d. Appropriate resources continue to be allocated and fine-tuned.
 - e. Comprehensive assessment reports exist and are completed and updated on a regular basis.
 - f. Course student learning outcomes are aligned with degree student learning outcomes.
 - g. Students demonstrate awareness of goals and purposes of courses and programs in which they are enrolled.
 - 2. "Sustainable Continuous Quality Improvement Level", per the Accrediting Commission for Community and Junior Colleges rubric, means:
 - a. Student learning outcomes and assessment are ongoing, systematic, and used for continuous quality improvement.
 - b. Dialogue about student learning is ongoing, pervasive, and robust.
 - c. Evaluation of student learning outcomes processes.
 - d. Evaluation and fine-tuning of organizational structures to support student learning is ongoing.
 - e. Student learning improvement is a visible priority in all practices and structures across the college.
 - f. Learning outcomes are specifically linked to program reviews.

Student Right-to-Know Disclosure (Completion and Transfer Rates)

In compliance with the Higher Education Act of 1965, as amended, completion and transfer rates for students attending Berkeley City College can be found on the Peralta Community Colleges web site at:

<http://web.peralta.edu/indev/equity-reports-fact-books/peralta-2009-fact-books/>

Information can also be found at <http://nces.ed.gov/collegenavigator/>

Family Education Rights and Privacy Act of 1974 (Access to Educational Records)

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

Other District and College Policies and Procedures

Questions regarding the legislation and Berkeley City College'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 Berkeley City College is two-fold:

1. To give presently or formerly enrolled Berkeley City College 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 Berkeley City College 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 provided by this legislation, students may voluntarily waive their rights of access to confidential recommendations on or after January 1, 1975, in three areas—admissions, job placement, and receipt of awards. Under no circumstances, however, can a student be required to waive this right.

This legislation also makes it clear that the parent or legal guardian of a dependent student under the age of 18, as defined for Federal Income Tax purposes, has a right to information about his or her child without the college's having to seek the student's consent. Thus, the college will honor the written request of a parent or legal guardian of a dependent student, to the extent that it is required by law.

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: the student's name, address, telephone listings, date and birth place, field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. 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. Berkeley City College 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. Officials and employees of the college or district, provided that any such person has a legitimate educational interest to inspect a record;
2. Federal or State education officials or county superintendent of education, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally-funded program or pursuant to a federal or state law;
3. Other state and local officials to the extent that information is specifically required to be reported pursuant to state law;

4. Parents of a student under the age of 18 who is a dependent as defined in Section 152 of the U.S. Internal Revenue Code of 1954;
5. Those persons with a court order requesting information concerning a student.

“Access” may be permitted to the following:

1. Appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons;
2. Officials and employees of other public or private schools or school systems, including local, county or state correctional facilities where educational programs are provided, where the student has been enrolled, intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 25-430.7 of the Education Code, and set forth in Article 5 of this chapter;
3. Agencies or organizations in connection with a student’s application for, or receipt of, financial aid;
4. Accrediting associations carrying out accrediting functions;
5. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, 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.

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.

Reporting of Crimes (Clery Act)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, codified at USC 1092(f) as part of Higher Education Act of 1965, is a federal law that requires all colleges and universities to keep and disclose information timely and annually about certain crime on and near their respective campuses.

These crime statistics can be found in the Peralta Community College Personal Safety Handbook, on the Peralta Community College District website: www.peralta.edu, and on the Alameda County Sheriff’s Office website: www.alamedacountysheriff.org.

Administrative Procedure 4250: Probation

I. Standards for Probation

- A. Academic Probation: A Peralta 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 (in accordance with provisions of Title 5).
- B. Progress Probation: A Peralta student who has enrolled in a total of at least 12 semester or 18 quarter 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% of the grades.

II. Removal from Probation

- A. A Peralta 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.
- B. A Peralta student on progress probation shall be removed from probation when the percentage of units in this category drops below 50% (C.2. above).

