

# ***Berkeley City College***

2050 Center Street  
Berkeley, California 94704

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

[www.berkeleycitycollege.edu](http://www.berkeleycitycollege.edu)  
or [www.peralta.edu](http://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://web.peralta.edu/translations/>*



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## An Important Message for Our Students

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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](http://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](mailto:accjc@accjc.org); Web site address: [www.accjc.org](http://www.accjc.org)

### Accuracy Statement

Berkeley City College endeavors to accurately and fairly present its programs, course descriptions, schedules and policies and to ensure that all information presented here is correct and current as of the date of its release. Berkeley City College assumes no responsibility for administrative or publication errors. In addition, Berkeley City College reserves the right to add, amend, modify or withdraw any of its policies, course descriptions, class schedules or other information reflected here from time to time. Please check our website at <http://www.berkeleycitycollege.edu> for our catalog supplement and the most current, available 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 2015-2017 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, Graphic Designer

*Photography—*Shirley Fogarino, David Hanks, Kyle Maxwell, Dia Sprehe and Bianca Stern

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## Academic Calendars

### Fall Semester 2015 Calendar\*

Monday, Aug. 24	Fall Classes Begin
Saturday, Aug. 29	Saturday Classes Begin
Sunday, Sept. 6	Last Day to Drop Regular Session Classes and Receive a Refund
<i>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.</i>	
Sunday, Sept. 6	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
Sunday, Sept. 6	Last Day to Add Regular Session Classes
Monday, Sept. 7	Holiday—Labor Day
Tuesday, Sept. 8	Census Day—Instructors Verify Class Enrollments
Monday, Sept. 14	Last Day to File for Pass/No Pass Grading Option for Regular Session Classes
Friday, Oct. 23	Last Day to File Petitions for AA or AS Degree / Certificate
Wednesday, Nov. 11	Holiday—Veterans Day
Saturday, Nov. 14	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.
Saturday, Nov. 14	Attendance Verification Day – Instructors Verify Enrollment
Thursday thru Sunday, Nov. 26-29	Holiday—Thanksgiving
Saturday, Dec. 12	Saturday Instruction Ends
Monday thru Friday, Dec. 14-18	Final Exam Week
Friday, Dec. 18	Fall Semester Ends
Monday, Jan. 5	Grade Rosters / Roll Books Due

*Note: Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes.*

*Dates are subject to change, see the online Academic Calendar [www.peralta.edu](http://www.peralta.edu) for the latest information.*

### Spring Semester 2016 Calendar\*

Monday, Jan. 25	Spring Classes Begin
Saturday, Jan. 30	Saturday Classes Begin
Sunday, Feb. 7	Last Day to Drop Regular Session Classes and Receive a Refund
<i>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.</i>	
Sunday, Feb. 7	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
Sunday, Feb. 7	Last Day to Add Regular Session Classes
Monday, Feb. 8	Census Day—Instructors Verify Class Enrollments
Thursday, Feb. 11	Last Day to File for Pass/No Pass Grading Option for Regular Session Classes
Friday, Feb. 12 thru Mon., Feb. 15	Holiday—President's Day
Friday, Mar. 18	Last Day to File Petitions for AA or AS Degree / Certificate
Monday, Mar. 21 thru Sun., Mar. 27	Spring Recess
Friday, Mar. 25	Holiday—Cesar Chavez's Birthday
Saturday, Apr. 23	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.
Saturday, Apr. 23	Attendance Verification Day – Instructors Verify Enrollment
Friday, May 20	Holiday—Malcolm X's Birthday
Saturday, May 21	Saturday Instruction Ends
Monday thru Friday, May 23-27	Final Exam Week
Friday, May 27	Spring Semester Ends
Monday, May 30	Holiday—Memorial Day
Monday, June 6	Grade Rosters / Roll Books Due

*Note: Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes.*

*Dates are subject to change, see the online Academic Calendar [www.peralta.edu](http://www.peralta.edu) for the latest information.*

### Summer Session 2016 Calendar\*

Monday, June 6	Drop for Nonpayment of Tuition and Enrollment Fees	Monday, July 4	Holiday—Independence Day
Monday, June 20	Summer Classes Begin	Monday, July 18	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.
Sunday, June 26	Last Day to Drop Regular Session Classes and Receive a Refund	Monday, July 18	Attendance Verification Day – Instructors Verify Enrollment
<i>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.</i>		Thursday, July 28	Fall Semester Ends
Sunday, June 26	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts	Thursday, Aug. 4	Grade Rosters / Roll Books Due
Sunday, June 26	Last Day to Add Summer Classes	<i>Note: Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes.</i>	
Thursday, June 30	Census Day—Instructors Verify Class Enrollments	<i>Dates are subject to change, see the online Academic Calendar <a href="http://www.peralta.edu">www.peralta.edu</a> for the latest information.</i>	
Thursday, June 30	Last Day to File for Pass/No Pass Grading Option for Regular Session Classes		
Thursday, June 30	Last Day to File Petitions for AA or AS Degree / Certificate		

## Academic Calendars

### Fall Semester 2016 Calendar\*

Monday, Aug. 8	Drop for Nonpayment of Tuition and Enrollment Fees
Monday, Aug. 22	Fall Classes Begin
Saturday, Aug. 27	Saturday Classes Begin
Sunday, Sept. 4	Last Day to Drop Regular Session Classes and Receive a Refund
<i>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.</i>	
Sunday, Sept. 4	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
Sunday, Sept. 4	Last Day to Add Regular Session Classes
Monday, Sept. 5	Holiday—Labor Day
Tuesday, Sept. 6	Census Day—Instructors Verify Class Enrollments
Friday, Sept. 9	Last Day to File for Pass/No Pass Grading Option for Regular Session Classes
Friday, Oct. 21	Last Day to File Petitions for AA or AS Degree / Certificate
Friday, Nov. 11	Holiday—Veterans Day
Friday, Nov. 18	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.
Friday, Nov. 18	Attendance Verification Day – Instructors Verify Enrollment
Thursday thru Sunday, Nov. 24-27	Holiday—Thanksgiving
Saturday, Dec. 10	Saturday Instruction Ends
Monday thru Friday, Dec. 12-16	Final Exam Week
Friday, Dec. 16	Fall Semester Ends
Tuesday, Jan. 3	Grade Rosters / Roll Books Due

*Note: Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes.*

*Dates are subject to change, see the online Academic Calendar [www.peralta.edu](http://www.peralta.edu) for the latest information.*

### Spring Semester 2017 Calendar\*

Monday, Jan. 9	Drop for Nonpayment of Tuition and Enrollment Fees
Monday, Jan. 23	Spring Classes Begin
Saturday, Jan. 28	Saturday Classes Begin
Sunday, Feb. 5	Last Day to Drop Regular Session Classes and Receive a Refund
<i>Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.</i>	
Sunday, Feb. 5	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
Sunday, Feb. 5	Last Day to Add Regular Session Classes
Monday, Feb. 6	Census Day—Instructors Verify Class Enrollments
Friday, Feb. 10	Last Day to File for Pass/No Pass Grading Option for Regular Session Classes
Friday, Feb. 17 thru Mon., Feb. 20	Holiday—President's Day
Friday, Mar. 17	Last Day to File Petitions for AA or AS Degree / Certificate
Friday, Mar. 31	Holiday—Cesar Chavez's Birthday
Monday, Apr. 10 thru Sun., Apr. 16	Spring Recess
Monday, May 1	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on this day.
Monday, May 1	Attendance Verification Day – Instructors Verify Enrollment
Friday, May 19	Holiday—Malcolm X's Birthday
Saturday, May 20	Saturday Instruction Ends
Monday thru Friday, May 22-26	Final Exam Week
Friday, May 26	Spring Semester Ends
Monday, May 29	Holiday—Memorial Day
Monday, June 5	Grade Rosters / Roll Books Due

*Note: Last day to drop without a "W" appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes.*

*Dates are subject to change, see the online Academic Calendar [www.peralta.edu](http://www.peralta.edu) for the latest information.*

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

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DEPARTMENT/MAJORS	PHONE	EMAIL**
• American Sign Language	Nancy Cayton, 4th Floor, 981-2872 (Voice); 510-356-2656 (VP)	ncayton
	Iva Ikeda, 2nd Floor, Rm. 222, 510-356-2666 (VP)	iikeda
• Anthropology	Dr. Thomas Kies, 5th Floor, Rm. 559, 981-2934	tkies
• Arts and Cultural Studies	Jennifer Braman, 5th Floor, Rm. 552, 981-2904	jbraman
	Dr. Laura Ruberto, 5th Floor, Rm. 552, 981-2922	lruberto
• Business Programs	Dr. Paramsothy Thananjeyan, 5th Floor, Rm. 554, 981-2921	pthananjeyan
	Jayne Matthews, 5th Floor, Rm. 557, 981-2913	jmatthews
• Computer Information Systems	Dr. Paramsothy Thananjeyan, 5th Floor, Rm. 554, 981-2921	pthananjeyan
• Distance Education 5th Floor		<a href="http://www.berkeleycitycollege.edu/wp/de/">www.berkeleycitycollege.edu/wp/de/</a>
• Elementary Teacher Education	Dr. Loretta Kane, South Campus, Rm. 201	lkane
• English	Jenny Lowood, 5th Floor, Rm. 560, 981-2912	jlowood
• ESL & ESL Pathways	Gabrielle Winer, 5th Floor, Rm. 558, 981-2825	gwiner
• First Year Experience	Adán Olmedo, 5th Floor, Rm. 560, 981-2895	amolmedo
• Global Studies	Joan Berezin, 3rd Floor, Rm. 345, 981-2884\	jberezin
• History	Dr. Tim Rose, 5th Floor, Rm. 557, 981-2983	trose
• Mathematics	Kelly Pernell, 3rd Floor, Rm. 353, 981-5034	kpernell
• Modern Languages	Dr. Fabian Banga, 5th Floor, Rm. 562, 981-2874	fbanga
• Multimedia Arts	Rachel Simpson, 5th Floor, Rm. 553, 981-2868	rsimpson
• Office of Instruction	Donna Dorsey, 4th Floor, Rm. 450B, 981-2871	ddorsey
	Sylvia Espinosa, 4th Floor, Rm. 450D, 981-2928	sespinosa
• PACE Pathways & Learning Communities	Marilyn Clausen, 981-2864	mclausen
• Philosophy	Dr. Laura Ruberto, 5th Floor, Rm. 552, 981-2922	lruberto
• Political Science	Dr. Matt Freeman, 5th Floor, Rm. 559, 981-2949	mfreeman
• Psychology	Dr. Katherine Kocel, 5th Floor, Rm. 559, 981-2856	kkocel
• Public&Human Services	Stephanie Sanders-Badt, 3rd Floor, Rm. 347, 981-2932	ssanders-badt
• Science & Biotechnology	Dr. Barbara Des Rochers, 5th Floor, Rm. 523, 981-2887	bdesrochers
	Dr. Siraj Omar, 5th Floor, Rm. 523, 981-2887	somar
• Social Sciences/Sociology / Liberal Arts	Dr. Linda McAllister, 5th Floor, Rm. 557, 981-2998	lmcallister
• Spanish Medical Interpreting	Jose Martin, 3rd Floor, Rm. 347, 981-5028	jmartin
• TEACH	Dr. Loretta Kane, South Campus, Rm. 201	lkane
<i>If you need information about one or more of BCC's student services, call—</i>		
• Admissions/Registration	Loretta Newsom, 1st Floor, Rm. 152, 981-2805	lnewsom
• Assessment/Orientation	Gail Pendleton, 1st Floor, Rm. 121, 981-2804	gpendleton
• Bookstore	5th Floor, Rm. 517, 981-1012	<a href="mailto:bccbookstore@peralta.edu">bccbookstore@peralta.edu</a>
• CalWORKs	3rd Floor, Rm. 349, 981-2831	
• Counseling-BCC Appointments	2nd Floor, 981-5036	CounselingBCC@peralta.edu
• Director of Student Activities/ Campus Life	Rm. 151A, 981-2877	
• Disabled Students Programs and Services (DSPS)		
Appointments	Lynn Massey, 2nd Floor, Rm. 261, 981-2812	cmassey
Learning Disabilities Spec.	Marisela Becerra, 2nd Floor, Rm. 265, 981-2929	mbecerra
Alternate Media Spec.	Roberto Gonzales, 2nd Floor, Rm. 244, 981-2826	rgonzales
Staff Member	Dolores Harshaw, 2nd Floor, Rm. 261, 981-2813	dharshaw
• Extended Opportunity Program/ Svcs. (EOPS)	3rd Floor, Rm. 340, 981-2832	
• Fees, Refunds	1st Floor, Rm. 153m 981-2842	gchen
• Financial Aid/Fee Waivers	Loan Nguyen, 1st Floor, Rm. 161, 981-2808	<a href="mailto:bcc-finaid@peralta.edu">bcc-finaid@peralta.edu</a>
• International Students	Thomas Torres-Gil, 510-587-7385, (510) 466-7380	<a href="mailto:globaled@peralta.edu">globaled@peralta.edu</a>
• Jerry L. Adams Learning Resources Ctr. & South Campus Learning Resources Ctr.	John Saenz, 1st Floor, Rm. 115, 981-2827	jsaenz
• Job Board	1st Floor Lobby	
• Student Ambassadors/ Welcome Ctr.	1st Floor Lobby, 981-2858	<a href="mailto:bccambassador@gmail.com">bccambassador@gmail.com</a>
• Security	1st Floor, 981-2975	<a href="mailto:bcc-security@peralta.edu">bcc-security@peralta.edu</a>
• Student I.D. Photos	1st Fl., Rm. 151, 981-2858	
• Student Svcs. VP's Office	Jasmine Martinez, 2nd Floor, Rm. 241, 981-2810	jmartinez
• Student Svcs. Dean's Office	Ramona Butler, 3rd Floor, Rm. 354, 981-2803	rbutler
• Transfer/Career Information	2nd Floor, Rm. 243, 981-2811	
• Tutoring	Jerry L. Adams Learning Resources Center, 1st Floor, Rm. 114, 981-2827	
• Veterans Affairs	Jennifer Lenahan, 2nd Floor, Rm. 259, 981-5039	jlenahan
<i>If you need information about other BCC programs and services, call—</i>		
• College Library	Joshua Boatright, 1st Floor, Rm. 132, 981-2991	jboatright
	Heather Dodge, 1st Floor, Rm. 135, 981-2964	hdodge
	Louisa Roberts, 1st Floor, Rm. 131, 981-2854	lroberts
	Circulation Desk, 981-2824/Reference Desk, 1st Floor, Rm. 131, 981-2821	
• Marketing/Public Relations	Shirley Fogarino, 4th Floor, Rm. 458, 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](mailto:sfogarino@peralta.edu).*