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; (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 55030, 55031, 55032, 55033, and 55034

Approved by the Chancellor: April 12, 2012

Administrative Procedure 4255: Disqualification and Dismissal

I. Standards for Dismissal

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

- A. Academic Dismissal: A Peralta student on academic probation shall be subject to dismissal after three consecutive semesters in which such student has earned a cumulative grade point average of less than 1.75 in all units attempted.
- B. Progress Dismissal: A Peralta student who is on progress probation is subject to dismissal after the third consecutive semester or progress probation unless the current semester percentage of completed units exceeds 50% of enrolled units.
- C. Reinstatement from Dismissal: A Peralta student may appeal for reinstatement if unusual circumstances prevailed. Such circumstances will be evaluated by petition and could be, but are not limited to, health or financial strain. Re-admission will be conditioned on a semester review basis with the Peralta student subject to the continued probation dismissal policy.

II. Units Attempted

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

**III. Notification of Probation
and Dismissal**

Each student will be notified about Probation or Dismissal through their Peralta e-mail. Further, each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

Reference:

Title 5 Section 55033 and 55034

Approved by the Chancellor: April 12, 2012

Course Disclaimer:

Courses and programs are being approved the State Chancellor's Office daily. Please check the following link for the most current information on new courses, degrees and certificates.

Notes

Advisory Committees, Faculty, Staff and Administration



Berkeley City College's industry advisers, faculty, staff and administrators are committed to your success in college and in the occupation you choose. Both industry advisers and faculty work together to make sure that you receive the best possible education and training.

Liberal arts and science faculty, trained at leading universities, provide you with excellent preparation for upper division university course work.

Faculty who teach in the college's occupational programs are successful entrepreneurs or hold highly responsible positions in government and industry. Their knowledge of state-of-the-art technology, business and management practices allows you to develop a competitive edge in your chosen career.

American Sign Language Program

Ms. Iva Ikeda, Instructor
and ASL Department Chairperson
Berkeley City College
American Sign Language Program

Ms. Shelley Lawrence, Coordinator
Ohlone College
Interpreter Preparation Program

Denise Madland, Interpreter
Oakland Call Center,
Purple Communications

Mr. Steve McClelland,
Business Manager/Partner
Bay Area Communication Access

Mr. David Weiss, Department Manager
The Deaf and Disabled
Telecommunications Program

Mr. Butch Zein, Sales Executive
Communication Service for the Deaf Video
Relay Service (CSDVRS)

Biotechnology and Stem Cell Biology Programs

Dr. Irania Alarcon
Adjunct Instructor
Berkeley City College

Dr. Kelly Chavez,
Postdoctoral Fellow
University of California,
San Francisco

Dr. Pieter de Haan
Biology Instructor
Berkeley City College

Dr. Barbara Des Rochers
Biotechnology Instructor
Berkeley City College

Nicholas Larocque
Laboratory Director
Stem Cell Program
University of California, San Francisco

Dr. Alexander Lucas,
Executive Director of Medical Research
Children's Hospital Oakland
Research Institute (CHORI)

Dr. Siraj Omar
Chemistry Instructor
Berkeley City College

Dr. Linsey Steirer-Taylor
Assistant Staff Scientist
Children's Hospital Oakland
Research Institute (CHORI)

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Union Bank

Mr. Kevin J. Allen, Innkeeper
Rose Garden Inn, Berkeley

Kathy Barnes-Jones
Senior Management Analyst
City of Berkeley

Ms. Diane Broch

Mr. Patrick Carey, Manager
California State Automobile Association

Mr. Neil Dunlop, Instructor
Business
Berkeley City College

Mr. Roman Fan
Korman & Ng Real Estate, Berkeley

Ms. Shirley Fogarino
Adjunct Business Instructor
Berkeley City College

Ms. Sharon Garrett, Coordinator
**Berkeley City College Business
and Technology Advisory Board**

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The Clorox Corporation, Oakland

Ms. Ann-Marie Hogan, City Auditor
City of Berkeley

Ms. Edna San Juan,
Team Lead-It, PG&E

Ms. Jayne Matthews, Instructor
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Berkeley City College**