## **Berkeley City College Administration**

Dr. Deborah Budd  
President

Ms. Tram Vo-Kumamoto  
Vice President of Instruction

Mr. Antonio Barreiro  
Dean of Academic Pathways, Workforce  
Development, and Student Success

Ms. Maeve Katherine Bergman  
Dean of Special Projects  
and Technical Education

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

Ms. Brenda Johnson  
Dean, Student Services

Ms. Shirley Slaughter  
Business Services Officer

## **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**

Ms. Meredith Brown, President

Dr. William "Bill" Riley, Vice President

Ms. Julina Bonilla

Mr. Cyril "Cy" Gulassa

Dr. Nicky González-Yuen

Ms. Linda Handy

Mr. William "Bill" Withrow

## **Peralta Community College District Administration**

Dr. Jowel C. Laguerre  
Chancellor

Dr. Eric Gravenberg  
Deputy Chancellor

Dr. Michael Orkin  
Vice Chancellor, Educational Services

Mr. Ronald Little, M.B.A.  
Vice Chancellor, Finance and Administration

Dr. Sadiq Ikharo  
Vice Chancellor, General Services

Ms. Trudy Largent, J.D.  
Vice Chancellor, Human Resources and Employee Relations

# ***Welcome to Berkeley City College***



*Dr. Deborah Budd, President*

**W**elcome 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



**W**elcome 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 ensure 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 a number of your lower division transfer classes in evening classes held on its Berkeley campus.

A majority of Berkeley City College's classes are held at our main campus at 2050 Center St. (between Shattuck Ave. & Milvia St.) in downtown Berkeley). The college also conducts outreach classes in community locations. BART and AC Transit stop half a block away from its Center St. campus. Evening shuttle services provide direct access to BCC classes at UC Berkeley. Parking is available evenings and Saturdays at UC and in downtown Berkeley.

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 transfer institutions to UC Berkeley.

A diverse student population adds to the richness of BCC's learning community. In spring 2015, approximately 7,500 students enrolled at Berkeley City College. They were 26% Caucasian; 18% African American; 18% Asian; 16% Latino; 15% Multiple Race / Ethnicity; 4% declined to state; 2% Filipino; and less than 1% Pacific Islander and American Indian / Alaska Native. Berkeley City College students' average age is 26 years, with more than half between 19 and 24 years of age.

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](mailto:accjc@accjc.org).

You may apply for admission by taking two steps: Complete the online CCCApply application at <http://www.cccapply.org/>, then apply for admission through the District's PASSPORT Student Administration system at [www.peralta.edu](http://www.peralta.edu). 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.

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## History of the College

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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.

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.

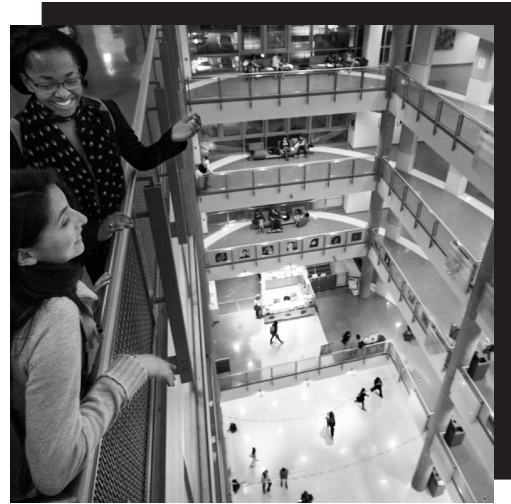
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Even as it broadened its mission and offerings to reflect those of a more comprehensive California community college, Berkeley City College has continued, within that context, to follow its tradition of providing creative and innovative programs in 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 16 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 2015 reached more than 7,600 students.

To accommodate its growing student body, the college's 2015-16 expansion includes a facility at 2118 Milvia St., which was purchased in 2015 by the Peralta Community College District Board of Trustees.

# ***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.

*Reaffirmed and Adopted by the Peralta Community  
College District Board of Trustees, October 7, 2014*

# ***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.

# ***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.

# ***Berkeley City College's Institutional Learning Outcomes***

Berkeley City College's Institutional Learning Outcomes, as described below, represent 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/Quantitative Reasoning**

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/Teamwork**

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.

# ***Admissions, Registration and Enrollment Information***



**T**he 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 non resident. If you are under 18 years of age, you may also enroll if you are a high school graduate or have earned a GED or California High School Proficiency Certificate.

### **Residence Requirements**

#### **Admission of Nonresident Students**

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

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

*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 Education for application and admissions information at (510) 466-7380 or by fax at (510) 465-3257 or e-mail [globaled@peralta.edu](mailto:globaled@peralta.edu). The International Student Application form along with a nonrefundable \$50 application fee is required.

Upon acceptance, the student must complete the online CCCApply application at <http://www.cccapply.org/>. The student may then apply for their Peralta classes through the District's PASSPORT Student Administration system by visiting [www.peralta.edu](http://www.peralta.edu).

The Office of International Education is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

### **Admission of High School Students: High School Concurrent Enrollment Program**

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

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

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

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

## **Special Admission of K-10 Students**

The K-10 Special Enrollment provides enrichment opportunities for K-10 students who can benefit from college level instruction.

Peralta Community College District may admit a limited number of K-10 students who have exceptional ability, or who desire specialized or advanced training. Such admission must be with the recommendation of the principal and approval of the parent or guardian.

Students enrolling in a college level course must meet assessment requirements. The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. K-10 students may enroll only in a selected number of courses listed below.

Special part-time concurrently enrolled K-10 students are exempt from paying the California Community College enrollment fees. However, all other fees are required and must be paid at the time of registration. (See the current Peralta Colleges Class Schedule for current health, campus use, & transportation fees). Special enrolled K-10 students may not enroll in more than one approved class per semester. Except in summer students may enroll in two approved classes. For a list of approved classes visit the District Special Enrollment website at [www.peralta.edu](http://www.peralta.edu)

\*Students admitted in to the Peralta Community College District under the K-10 Special Enrollment earn actual college credits which will count towards their financial aid eligibility in future semesters.

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

### **Steps for K-10 Special Enrollment:**

1. Download the admission application and the K-10 Special Enrollment form <http://web.peralta.edu/admissions/forms/>
2. Complete the admission application and the K-10 Special Enrollment form and obtain the signature of the school Principal.
3. Submit the completed admission application and the Special Enrollment form to the Admissions office at the college.
4. You must complete the K-10 Special Enrollment Program form each semester that the student wishes to attend.

## **Admission of Veterans**

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

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

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



### **Military Residence Exemption**

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

#### ***Other Residency Exemptions***

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

### **Admissions Procedures**

You must apply for admission online through <https://www.opencccapply.net/uPortal/render.userLayoutRootNode.uP>. Please follow the OpenCCC instructions to complete and submit an online admission application. Once an application is submitted, a message is sent to your Peralta e-mail or an e-mail assigned by Open CCCA giving you instructions on how to log onto the Passport Student Center where you can enroll in classes. Unless exempted from the Student Success and Support Program Services, you must also complete assessment, orientation, and counseling requirements. Detailed instructions may be found online as well as in printed Schedules of Classes. On campus assistance for online registration is available in Berkeley City College's 1st Floor Welcome Center.

### **Student Success and Support Program Services**

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

### **Assessment and Testing**

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) the decision to consult with a counselor is optional.

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 Disabled Students Programs and Services (DSPS).

## **Orientation and Advising**

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

## **Follow-Up Counseling**

All new students are encouraged to meet with a counselor at least once during your first semester. This session helps you with goal setting, selection of a major, career exploration, and the completion of an educational plan. You are encouraged to make an appointment early in the semester.

## **Submission of Transcripts**

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

## **Transfer Credit From Other Colleges**

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

## **California Community College Enrollment Fee**

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

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

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

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

The Board of Governors Enrollment Fee Waiver (BOGW) is available to assist you if 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 \$220 (subject to change) per semester unit unless you qualify for the nonresident status known as "AB 540". Nonresident students must pay Nonresident Tuition in addition to the California Community College Enrollment Fee of \$46 per unit, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Note: You pay all other fees unless specifically exempted from paying a particular fee.

### **Nonresident Fee Exemption/AB 540**

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

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

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

### **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 \$144 per year (subject to change).

*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**

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

### **Requirements**

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

An undocumented student who is without lawful immigration status must file an affidavit with the college 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 for federal financial aid. Under the California Dream Act of 2011 (AB 130 and AB 131), they are eligible to apply for some forms of financial assistance including institutional scholarships such as the Peralta Foundation Scholarship), the Board of Governors Fee Waiver, Chafee Foster Youth Grant, and Cal Grants.

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

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

### **Campus Center Use Fee**

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

### **AC Transit EasyPass Fee**

All students enrolled in nine (9) or more units are required to pay an AC Transit EasyPass Fee of \$41 per semester (fee is subject to change), collected at the time of enrollment. The fee entitles eligible students to receive an AC Transit EasyPass bus pass for the semester.

### **Student Health Fee**

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

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

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

### **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 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](http://www.peralta.edu). Admissions and Records, and follow appropriate links to Payment Policy.

### **Payment of Charges and Financial Aid Disbursements**

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

### **Enrollment Fee Refund Policy**

#### **Class Cancellations**

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

### **Regular Session (Full-Term) Classes**

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

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

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

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

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

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

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

### **Variable-Unit Classes**

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

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

A full refund of Nonresident Tuition and Capital Outlay Fee will be made for any class which is canceled by Berkeley City 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. There will be no refunds after this date.

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

## **Nonpayment of Fees and Other Obligations**

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

## **Dropping a Student for Nonpayment of Enrollment Fees**

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

- **Installment Payment Plans:** Students who owe fees from the current or previous terms may opt to pay these fees through an installment payment plan. Students are required to pay at least \$25 of their owed fees and develop an installment payment plan prior to enrolling in classes. Students can only participate in one payment plan. Please refer to the PCCD A&R website on “Payment Policies” for more details: <http://web.peralta.edu/admissions/payment-policies/>
- **Student’s Responsibility to Drop:** Dropping or withdrawing from a course is not an automatic process. It is the student’s responsibility to drop the classes he/she is not attending. If the student does not drop a class, he/she will be charged and could receive an “F” grade that will appear on the student’s permanent record.

## **Campus Parking and Traffic Regulations**

Students must park their vehicles only in authorized lots on the College of Alameda, Laney and Merritt college campuses, and must pay a Parking Fee of \$2.00 a day. The exception to this is Berkeley City College, which has no student parking. BCC does not issue parking permits.

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

*You must obtain a student decal to be displayed on your automobile window with the daily paid parking receipt.*

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

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. Disabled students whose vehicles display a valid DMV placard and a valid parking permit may park in designated disabled parking zones. Visitors park in a fee lot and pay \$2.00 a day.

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

## Berkeley City College Student Success and Support Program

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

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

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

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

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

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

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

1. **Admission**—The admissions application provides the college with information about educational plans and career goals. It also helps the college determine your SSSP status.
2. **Orientation**—An orientation session introduces you to the college's programs, services, academic regulations, expectations, and campus facilities; the focus is on how to succeed in college.

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

### Special Follow-Up Efforts in Completing the SSSP Process

Berkeley City College makes special efforts to support your successful SSSP if you are "undecided" about your educational goal, are enrolled in basic skills courses, or are on progress and/or academic probation/dismissal. If you are an "undecided" student (in other words, you have not chosen a major or specific goals for your education), the counselors at Berkeley City 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 Student Services, who will offer you support and assistance to improve your academic performance.

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

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

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

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

### **Exemption from the Student Success and Support Services**

You may be exempt from the SSSP services 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 Berkeley City College's Disabled Students Programs and Services Office at (510) 981-2812 or (510) 981-2813 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 Berkeley City College's Disabled Students Programs and Services Office at (510) 981-2812 or (510) 981-2813.

## Students' Rights and Responsibilities

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

If you wish to file a complaint alleging unlawful discrimination in the implementation of SSSP practices, please refer to the Peralta Community College District Policy on Nondiscrimination (see page 296).

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

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

## Enrollment Policies and Procedures

### Adding Classes/ Change of Classes

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

## Attendance Policies

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

1. Instructors may drop a student from class if the number of absences during a semester exceeds the number of times the class meets in two weeks, unless there are extenuating circumstances warranting special consideration by the instructor.
2. All instructors 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. Students should check their Peralta e-mail regularly. The last day a student can add to a wait list is the day before the first day of the term. Wait lists apply only to regular session (full-term) classes.

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

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

## **Dropping Classes/Withdrawal**

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

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

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

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

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

## **Program Preparation**

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

## **Study Load**

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

An absolute maximum unit load is set for 25 units at an individual college or combination of Peralta colleges. Advance approval from a counselor for carrying in excess of 18 units, including variable units, must be filed in the Admissions and Records Office. For summer session, a maximum unit load is set for 10 units.

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

## **Procedures and Policies Regarding Student Access to Education Records**

In compliance with requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, as amended) and regulations in Title 5 of the California Administrative Code Chapter 6. A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

### **A. Release of Student Records. No**

instructor, official, employee, or Governing Board member shall authorize access to student records to any person except under the following circumstances:

1. Student records shall be released pursuant to a former or current student's written consent.
2. "Directory information" may be released in accordance with the definitions in Board Policy 5040.
3. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.

4. Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
  5. Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
  6. Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.
  7. Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225.
  8. Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.
  9. Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
  10. Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.
- B. Federal Military Recruitment.**
- The following information shall be released to the federal military for the purposes of federal military recruitment:
1. student names,
  2. addresses,
  3. telephone listings,
  4. dates and places of birth,
  5. levels of education,
  6. majors,
  7. degrees received,
  8. prior military experience,
  9. and/or the most recent previous educational institutions enrolled in by the students.

# ***Student Services at Berkeley City College***



**B**erkeley 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. This also 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. 17-31. 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 will 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/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 and universities resources;
- application, personal statement, and majors and career workshops; and
- 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 and 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 phoning (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/](http://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. 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)
- CCTVs (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) and 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, phone (510) 981-2819.

### **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 and Technical Education) certificate and degree programs. If your choice is education, please contact the Berkeley City College CalWORKs 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/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 CalWORKs 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.

### 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. 44-50.

Additional information can be obtained at the Financial Aid Office on the first floor of Berkeley City College or by phoning (510) 981-2805.

### 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 all levels of math, English and other academic subjects, including biology, chemistry, economics, general study skills, Spanish, and writing. 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 phone (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 electronic books, full-text journal articles, and other learning materials. In addition to a circulating books collection, the library maintains a 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 and Support 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 and Support 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 and Support Program, please refer to pages 26-28.

### 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:

- **The Bowles Scholars Award**

This scholarship is in honor of Catherine Janes Bowles, M.A., and Judge George Bowles, JD, and is sponsored by Dr. Gloria Bowles, Ph.D., founding coordinator of the women's studies program at UC Berkeley, to address in a modest way growing inequality. The \$1,000 scholarship is awarded once per year in the spring to part-time Berkeley City College students who have completed a minimum of 15 units, have a cumulative 3.0 or higher GPA, and appear committed to completing their degrees.

- **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 through his passion for education, his advocacy for civil and human rights, and his commitment to underrepresented individuals.

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/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 24 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 provide 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.

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## Student Services at Berkeley City College

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- **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.

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 241 on the second floor of Berkeley City College:

1. Apply for admission to the college through Admissions and Records at [www.peralta.edu](http://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 in 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  
333 E. 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 and 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 DD-214 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 241) 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 241). Phone (510) 981-2810 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.

Veterans requesting credit for military experience of courses taken during military service may receive (6) six elective units toward their associate degree. All veterans not enrolled in the veterans program and who have completed 12 semester units may obtain military credit by providing a copy of their discharge papers (DD-214) to the Admissions and Records Office on campus. A DD-214 may also be used to satisfy the requirements of CSU GE Area E.

The BCC veterans' assistant will submit the DD-214 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.

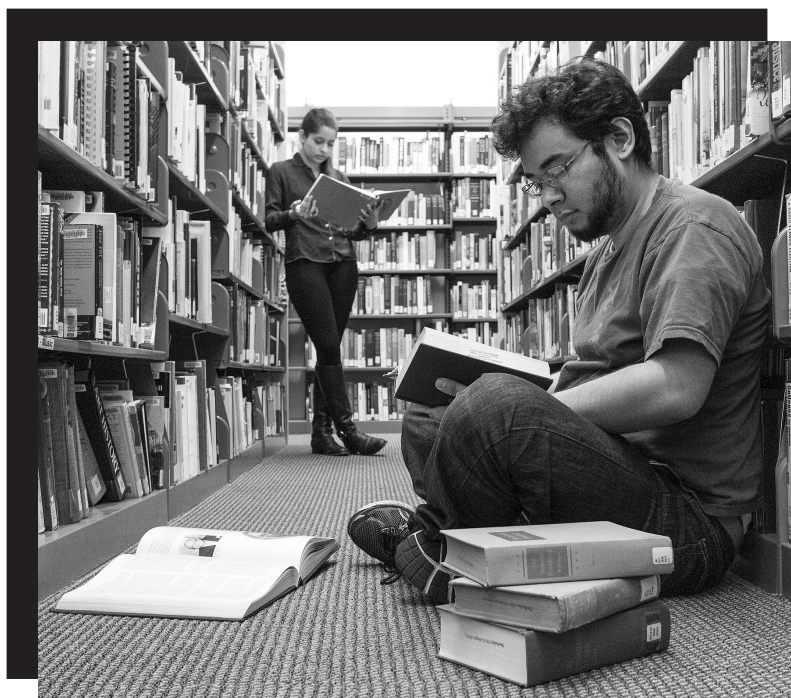
### **Standards of Progress for Veteran Students Receiving Benefits**

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](mailto: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](mailto:armyrotc@military.berkeley.edu) or phone (510) 642-7682.

### **Veterans' Resource Center**

Berkeley City College's Veterans Resource Center (VRC) is a meeting place for the college's Veterans Club. It also provides resources to assist veterans with education benefits, tutoring and provides a source of camaraderie for our veteran students. The center is a resource for veteran students who may not have education benefits and may need assistance with housing, emergency shelter, food and clothing programs, and health and counseling services. The VRC currently is located at:

BCC's South Campus  
2070 Allston Way  
(between Shattuck & Milvia St.) Rm. 202  
Berkeley, CA 94704

For information about VRC hours and services, phone (510) 981-5039.

## Student Services Learning Outcomes

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/Quantitative Reasoning**  
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 and Valuing Diversity**  
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 & Interpersonal Skills/Teamwork**  
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.

## *Student Financial Aid*



**B**erkeley 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](http://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 deadlines throughout the year. Check the financial aid website for a complete listing of deadlines.

- **What are the Eligibility Requirements?**

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

### *Loss of Board of Governors (BOG) Fee Waiver.*

Beginning Fall 2016, students who do not maintain minimum academic and/or progress standards for two consecutive primary semesters will be subject to loss of eligibility for the Board of Governors Fee Waiver (BOGW). The change is effective fall 2016. Registered Foster Youth are exempted from this requirement. See p. 50 for details.

- **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 more 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](http://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](http://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](http://www.fafsa.gov) and (2) your verified GPA, [www.csac.ca.gov/doc.asp?id=1177=A Cal Grant Application](http://www.csac.ca.gov/doc.asp?id=1177=A%20Cal%20Grant%20Application). 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.

### Financial Aid Census Date

Each term the Financial Aid Office establishes a census date after which no adjustments will be calculated on funds paid for that term for units added or dropped. Please check with your home campus financial aid for the Financial Aid Census dates.

### 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 you 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](http://www.PeraltaCard.com).