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Paul Church, Disability Services Specialist
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Dan Mays, Blind Field Services Counselor
Allison Mervis, Blind Field Services Counselor
**California State Department of Rehabilitation
Ed Roberts Center, Berkeley**

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Dana Mitchell, Ph.D., Sr. Vocational Rehabilitation Counselor
California State Department of Rehabilitation, Oakland

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UC Berkeley Disabled Students' Program

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Patricia Williams, Program Director
The Hatlen Center for the Blind, San Pablo

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Elyse Klaidman, Director, Pixar University
Pixar Animation Studios, Emeryville, CA

Christy Marx
Game Designer, Animation, Comics & TV Writer

Michael Moore
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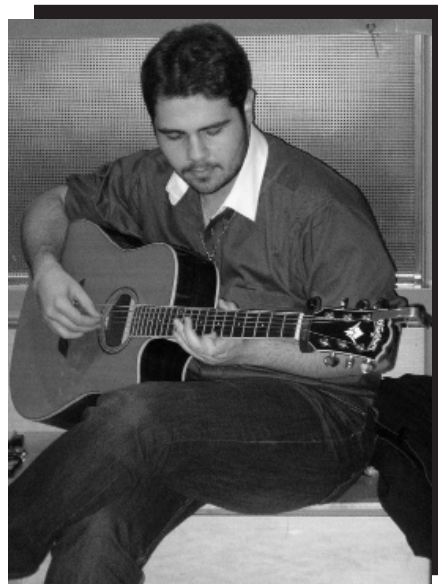
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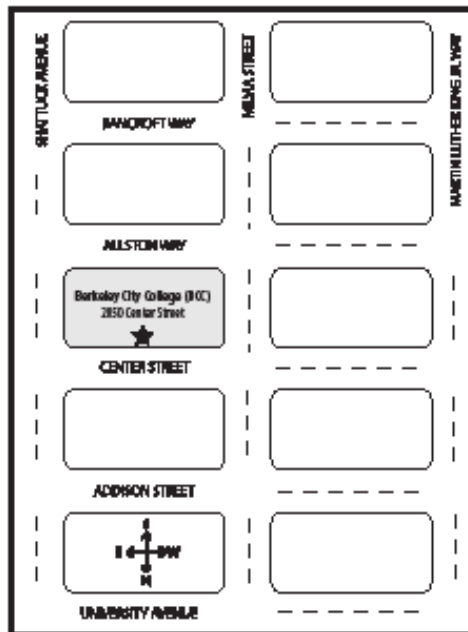
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Berkeley City College

is located at 2050 Center St.
between Shattuck Ave. & Milvia Sts.
in downtown Berkeley
(510) 981-2800; www.berkeleycitycollege.edu



How to Reach Berkeley City College

By Car

1. Take 1-80 to University Ave. exit; drive down University Ave. until you reach Milvia St. From University Ave., turn right on Milvia St. Proceed south to Center St., then turn left onto Center St. to 2050 Center. Parking is available on the street and in the Center St. Garage, next door to Berkeley City College or in the City of Berkeley Parking Garage across the street from the college.
2. Take Highway 24 to Martin Luther King Jr. Way. Go down Martin Luther King Jr. Way to University Ave. Turn right on University, then right on Milvia St. Proceed south to Center St., then turn left onto Center St. to 2050 Center.

By AC Transit

Visit www.actransit.org for the AC Transit routes and schedules nearest you.

By BART

1. Take Richmond BART Train from San Francisco or Fremont Train to Downtown Berkeley BART station.
2. Take Pittsburg/Baypoint BART and transfer at the 12th, 19th, or MacArthur St. BART station to the Richmond Train.
3. Berkeley City College (BCC) is one-half block west of the Downtown Berkeley BART station. Take the BART escalator or elevator to Shattuck and Center Sts., then walk 8/2 block west (toward San Francisco Bay).
4. BCC's Annex is one-half block west of the Downtown Berkeley BART station's Allston Way exit. Walk up the Allston Way stairs to Allston & Shattuck and walk one-half block west to 2070 Allston Way.