There are fees associated with HigherOne. Please read, review, and understand the Higher One Fee Schedule. More information about Higher One fees can be found here: <http://web.peralta.edu/financial-aid/peraltacard-higherone/fee-schedules/>

### Dream Act Scholars

#### • What is the California Dream Act?

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

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

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

#### • What is an AB 540 student?

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

- Attended a California high school for at least three years;
  - 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 Programs

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, 2015	Financial Aid Office	Helps pay for education-related expenses	Institutional application(s)
Board of Governors Fee Waiver	Registration period for Summer 2015	Financial Aid Office	Waives community college enrollment fees for eligible students	Bog Fee Waiver Form or California Dream Application*
Assistance from EOPS or CARE	Every term	EOPS Office	Varies; may include services such as tutoring, book vouchers and other support services	Institutional application(s)
Cal Grant A or Cal Grant B <a href="#">Community College Transfer Entitlement</a>	January 1 – March 2, 2015 for the Fall 2015 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
<a href="#">Cal Grant B - Entitlement</a>	January 1 – March 2, 2015 for the Fall 2015 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
<a href="#">Cal Grant C</a>	January 1 – March 2, 2015 for the Fall 2015 term	Financial Aid Office or California Student Aid Commission	Grant award covering education-related expenses for occupational or career technical programs.	California Dream Application*, Cal Grant C Supplemental Application and High School or Community College GPA Verification Form
<a href="#">Chafee Grant</a>	Apply as soon as possible (awards are limited)	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

## Loss of BOG Waiver Eligibility

- (a) (1) Districts shall adopt policies providing that a student who is otherwise eligible for a Board of Governors Fee Waiver (BOGW) shall become ineligible if the student is placed on academic or progress probation, as defined in section 55031(a) or (b), or any combination thereof for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.
- (2) Foster Youth, as defined in Education Code 66025.9(b), shall not be subject to loss of BOG Fee Waiver under this section. This exemption is effective until the date specified in Education Code 66025.9(c).
- (b) For purposes of this section, primary terms are fall and spring semesters for colleges on a semester system and fall, winter, and spring quarters for colleges on a quarter system. Terms shall be considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one primary term.
- (c) Districts shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing BOG Fee Waiver eligibility. Dissemination includes but is not limited to information provided in college catalogs and class schedules.
- (d) Students placed on academic or progress probation pursuant to section 55031(a) or (b) shall be notified of their status no later than thirty days following the end of the term that resulted in the student being placed on academic or progress probation. This notice shall clearly state that two consecutive primary terms of probation will lead to loss of the BOG Fee Waiver until the student is no longer on probation pursuant to section 55031(a) or (b). This notice shall also advise students about the available student support services to assist them in maintaining eligibility. Pursuant to Section 55523(c) colleges shall ensure that students shall have the opportunity to receive appropriate counseling, assessment, advising, or other education planning services on a timely basis to mitigate potential loss of the fee waiver.
- (e) Each community college district shall establish written procedures by which a student may appeal the loss of the BOG Fee Waiver due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Essential student support services include, but are not limited to, services identified in the student education plan developed under section 55524, and any services to which the student was referred pursuant to section 55520. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Districts may allow students who have demonstrated significant academic improvement to retain or appeal the loss of the BOG Fee Waiver. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031 (a) and (b). A student who successfully appeals the loss of enrollment priority shall also have BOG Fee Waiver eligibility restored.
- (f) Districts shall begin notifications to students following the spring 2015 term and ensure that the requirements of this section are fully operational for registration for the fall 2016 term. Loss of BOG Fee Waiver eligibility pursuant to this section shall not occur prior to the fall 2016 term. Districts shall ensure that all board policies and course catalogs reflect the requirements of this section and that appropriate and timely notice is provided to students.
- (g) Districts shall not impose requirements for BOG Fee Waiver eligibility other than the requirements of this section and section 58620.

# ***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.

Berkeley 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 Cross Enrollment Program with the University of California, Berkeley, California State University, East Bay, and Mills College (see pp. 53-55). 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. They 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](http://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](http://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

### The Cross Enrollment Program

The Cross Enrollment Program (SB 1914) allows undergraduate students who meet certain eligibility criteria and are enrolled at any California Community College, the California State University, or the University of California to enroll, without formal admission in any of the other systems. BCC also offers a Cross Enrollment Program with Mills College, a private liberal arts college for women, located in Oakland. In order to participate in Cross Enrollment:

1. You must be enrolled at least six units at Berkeley City College during the current semester that the student seeks to cross-enroll at a four year institution.
2. You must pay the appropriate tuition required by Berkeley City College for the semester in which the student seeks to cross-enroll.
3. You must have the appropriate academic preparation, as determined by the host campus, consistent with the standard applied to currently enrolled students, i.e., completion of pre-requisites. Admission to the course is subject to availability and instructor approval.
4. **Note that** you may not enroll in a course that is offered at Berkeley City College.

### • UC Berkeley

You may take one undergraduate course per semester at UC Berkeley.

1. The student has completed at least one semester at Berkeley City College as a matriculated student at the time of application with a GPA of 2.0.
2. Students cannot enroll in Extension, summer session, graduate level and any other courses not supported by the state.
3. UC Berkeley charges each student an administration fee, currently \$46 per unit.

### • CSU East Bay

You may take up to two undergraduate courses per quarter at CSUEB.

1. Students must have completed at least 20 units at BCC with a cumulative GPA of 2.0.
2. California Community College students formerly enrolled at CSUEB, but were academically disqualified, are not eligible to participate in the Cross Enrollment Program.
3. CSU East Bay will not charge CEP students tuition, nor will they charge an application fee.

### • Mills College

You may take one undergraduate lower division course each semester for a total of 4 courses at Mills College.

1. Students must have completed 12 semester units with a cumulative GPA of 2.0 at the time of application.
2. Student must be enrolled in at least 9 semester units at BCC, 12 units including the Mills College units, and may not drop below 12 units during the semester.
3. An international student must take 12 units at BCC, in addition to any cross enrollment units.
4. There will be no additional tuition or fees charged by the host institution, with the exception of studio or lab fees.

Instructions for registration into Cross Enrollment Program (CEP) courses:

- Complete a CEP application and turn it in to CEP Coordinator (Tamara Harris-Coleman, room 254). The application is available online and in the Counseling Department on the 2nd floor.
- Once eligibility is verified, the CEP Coordinator will send the student an e-mail confirmation and the enrollment petition form for the specific Host Campus.
- Complete the Student Information section of your enrollment petition form and sign.
- Submit the form to the CEP Coordinator for the Home Campus (BCC) Certification and signature.
- Seek approval and obtain signature from the instructor at the Host Campus on the first day of class.
- Submit the form to the Host Campus Admissions and Records Office, or its equivalent, for enrollment and the Host Campus Certification by their deadline.
- Submit a copy of the signed enrollment petition form to the CEP Coordinator, at the Home (BCC) Campus.
- The Host Campus will provide any additional registration instructions. Please refer to the Host Campus enrollment petition for information on classes, library access, withdrawing, and reporting of grades.

### **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 six (6) University of California campuses and Golden Gate University.

- **University of California (TAG)**

UC Davis  
UC Irvine  
UC Merced  
UC Riverside  
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 campus 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 (September 1-September 30). The application can be found at <https://uctag.universityofcalifornia.edu/>. You also must apply for admission to UC during the appropriate application filing period (August 1-November 30). This application can be found at:

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

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.

### **Historically Black Colleges and Universities Transfer Agreement Project**

In March 2015, the California Community Colleges system office signed agreements with nine Historically Black Colleges and Universities (HBCU). These agreements guarantee admission for any California Community College student who has:

1. An associate degree awarded by a California Community College with a minimum cumulative grade point average (GPA) of 2.5 or higher, that meets any one of the following requirements:
  - a. The degree includes the completion and certification of the lower division Intersegmental General Education Transfer Curriculum (IGETC) for transfer or completion and certification of the lower division California State University General Education Breadth pattern, **or**
  - b. The degree is an Associate of Arts for Transfer (AA-T) or an Associate in Science for Transfer (AS-T) [degrees that were created to provide a clear pathway to a CSU major and baccalaureate degree].

2. A minimum of 30 transferrable semester units with a minimum cumulative grade point average (GPA) of 2.5 or higher.

The partnered HBCUs as of March 2015 include:

- Bennett College, North Carolina
- Dillard University, Louisiana
- Fisk University, Tennessee
- Lincoln University, Missouri
- Philander Smith College, Arkansas
- Stillman College, Alabama
- Talladega College, Alabama
- Tuskegee University, Alabama
- Wiley College, Texas

Other benefits include, priority housing consideration, possible scholarships, junior standing with associate degree, focused counseling, and more.

For additional information, please visit <http://extranet.cccco.edu/HBCUTransfer.aspx>

### **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](http://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](http://www.ASSIST.org). The approved courses are subject to change on an annual basis. See the 2015-2016 IGETC, CSU GE/Breadth, and UC Berkeley College of Letters and Sciences Breadth course lists on pp. 62-70.

## 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.

It is important to 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](http://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 2015-2016 are listed on pp. 65-67, and are available from a Counselor, or at [www.ASSIST.org](http://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 or 7B

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](http://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 the following Associate Degrees for Transfer (ADTs). Other majors/degrees are under development. For more information, please see a Counselor for details.

Berkeley City College ADTs are:

- Anthropology, AA-T
- Art History, AA-T
- Business Administration, AS-T
- Communication Studies, AA-T
- Economics, AA-T
- Elementary Teacher Education, AA-T
- English, AA-T
- History, AA-T
- Mathematics, AS-T
- Philosophy, AA-T
- Political Science, AA-T
- Psychology, AA-T
- Sociology, AA-T
- Spanish, AA-T
- Studio Arts, AA-T

## 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.

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

Berkeley City College Course C-ID Designator		
1.	ANTHR 2	ANTH 150
2.	ART 1	ARTH 100
3.	ART 2	ARTH 110
4.	ART 3	ARTH 120
5.	ART 20	ARTS 110
6.	ART 22	ARTS 205
7.	ART 46	ARTS 100
8.	ART 47	ARTS 101
9.	BUS 1A	ACCT 110
10.	BUS 1B	ACCT 120
11.	BUS 2	BUS 125
12.	BUS 10	BUS 110
13.	BUS 19	BUS 115
14.	CHDEV 51	CDEV 100
15.	CHEM 1A	CHEM 110
16.	CHEM 1A & CHEM 1B	CHEM 120S
17.	CHEM 12A	CHEM 150
18.	CHEM 12A + CHEM 12B	CHEM 160S
19.	CHEM 30A & PHYS 10	PHYS 140
20.	CIS 6	COMP 122
21.	CIS 20	COMP 142
22.	CIS 80	COMP 152
23.	COMM 3	COMM 180
24.	COMM 4	COMM 140
25.	COMM 5	COMM 120
26.	COMM 6	COMM 150

Berkeley City College Course C-ID Designator		
27.	COMM 19	JOUR 100
28.	COMM 20	COMM 130
29.	COMM 45	COMM 110
30.	ECON 1	ECON 202
31.	ECON 2	ECON 201
32.	ENGL 1A	ENGL 100
33.	ENGL 1B	ENGL 120
34.	ENGL 5	ENGL 105
35.	ENGL 10A	ENGL 200
36.	ENGL 85A	ENGL 150
37.	ENGL 85B	ENGL 152
38.	ENGL 85C	ENGL 155
39.	GEOG 3	GEOG 125
40.	GEOG 18	GEOG 140
41.	GEOL 10	GEOL 120
42.	GEOL 10L	GEOL 120L
43.	HIST 2A	HIST 170
44.	HIST 2B	HIST 180
45.	HIST 3A	HIST 150
46.	HIST 3B	HIST 160
47.	HIST 7B	HIST 140
48.	HUMAN 30A	PHIL 120
49.	MATH 3A	MATH 210
50.	MATH 3B	MATH 220
51.	MATH 3C	MATH 230
52.	MATH 3E	MATH 250
53.	MATH 3F	MATH 240
54.	MATH 13	MATH 110
55.	MUSIC 10	MUS 100
56.	PHIL 1	PHIL 100
57.	PHIL 10	PHIL 110
58.	PHIL 11	PHIL 210
59.	PHIL 20A	PHIL 130
60.	PHIL 20B	PHIL 140
61.	PHIL 31A	PHIL 120
62.	POSCI 1	POLS 110
63.	POSCI 4	POLS 120
64.	PSYCH 1A	PSY 110
65.	PSYCH 6	PSY 170
66.	PSYCH 21	PSY 180
67.	PSYCH 28	PSY 200
68.	SOC 1	SOCI 110
69.	SOC 2	SOCI 116
70.	SOC 5	SOCI 150
71.	SOC 7	SOCI 140
72.	SOC 8	SOCI 160
73.	SOC 13	SOCI 130
74.	SOC 120	POLS 160
75.	SOC 120	SOCI 120
76.	SPAN 1A	SPAN 100
77.	SPAN 2A	SPAN 200
78.	SPAN 2B	SPAN 210
79.	SPAN 22A	SPAN 220
80.	SPAN 22B	SPAN 230

## 2015-2016 Intersegmental General Education Transfer Curriculum

(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 3, 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^, 13, 16A^, 16B^

(^ Transfer credit is limited by either UC or CSU or both. Please consult with a Counselor.)

### 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:** Art 1, 2, 3, 4, 13, 14, 16, 180, 182(^)  
English 21  
Humanities 21, 26, 52(\*), 53, 182(^)  
Multimedia Arts 122B, 123  
Music 10, 15A, 15B, 24  
Women’s Studies 52(\*)

## 2015-2016 Intersegmental General Education Transfer Curriculum

(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:** Arabic 1B  
Art 182(^)  
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, 57, 182(^)  
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, 39, 40  
Women Studies 35(+)

(\*), (\*\*), (\*\*\*), (+), (^) 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, 18, 55  
Biology 27  
Child Development 51  
Communication 6, 19  
Economics 1, 2  
Ethnic Studies 1  
Geography 2, 3, 5  
Health Education 46F  
History 1, 2A, 2B, 3A, 3B, 5, 7A, 7B, 8B, 10B, 17, 19, 21, 22, 23, 31(\*), 32, 37(^), 38(++)  
Humanities 55  
Political Science 1, 2, 3, 4, 6, 11(+), 12(\*), 20(++), 25(^)  
Psychology 1A, 6, 7A, 10, 21, 30  
Social Science 1(+++), 2, 3(+)  
Sociology 1, 2, 5, 6(+), 7, 8, 13  
Women's Studies 1(+++)

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

## **2015-2016 Intersegmental General Education Transfer Curriculum**

*(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, 19  
Geology 10/10L  
Physical Science 10^, 20  
Physics 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.

*(^ Transfer credit is limited by either UC or CSU or both. Please consult with a Counselor.)*

### **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**  
**2015-16 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 2015-2016 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, 13, 16A, 16B

**University of California at Berkeley Campus**  
**2015-16 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 of 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 1B 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**

Art 1, 2, 3, 4, 13, 14, 16, 41, 180, 182(^)  
English 10A, 10B, 17A, 17B, 20, 21, 50, 85A, 85B, 85C  
History 33  
Humanities 1, 5, 21, 26, 30B, 52(\*), 53, 55, 182(^)  
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**  
**2015-16 College of Letters and Sciences: Breadth Requirements**

*(Updated Annually)*

**3: Historical Studies**

American Sign Language 55A, 55B  
Art 1, 2, 3, 4, 13, 14, 41  
History 1, 2A, 2B, 3A, 3B, 5, 7A, 7B, 8B, 10B, 17, 19, 21, 22, 23, 31 (^), 32, 33, 37(\*)  
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 23, 31(\*), 37(^), 38(\*\*)  
Political Science 2, 3, 12(\*), 20(\*\*), 25(^)

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

**5: Philosophy and Values**

Humanities 30A(\*), 40, 46(\*\*)  
Philosophy 1, 2, 10, 16, 20A, 20B, 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 3A, 3B, 4A, 4B, 4C, 10

**7: Social and Behavioral Sciences**

African American Studies 1, 33  
Anthropology 1, 2, 3, 13, 18, 55  
American Sign Language 55A, 55B  
Asian and Asian American Studies 30  
Biology 27  
Business 10  
Child Development 51  
Communication 6, 19  
Economics 1, 2  
Geography 2, 3, 5  
History 1, 2A, 2B, 5, 7A, 7B, 8B, 10B, 12, 17, 19, 21, 22, 23, 31(\*\*), 33, 37(+), 38(++), 39  
Health Education 46F  
Humanities 5  
Philosophy 11  
Political Science 1, 2, 3, 5, 6, 11(^), 12(\*\*), 20(++), 25(+)  
Psychology 1A, 6, 7A, 10, 21, 30  
Sociology 1, 2, 5, 6(^), 8, 13  
Social Science 1(+++), 2, 3(^)  
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 2015-16 General Education Breadth Requirements

*(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 2015-2016 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 3, 4, 20, 45  
ESL 50A
- A-2: Written Communication**  
English 1A
- A-3: Critical Thinking**  
Communication 5  
English 5  
Philosophy 10, 11

### 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 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, 13, 16A, 16B, 18, 50

## The California State University 2015-16 General Education Breadth Requirements

*(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)

Art 1, 2, 3, 4, 13, 14, 16, 46, 180, 182(+)  
English 21  
Humanities 21, 26, 52(\*), 53, 57, 182(+)  
Multimedia Arts 122B, 123  
Music 10, 15A, 15B, 24  
Women's Studies 52 (\*)

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

#### C-2 Humanities (Literature, Philosophy, Languages Other Than English)

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, 17A, 17B, 20, 47, 50, 71A, 72A, 73A, 85A, 85B, 85C, 91A, 92A, 93A  
French 1A, 1B  
History 33  
Humanities 1, 5, 15, 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(^)

(\*), (\*\*), (\*\*\*), (^), or (+) *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, 18, 55  
Biology 27  
Child Development 51  
Communication 6, 19  
Economics 1, 2  
Ethnic Studies 1  
Geography 2, 3, 5, 18  
History 1, 2A, 2B, 3A, 3B, 5, 7A, 7B, 8B, 10B, 17, 19, 21, 22, 23, 31(\*), 32, 33, 37(+), 38(++), 39  
Health Education 46F

*(continued on next page)*

## The California State University 2015-16 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)*

Humanities 55

Human Services 118

Political Science 1, 2, 3, 4, 6, 11(^), 12(\*), 20(++), 25(+)

Psychology 1A, 6, 7A, 10, 21, 30

Social Science 1(+++), 2, 3(^)

Sociology 1, 2, 5, 6(^), 7, 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

Psychology 6, 7A, 10, 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

**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, students 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*



**A**s 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/>)

A maximum of two semesters or a maximum of 24 semester units of coursework at all Peralta Colleges which has been legally petitioned may be alleviated and disregarded in the computation of cumulative grade-point averages. You must meet the following conditions to be eligible for academic renewal:

- a. A period of one year must have elapsed since the work to be alleviated was completed;
- b. You must request the action formally and must present evidence that work completed in the term (s) under consideration is (are) substandard and not representative of your present scholastic ability and level of performance;
- c. Since the most recent work to be disregarded was completed, you must have completed 15 lower-division semester units with at least a 2.5 GPA, at either any of the Peralta Colleges or another regionally accredited institution.

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

**Note:** When coursework is forgiven, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Forms for filing under this policy may be obtained from the Admissions and Records web page at [www.peralta.edu](http://www.peralta.edu)

## **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.

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## Academic Policies and Procedures

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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.

As noted above, in many instances, course repetition requires completion of the "Course Repetition Form" which is available online at: <http://web.peralta.edu/admissions/admissions-records-forms/>

### **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 (49s) 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 pp. 78-79, Plan 2);
- American Sign Language 52B and 53B;
- CIS 200, Computer Concepts and Applications, to meet the Associate degree general education requirement (see pp. 78-79, 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:

- 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 (AP only) and Associate Degree requirements (to see the unit values awarded by the Peralta 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; and
- If you have earned credit from an AP exam, you should not enroll in a comparable college course because credit will not be granted for both the exam and the course.
- You must be enrolled in the Peralta Community College District to apply for such credit.

### **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.

The University of California Advanced Placement Policy can be found at their website: <http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf>

The California State University Advanced Placement Policy can be found at their website: <http://calstate.edu/acadAff/codedmemos/AA-2015-02.pdf>

## 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;
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 <sup>1</sup>	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 + B3	4	5B and 5C	4
Chemistry	CHEM 30A	1	4	B1 + B3	4	5A and 5C	4
Chinese Language&Culture	CHIN 1 or 10A	3	5	C2	3	3B and 6A	3
Computer Science A <sup>2</sup>	n/a	4c	1*	n/a	0	n/a	n/a
Computer Science AB <sup>2</sup>	n/a	4C	1*	n/a	0	n/a	n/a
Economics: Macro	ECON 1	2	3	D2	3	4B	3
Economics: Micro	ECON 2	2	3	D2	3	4B	3
English Language/Composition	ENGL 1A	4a or 4d	4	A2	3	1A	3
English Literature/Composition	ENGL 1A and 1B	3 and 4d	8	A2 + C2	6	1A or 3B	3
Environmental Science 3	n/a	1	3	B1 + B3	4	5A and 5C	3
French Language	FREN 1A	3	5	C2	3	3B and 6A	3
				(if completed prior to Fall 2011)	3	(if completed prior to Fall 2011)	3
French Language&Culture	FREN 1A	3	5	C2	3	3B and 6A	3
German Language	GERM 1A	3	5	C2	3	3B and 6A	3
				(if completed prior to Fall 2011)	3	(if completed prior to Fall 2011)	3
German Language&Culture	GERM 1A	3	5	C2	3	3B and 6A	3
Government/Politics: Comparative	POSCI 2	2	3	D8	3	4H	3
Government/Politics: U.S.	POSCI 1	2	3	D8 + US 2	3	4H + (US 2)	3
History: European	HIST 2A or 2B	2	3	C2 or D6	3	3B or 4F	3
History: U.S.	HIST 7A or 7B	2	3	(C2 or D6) + US 1	3	3B or 4F+ (US 1)	3
History: World History	HIST 3A or 3B	2	3	C2 or D6	3	3B or 4F	3
Human Geography	GEOG 2 2	3	3	D5	3	4E	3
Italian Language&Culture	n/a	3	5	C2	3	3B and 6A	3
Japanese Language&Culture	JAPAN 1A	3	5	C2	3	3B and 6A	3
Latin	n/a	3	5	C2	3	3B and 6A	3
Latin Literature	n/a	3	3	C2	3	3B and 6A	3
				(if completed prior to Fall 2009)			
Latin: Vergil	n/a	3	3	C2	3	3B and 6A	3
				(if completed prior to Fall 2012)			
Mathematics: Calculus AB <sup>2</sup>	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Calculus BC <sup>2</sup>	MATH 3A or 3B	4b	5	B4	3	2A	3
Mathematics: Calculus BC/AB Subscore <sup>2</sup>	MATH 3A	4b	5	B4	3	2A	3
Mathematics:Statistics	MATH 13	4b	4	B4	3	2A	3
Music Theory	MUSIC 101	3	3	C1			
				(if completed prior to Fall 2009)	3	n/a	n/a
Physics 1 <sup>4</sup>	n/a	1	5	B1 + B3	4	n/a	n/a

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## Academic Policies and Procedures

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### Advanced Placement Procedures/Credit by Examination

(continued)

AP Exam	PCCD Course <sup>1</sup>	PCCD GE Area	PCCD Units	CSU GE Area and/or A.I.	CSU Units	IGETC Area	IGETC Units
Physics 1 <sup>4</sup>	n/a	1	5	B1 + B3	4	n/a	n/a
Physics 2 <sup>4</sup>	n/a	1	5	B1 + B3	4	n/a	n/a
Physics B <sup>4</sup>	PHYS 2A or PHYS 3A	1	5	B1 + B3 (if completed prior to Fall 2013)	4	5A and 5C	4
Physics C: Electricity / Magnetism <sup>4</sup>	PHYS 4B	1	5	B1 + B3	4	5A and 5C	3
Physics C: Mechanics <sup>4</sup>	PHYS 4A	1	5	B1 + B3	4	5A and 5C	3
Psychology	PSYCH 1A	2	3	D9	3	4I	3
Spanish Language	SPAN 1A	3	5	C2 (if completed prior to Fall 2009)	3	3B and 6A (if completed prior to Fall 2009)	3
Spanish Language&Culture	SPAN 1A	3	5	C2	3	3B and 6A	3
Spanish Literature	n/a	3	3	C2 (if completed prior to Fall 2009)	3	3B and 6A (if completed prior to Fall 2009)	3
Spanish Literature&Culture	SPAN 2A	3	5	C2	3	3B and 6A	3

<sup>1</sup>The Peralta Community College District (PCCD) course associated with the Advanced Placement examination. These courses will only be used to establish PCCD pre-requisites and/or course equivalencies. Please see a Counselor for specific information.

<sup>2</sup>If a student passes more than one AP exam in Calculus or more than one AP exam in Computer Science, only one examination may be used.

\*Unit awarded based on the minimum required for PCCD General Education Area 4c.

#### For CSU GE Breadth certification:

<sup>3</sup>Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 OR B2+ B3 of GE Breadth. Fall 2009 or later, those credits may only apply to B1+B3.

<sup>4</sup>If student passes more than one AP exam in Physics, only six units of credit may be applied to a baccalaureate, and only four units of credit may be applied to GE Breadth certification.

## 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. The exception for CSU GE Breadth certification: a score of 4 on the following IB subjects is considered a passing score, Language A1 (any language) HL, Language A2 (any language) HL, Language B (any language) 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. For more information, see the following CSU Memo: <http://calstate.edu/acadAff/codedmemos/AA-2015-02.pdf>

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

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

<b>B Exam</b>	<b>PCCD GE Area</b>	<b>PCCD GE Units</b>	<b>CSU GE Area</b>	<b>CSU GE Units</b>	<b>IGETC Area</b>	<b>IGETC Units</b>
Biology HL	1	3	B2	3	5B w/o lab	3
Chemistry HL	1	3	B1	3	5A w/o lab	3
Economics HL	2	3	D2	3	4B	3
Geography HL	2	3	D5	3	4E	3
History HL						
(any region)	2	3	C2 or D6	3	3B or 4F	3
Language A1 (any language, except English) HL	3	3	C2	3	3B and 6A	3
Language A2 (any language, except English) HL	3	3	C2	3	3B and 6A	3
Language A1 (any language) HL	3	3	C2 (if completed prior to Fall 2013)	3	3B	3
Language A2 (any language) HL	3	3	C2 (if completed prior to Fall 2013)	3	3B	3
Language B HL						
(any language) <sup>1</sup>	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

<sup>1</sup> The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-native speakers. Language A1 and A2 are advanced courses in literature for native and non-native speakers respectively.

## College-Level Examination Program (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. The California State University CLEP Policy can be found at their website: <http://Castlereagh/acadAff/codedmemos/AA-2015-02.pdf>

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

1. Obtain a "Petition for CLEP Credit" from the Admissions and Records Office;
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

*\*Unit awarded based on the minimum required for PCCD General Education Area 4c.*

## **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.

<b>Symbol</b>	<b>Definition</b>	<b>Grade Point</b>
<b>A</b>	<b>Excellent</b>	<b>4</b>
<b>B</b>	<b>Good</b>	<b>3</b>
<b>C</b>	<b>Satisfactory</b>	<b>2</b>
<b>D</b>	<b>Passing, less than satisfactory</b>	<b>1</b>
<b>F</b>	<b>Failing</b>	<b>0</b>
<b>FW</b>	<b>Failing</b>  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.	<b>0</b>
<b>P</b>	<b>Pass</b> (at least satisfactory; units awarded not counted in GPA)	
<b>NP</b>	<b>No Pass</b> (less than satisfactory, or failing; units not counted in GPA)	
<b>I</b>	<b>Incomplete</b> (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.	
<b>IP</b>	<b>In Progress</b>  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.	
<b>RD</b>	<b>Report Delayed</b>  The "RD" symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the students. It is temporary. This temporary symbol shall not be used in calculating grade point averages and shall be replaced by a permanent symbol as soon as possible.	

**W****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's 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 Pass 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.

### **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:

<b>Attempted</b>	<b>Completed</b>	<b>Grade Points</b>	<b>Units</b>	<b>Grade Points</b>
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.

### **Enrollment in Conflicting Classes**

You may not enroll in classes that conflict or overlap in time schedules.

### **Excess Units**

You may not carry more than 18 units at the Peralta Colleges without prior approval. You must obtain counselor approval for enrollment in 18.5-21.5 units. Enrollment in 22-25 units requires approval from the Vice President of Student Services. Under no circumstances will the college grant approval above 25 units for all Peralta Colleges.

The maximum number of units for the Summer Session is 10.

### **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 your academic success. Students who do not meet these requirements 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, but are advised you might not derive as much benefit from instruction as you would if you satisfy the recommended preparation.

For details, visit

<http://web.peralta.edu/trustees/files/2013/12/AP-4225-Course-Repetition-and-Repeatable-Courses.pdf>

- **Prerequisite** means a condition of enrollment that the college requires you 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 you must possess prior to enrollment and without which you are highly unlikely to succeed in the course or program. You 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/descriptions" section of this catalog.

When you attempt to enroll in a course with a prerequisite online through the PASSPORT Student Center, the system checks your academic records for evidence that you have taken or are taking the prerequisites at one of the Peralta Colleges. If you are currently taking the prerequisite course, you will be allowed to enroll provisionally until the course grade is received. If the grade in the prerequisite course is below a "C", you will be automatically dropped from the higher level course. You will be informed of this by e-mail. In all other cases, you 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. Students must concurrently enroll in the corequisite course. The corequisites for each course are listed in the class schedule and in the "Course Announcements" section of this catalog.

If you enroll in a course with a corequisite, make sure to enroll in the corequisite course as well. (If you have previously taken the corequisite course and obtained a grade of "C" or better, you don't need to enroll in it again).

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

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

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

### **Petition for Prerequisite/ Corequisite Equivalency or Substitution**

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

If you have completed a comparable or equivalent prerequisite or corequisite course outside the Peralta Community College District, you 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 Equivalency**

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

- **Petition for Prerequisite/  
Corequisite Substitution**

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

- **Petition for Prerequisite/  
Corequisite Challenge**

If a student desires to challenge the prerequisite or corequisite, he/she must file a petition for Prerequisite/Corequisite Challenge with written documentation to the Office of Admissions and Records.

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

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

1. You have 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. You have 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 your Student Educational Plan.
3. You demonstrate that you do not pose a threat to yourself 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. You will be subject to undue delay in attaining the goal in your educational plan because the prerequisite or corequisite course has not been made reasonably available.

Upon submission of the "Petition for Prerequisite/Corequisite Challenge" you 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, you 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, you shall be permitted to enroll if space is available when you enroll for the subsequent term. If the challenge is not upheld, you will be notified in writing that they have been dropped.

### 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.

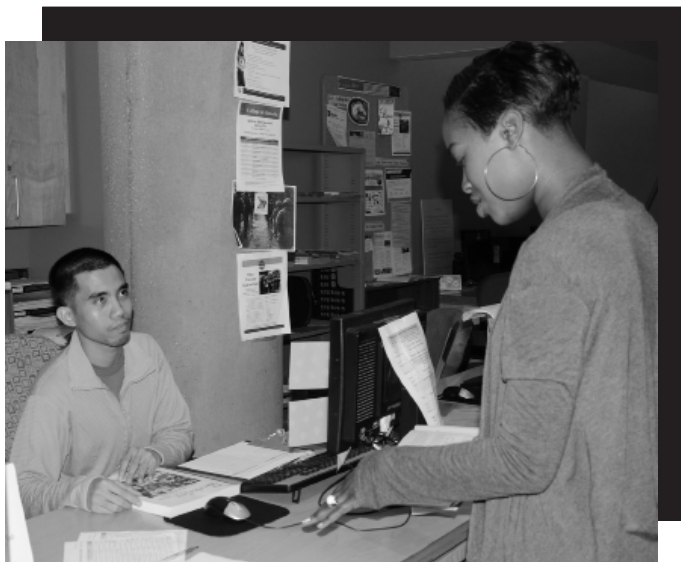
No grade changes will be made if two years have passed since the end of the semester for which the instructor assigned the grade. Grades are not subject to change by reason of a revision of judgment on the instructor's part. An instructor may revise an Incomplete ("I") only on the basis of a new examination 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](http://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.)



### Transfer Credit from Other Colleges

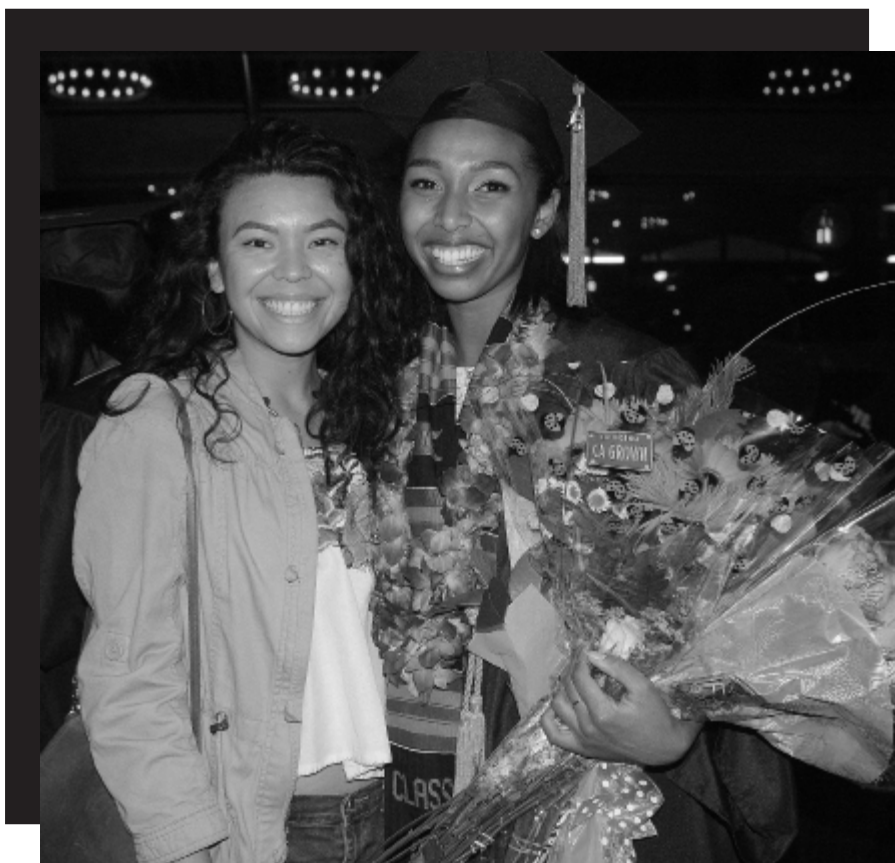
Students transferring from another accredited institution may request to use some of this credit to meet Peralta District degree or certificate requirements. Official transcripts should be sent directly from the transfer institution to the District Admissions and Records office. The review of transfer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

### 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 Disabled Students Programs and Services (DSPS) Office to make the necessary arrangements and do so in a timely manner.

## ***Associate Degree and Certificate Requirements***



**T**his 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 pp. 89-93.

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. 91-93) and specified major degree requirements (see pp. 96-208).

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 pp. 68-70) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see pp. 62-64) 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

Students completing the requirements for the Associate degree (local), the Associate Degree for Transfer, Certificate of Achievement, or Certificate of Proficiency have 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, 50A, 50B, 50C, 230C

Chemistry: 1A, 1B, 12A, 12B, 18, 30A, 30B

Geography: 1, 18, 19

Geology: 10

Physical Science: 10, 20

Physics: 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, 13, 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(\*\*)  
Biology: 27  
Business: 5, 77  
Child Development: 51  
Communication: 6, 19  
Economics: 1, 2  
Education: 1  
Ethnic Studies: 1  
Geography: 2, 3, 5, 18  
Health Education: 1, 46F  
History: 1, 2A, 2B, 3A, 3B, 5, 7A, 7B, 8B, 10B, 17, 19, 20, 21, 22, 23,  
31 (\*\*), 32, 33, 37 (+), 38 (++)  
Humanities 15, 182(\*\*)  
Human Services 117, 118  
Learning Resources: 222  
Political Science: 1, 2, 3, 4, 6, 11(^), 12 (\*\*), 20 (++) , 25 (+)  
Psychology: 1A, 6, 7A, 10, 21, 28, 30  
Social Sciences: 1 (+++), 2, 3  
Sociology: 1, 2, 5, 6(^), 7, 8, 13, 18, 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).

Arabic: 1A, 1B, 30A  
American Sign Language: 50, 51, 52, 53  
Art: 1, 2, 3, 4, 13, 14, 16, 180, 181, 182(+++)  
Asian and Asian-American Studies: 30  
Chinese: 1  
Communication: 5  
English: 1B, 10A, 10B, 14, 15, 17A, 17B, 20, 21, 47, 50, 85A, 85B, 85C, 217A, 217B  
French: 1A, 1B  
History: 33  
Humanities: 1, 5, 15, 21, 26, 30A (\*), 30B, 40, 46 (\*\*), 52 (+), 53, 55, 57, 182(+++)

(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)

Mexican and Latin American Studies: 30A, 30B

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

Music: 10, 15A, 15B, 24

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

ESL: 52A, 52B

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, 13, 16A, 16B, 18, 50, 202, 203

\*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 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, 102

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: 19

Communication: 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

Anthropology: 55

Asian and Asian-American Studies: 30

English: 50

Ethnic Studies: 1

History: 1, 17, 19, 33

Mexican and Latin American Studies: 30A

Music: 15A, 15B

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.

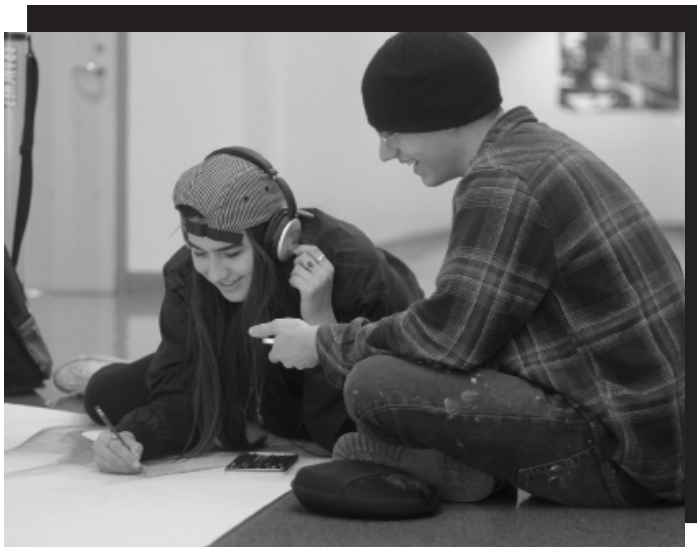
Certificates of Achievement come in two forms, depending on the curriculum. Certificates of Achievement are approved by the State Chancellor's Office of the California Community Colleges.

(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. Certificates of Proficiency do not qualify for Financial Aid.



### **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.*

## Choose a Berkeley City College Learning Community to Help Ensure Your College Success!

Berkeley City College's Learning Community Cohort programs—where you enroll in two or more related classes together—offer easy scheduling and support that helps you succeed in college.

- **Berkeley City College Scholars Program**

The BCC Scholars Program's mission is to actively engage students in fostering a thoughtful community that promotes access and student success. It is designed to assist first-time college students in making a smooth transition into Berkeley City College. The program works collaboratively with the Extended Opportunity Program and Services (EOPS) and BCC Learning Communities to provide ongoing academic, career and personal development support to create a foundation for persistence toward a timely graduation and/or transfer to four-year university/colleges.

- **FYE (First Year Experience)**

If you are a high school graduate who wants to attend BCC full-time to obtain an associate degree in two years then transfer to a four-year college, First Year Experience (FYE) is for you. This innovative cohort program provides intensive support and early planning to help you succeed in college. You may apply to this program if you qualify for English 1A.

*For details, visit [www.berkeleycitycollege.edu/wp/fye](http://www.berkeleycitycollege.edu/wp/fye).*

- **LEAP (Learning English for Academic Purposes/English as a Second Language)**

If you are a high intermediate or advanced ESL student interested in earning a certificate or degree in the United States, LEAP can help you succeed. Study with a community of peers, and receive extra counseling and support in achieving your goals.

*For details, visit <http://www.berkeleycitycollege.edu/wp/leap/>.*

- **PACE Pathways (Program for Adult College Education)**

If you are a working adult who wants to complete an associate in arts degree, with or without transfer, PACE Pathways is for you. Currently the longest running learning community program in the Peralta Community College District, PACE Pathways has a great track record in helping working adults like you finish their associate in arts degrees and transfer into four-year academic programs.

*For details, visit [www.berkeleycitycollege.edu/wp/pace-pathways](http://www.berkeleycitycollege.edu/wp/pace-pathways).*

- **PERSIST (Personal Initiative and Social Transformation)**

If you want to attend BCC full-time to earn your associate degree and want to transfer to a four-year university or train for a variety of Career and Technical Education (CTE) jobs, this PERSIST cohort is for you. PERSIST was designed to help you transfer to California universities and private colleges. It also allows you to quickly enter Career and Technical Education (CTE) pathways in Multimedia Arts, Public & Human Services, and in TEACH.

*For details, visit [www.berkeleycitycollege.edu/wp/persist](http://www.berkeleycitycollege.edu/wp/persist).*

- **PERSIST to College**

- **(Personal Initiative and Social Transformation for High School Students)**

If you are a high school student who wants to start college before graduating from high school, PERSIST to College is for you. This cohort program provides you with a focused transition to college. You may be able to finish one year of college credit while you are still attending high school.

*For details, visit [www.berkeleycitycollege.edu/wp/persist-to-college](http://www.berkeleycitycollege.edu/wp/persist-to-college).*

# ***Associate Degree and Certificate Programs***



**B**erkeley 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, as well as Associate Degrees for Transfer. Associate in science degrees are in areas such as biotechnology and computer information systems. Associate in arts degrees and certificates are in areas such as American Sign Language art, business, English, English as a Second Language, global studies, liberal arts, multimedia arts, public and human services, and Spanish. Associate in Arts Degrees for Transfer (AA-Ts) are in Anthropology, Art History, Communication Studies, Elementary Teacher Education, English, History, Philosophy, Political Science, Psychology, Sociology, Spanish and Studio Arts. Associate in Science Degrees for Transfer (AS-Ts) are in Business Administration and Mathematics. 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 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 regularly to update this information.

American Sign Language	AA	CA	
Anthropology	AA-T		
Art			
Art	AA*		
Art History	AA-T		
Art: Figure Studies		CA*	
Public Art		CA*	
Studio Art	AA-T		
Biotechnology	AS*	CA*	CP
Business			
Accounting	AA		CP
Business Administration	AS-T		
General Business	AA	CA*	
Office Skills for Business		CA	
Communication Studies	AA-T		
Computer Information Systems			
Advanced Computer Programming	AS	CA	
Applied Computer Information Systems	AS	CA	
Computer Applications			CP
Computer Programming			CP
Network Support Technician	AS**	CA**	
Web Programming	AS	CA	
Web Scripting			CP
Windows Desktop			CP
Economics	AA-T		
Education			
Elementary Teacher Education	AA-T		
Teacher's Aide		CA	
English			
English	AA-T		
English Language/Writing	AA		
Creative Writing/Fiction		CA	
Creative Writing/Poetry		CA	
Creative Writing/Playwriting and Screenwriting			CP
English as a Second Language			
ESL: High Intermediate			CP
ESL: Advanced			CP
Global Studies	AA		
History	AA-T		
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	AS-T		
Multimedia Arts			
Animation	AA*		
Digital Imaging	AA*		
Digital Video Arts	AA*		

*(continued on next page)*

## Associate Degree and Certificate Programs at Berkeley City College

Multimedia Arts			
Web Design/Production	AA*		
Advanced 3D Illustration			CP*
Advanced Animation			CP*
Advanced Cinematography			CP*
Advanced Digital Imaging			CP
Advanced Digital Photography			CP*
Advanced Digital Printmaking			CP
Advanced Digital Video Production			CP*
Advanced Editing			CP*
Advanced Web Design			CP
Basic 3D 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*
Basic Web Design			CP
Cinematography I			CP*
Cinematography II			CP*
Documentary Production			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*
Intermediate Web Design			CP
Music Video Production			CP*
Video Editing			CP*
Video Production			CP*
Writing for Multimedia			CP*
Philosophy	AA-T		
Political Science	AA-T		
Psychology	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 Overview			CP
Public and Human Services Systems			CP
Sociology	AA-T		
Spanish			
Spanish	AA-T		
Spanish Language	AA*		
Spanish Language for Heritage Speakers		CA	
Spanish Medical Interpreter		CA*	
Women's Studies			CP**

*\*This program is being offered, but is currently undergoing revision, pending approval from the California Community Colleges Chancellor's Office. Please see a counselor for the most current program requirements.*

## **American Sign Language Programs**

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. 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.

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 Associate in Arts Degree and Certificate of Achievement\***

<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.*

**American Sign Language  
Associate in Arts Degree and 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.

<i>Course</i>		<i>Units</i>
<b>1st Semester/Fall</b>		
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
	<b>Total</b>	<b>15</b>
<b>2nd Semester/Spring</b>		
ASL 51	American Sign Language II	4
	General Education or Elective classes for AA	11
	<b>Total</b>	<b>15</b>
<b>Summer Session</b>		
ASL 200A	Classifiers I	2*
ASL 202A	Fingerspelling & Numbers I	1*
	<b>Total</b>	<b>3</b>
<b>3rd Semester/Fall</b>		
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
	<b>Total</b>	<b>15</b>
<b>4th Semester/Spring</b>		
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
	<b>Total</b>	<b>15</b>

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

**Program Learning Outcomes**

Students who complete the program 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.

## Anthropology

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

The Associate in Arts in Anthropology for Transfer Degree is designed for students who plan to transfer to a four-year institution as anthropology majors. In this program, they gain exposure to the four subfields of anthropology (biological, archaeological, cultural, and linguistic anthropology).

Students who successfully complete the AA-T in Anthropology earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in anthropology or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 18-19 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College counselor and/or the Social Sciences Department Chair for additional information and to verify transfer requirements.

**Note:** Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

<i>Required Courses</i>	<i>Units</i>
ANTHR 1      Introduction to Physical Anthropology	3
ANTHR 2      Introduction to Archaeology and Prehistory	3
ANTHR 3      Introduction to Social and Cultural Anthropology	3

**List A—Select 6-9 units from the following:**

ANTHR 1L      Introduction to Physical Anthropology Lab	1
ANTHR 18      Introduction to Anthropological Linguistics	3
ANTHR 55      Native American Cultures	3
MATH 13      Introduction to Statistics	4
SOC 120      Introduction to Research Methods	3

**Select the following course (3 units) if List A choices only equal 6-8 units:**

ANTHR 13      Urban Anthropology	3
Major Requirements	18-19
General Education (IGETC or CSU GE) and Electives	41-42
Total Units	60

**Anthropology**  
**Associate in Arts for Transfer Degree (AA-T)**  
**Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Arts in Anthropology for Transfer 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. 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>
<b>1st Semester/Fall</b>		
ANTHR 1	Introduction to Physical Anthropology	3
ANTHR 1L	Introduction to Physical Anthropology Lab	1
	General Education and Electives	11
	Total	15
<b>2nd Semester/Spring</b>		
ANTHR 2	Introduction to Archaeology and Prehistory	3
ANTHR 3	Introduction to Social and Cultural Anthropology	3
	General Education and Electives	9
	Total	15
<b>3rd Semester/Fall</b>		
ANTHR 18	Introduction to Anthropological Linguistics	3
	General Education and Electives	12
	Total	15
<b>4th Semester/Spring</b>		
ANTHR 13	Urban Anthropology	3
ANTHR 55	Native American Cultures	3
	General Education and Electives	9
	Total	15

**Program Learning Outcomes**

Students who complete the program will be able to:

- Explain core concepts of anthropology including biological, archaeological, and social cultural subfields.
- Demonstrate skills in the scientific methods used by contemporary anthropologists.
- Describe an appreciation for the biological, historical, and cultural diversity of our world.

## Art 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 students for careers requiring competency in visual media.

### Art Associate in Arts Degree\*

<i>Required Courses</i>		<i>Units</i>
ART 18	Critique and the Creative Process	3
ART 20	Beginning Drawing & Composition	2-3
ART 21	Continuing Drawing & Composition	2
ART 25	Beginning Figure Drawing & Composition	2
ART 26	Continuing Figure Drawing & Composition	2
ART 50	Beginning Painting	2-3
<b>Art History Electives—Select 3 units from the following:</b>		
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 <b>Or</b>	3
HUMAN 182	Introduction to Visual Culture	3
<b>Studio Art Electives—Select 6 units from the following:</b>		
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	22-24
	General Education and Electives	36-38
	<b>Total Units</b>	<b>60</b>

*\*This program is being offered, but is currently undergoing revision, pending approval from the California Community Colleges Chancellor's Office. Please see a counselor for the most current program requirements.*

**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>
<b>1st Semester/Fall</b>		
ART 20	Beginning Drawing & Composition	3
	Art History Elective	3
	General Education or General Electives	9
	Total	15
<b>2nd Semester/Spring</b>		
ART 21	Continuing Drawing & Composition	2
ART 25	Beginning Figure Drawing & Composition	2
	General Education or General Electives	11
	Total	15
<b>3rd Semester/Fall</b>		
ART 26	Continuing Figure Drawing & Composition	2
ART 50	Beginning Painting	3
	Studio Art Elective	2
	General Education or General Electives	8
	Total	15
<b>4th Semester/Spring</b>		
ART 18	Critique and the Creative Process	3
	Studio Art Electives	4
	General Education or General Electives	8
	Total	15

**Program Learning Outcomes**

Students who complete the program 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 their relations 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 History

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

The Associate in Arts in Art History for Transfer Degree is designed for students planning to transfer into the art history major at CSU. Students who study art history will explore the relationship between art and architecture, artists and aesthetics, and the cultural and social context in which the art was made. The AA-T in Art History provides students with a strong foundation in the terminology and principles of the visual arts, a cross-cultural examination of historical and contemporary art, and an introduction to the techniques and media of drawing.

Students who successfully complete the AA-T in Art History earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in art history or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 18 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College counselor for additional information and to verify transfer requirements.

**Note:** Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

<i>Required Courses</i>		<i>Units</i>
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 20	Beginning Drawing & Composition	3
<b>Non-Western Art History Requirement:</b>		
ART 16	Introduction to Islamic Art	3
<b>Studio Art Electives—Select 3 units from the following:</b>		
ART 22	Intermediate Drawing & Composition	3
ART 46	2D Visual Design	3
ART 47	3D Visual Design	3
ART 50	Beginning Painting	3
MMART 130/130L	Survey of Digital Imaging and Lab	3
<b>Art History Electives—Select 3 units from the following:</b>		
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
HUMAN 30B	Human Values/Aesthetics	3
	Major Requirements	18
	General Education (IGETC or CSU GE) and Electives	42
	Total Units	60

**Art History**  
**Associate in Arts for Transfer Degree (AA-T)**  
**Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Arts in Art History for Transfer 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. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<b>1st Semester/Fall</b>		<i>Units</i>
<i>Course</i>		
ART 2	History of Western Art from Prehistory through the Middle Ages	3
ART 20	Beginning Drawing & Composition	3
	General Education Requirements	9
	Total Units	15
<b>2nd Semester/Spring</b>		
ART 3	History of Western Art from Renaissance to Contemporary Art	3
	Studio Art Elective	3
	General Education and Electives	9
	Total Units	15
<b>3rd Semester/Fall</b>		
	Art History Elective	3
	General Education and Electives	12
	Total Units	15
<b>4th Semester/Spring</b>		
ART 16	Introduction to Islamic Art	3
	General Education and Electives	12
	Total Units	15

**Program Learning Outcomes**

Students who complete the program will be able to:

- Identify, examine, and assess representative works of art and architecture from prehistory through contemporary art, employing appropriate art, historical terminology.
- Analyze, discuss, and differentiate works of art and architecture in terms of historical context and cultural values.
- Analyze, discuss, and differentiate the roles of art, architecture, and the artist from prehistory through contemporary art.

## Art: Figure Studies Certificate of Achievement

Berkeley City College's Figure Studies Certificate prepares students 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 students 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	2-3
ART 25	Beginning Figure Drawing & Composition	2
ART 29	Special Projects: Figure Drawing	2
ART 30	Beginning Figure Drawing: Anatomy	2
	<b>Or</b>	
ART 31	Continuing Figure Drawing: Anatomy (2)	
ART 119	Figure Painting in Context	3
MMART 178/178L	Drawing for Animation and Lab	3
<b>Art History Electives—Select 3 units from the following:</b>		
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
	<b>Or</b>	
HUMAN 182	Introduction to Visual Culture (3)	
<b>Studio Art Electives—Select 4-5 units from the following:</b>		
ART 18	Critique and the Creative Process	3
ART 54	Special Projects: Painting	2
ART 175	Studio Art Laboratory	1
MMART 131A/131LA	Photoshop I and Lab	3
	Total Units	21-23

*\*This program is being offered, but is currently undergoing revision, pending approval from the California Community Colleges Chancellor's Office. Please see a counselor for the most current program requirements.*

**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>
<b>1st Semester/Fall</b>		
ART 20	Beginning Drawing & Composition	2-3
ART 25	Beginning Figure Drawing & Composition	2
	Total Units	4-5
<b>2nd Semester/Spring</b>		
	Art History Elective	3
ART 30	Beginning Figure Drawing: Anatomy	2
	<b>Or</b>	
ART 31	Continuing Figure Drawing: Anatomy (2)	
	Total Units	5
<b>3rd Semester/Fall</b>		
ART 29	Special Projects: Figure Drawing	2
MMART 178/178L	Drawing for Animation and Lab	3
	Total Units	5
<b>4th Semester/Spring</b>		
ART 119	Figure Painting in Context	3
	Studio Art Elective	4-5
	Total Units	7-8

**Program Learning Outcomes**

Students who complete the program will be able to:

- Assemble a portfolio of strong drawings, paintings, sculptures or digital media featuring the human figure that demonstrate skill and understanding of techniques in various media.
- Assemble a portfolio of strong drawings, paintings, 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 students 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. They 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
<b>Art History Electives—Select 3 units from the following:</b>		
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
<b>Studio Art Electives—Select 2-3 units from the following:</b>		
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/196LA	Art Marketing and Portfolio Management and Lab	3
Total Units		21 - 22

**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>
<b>1st Semester/ Fall</b>		
ART 20	Beginning Drawing & Composition	3
	Art History Elective	3
	Total Units	6
<b>2nd Semester/ Spring</b>		
ART 50 ART 181	Beginning Painting	3
	Artist as Citizen: Community-Based Art Practices	3
	Total Units	6
<b>3rd Semester/ Fall</b>		
ART 133A	Mural Design and Creation I	3
	Studio Art Elective	2
	Total Units	5
<b>4th Semester/ Spring</b>		
ART 133B	Mural Design and Creation II	4
	Studio Art Elective	1
	Total Units	5

**Program Learning Outcomes**

Students who complete the program will be able to:

- Produce and present works of public art which reflect collaboration with peers and the public and address critical issues identified by local organizations.
- 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.

## **Studio Arts**

### **Associate in Arts Degree for Transfer Degree (AA-T)**

The Associate in Arts in Studio Arts for Transfer Degree provides students with a strong foundation in the terminology and principles of the visual arts, two- and three-dimensional design, and an introduction to various techniques and media. Topics also explored include the relationship between form and content, historical and contemporary approaches to art and art making, and personal expression.

Students who successfully complete the AA-T in Studio Arts earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in studio arts or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 24 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College counselor for additional information and to verify transfer requirements.

**Note:** Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

<i>Required Courses</i>		<i>Units</i>
ART 3	History of Western Art from Renaissance to Contemporary Art	3
ART 20	Beginning Drawing & Composition	3
ART 46 2D	Visual Design	3
ART 47 3D	Visual Design	3
<b>Art History Electives—Select 3 units from the following:</b>		
ART 2	History of Western Art from Prehistory through the Middle Ages	3
ART 4	History of Modern Art (1800 to Present)	3
<b>Studio Art Requirements:</b>		
<i>Drawing</i>		
ART 22	Intermediate Drawing and Composition	3
<i>Painting</i>		
ART 50	Beginning Painting	3
<i>Digital Art</i>		
MMART 130/130L	Survey of Digital Imaging and Lab	3
	Major Requirements	24
	General Education (IGETC or CSU GE) and Electives	36
	<b>Total Units</b>	<b>60</b>

**Studio Arts**  
**Associate in Arts for Transfer Degree (AA-T)**  
**Two-Year Course Sequence**  
**Beginning in the Fall Semester**

You can use the following pattern to complete the Associate in Arts in Studio Arts for Transfer Degree (AA-T). 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>
<b>1st Semester/Fall</b>		
ART 20	Beginning Drawing & Composition	3
	Art History Electives	3
	General Education and Electives	9
	Total Units	15
<b>2nd Semester/Spring</b>		
ART 3	History of Western Art from Renaissance to Contemporary Art	3
ART 47	3D Visual Design	3
ART 50	Beginning Painting	3
	General Education and Electives	6
	Total Units	15
<b>3rd Semester/Fall</b>		
ART 22	Intermediate Drawing and Composition	3
ART 46	2D Visual Design	3
	General Education and Electives	9
	Total Units	15
<b>4th Semester/ Spring</b>		
ART 50	Beginning Painting	3
MMART 130/130L	Survey of Digital Imaging and Lab	3
	General Education and Electives	9
	Total Units	15

**Program Learning Outcomes**

Students who complete the program will be able to:

- Assemble a portfolio of strong drawings, paintings, sculptures or digital media that demonstrate skill and understanding of techniques in various media.
- Assemble a portfolio of strong drawings, paintings, sculptures or digital media that combine personal style and technical skills to create provocative, insightful, and inventive compositions.
- Produce artwork in various media reflecting an understanding of line, shape, value, texture, space, color, scale, proportion, balance, mood, movement, mass, and emphasis.
- Write a visual analysis/ critique of their own and others' art on both form and content, and its relation to a historical and global context.

## Biotechnology 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 programs, which integrate academic and occupational instruction, prepare students for entry-level employment as bioscience technicians in this exciting field. When they finish the two-year program in biotechnology, they 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.

**Career Opportunities:** State and Federal laboratories, academic research laboratories, public and private laboratories, pharmaceutical and biotechnology industries.

### 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	Human Values - Ethics	3
PHIL 31A	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

*\*This program is being offered, but is currently undergoing revision, pending approval from the California Community Colleges Chancellor's Office.*

*Please see a counselor for the most current program requirements.*

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

*\*\*\*You may substitute higher level courses in biology, chemistry, mathematics and physics.*

**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>
<b>1st Semester /Fall</b>		
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
<b>2nd Semester /Spring</b>		
BIOL 3	Microbiology	5
CHEM 30B	Introductory Organic and Biochemistry	4
CIS 1	Introduction to Computer Information Systems	4
	Total	13
<b>3rd Semester / Fall</b>		
BIOL 33	Applied Immunology	6
HUMAN 30A	Human Values/Ethics	3
PHYS 10	Introduction to Physics	4
	Social Science Requirement	3
	Total	16
<b>4th Semester / Spring</b>		
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

**Program Learning Outcomes**

Students who complete the program will be able to:

- Demonstrate facility with laboratory mathematics, and ability to follow scientific protocols, operate standard equipment, handle hazardous materials, work aseptically and make solutions.
- Demonstrate ability to understand and interpret scientific research papers, use scientific databases, construct scientific research papers and use presentation software.
- Demonstrate an ability to select appropriate laboratory tools and experimental materials to conduct experiments, interpret and analyze results, trouble shoot and maintain lab manuals.
- Demonstrate ability to conduct scientific work as a member of a team and alone.
- Demonstrate general knowledge of the ethical issues and key concepts in the fields of general biology, microbiology, immunology, molecular genetics and protein chemistry.

**Biotechnology\***  
**Certificate of Achievement**

<i>Required Course</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

*\*This program is being offered, but is currently undergoing revision, pending approval from the California Community Colleges Chancellor's Office. Please see a counselor for the most current program requirements.*

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

**Program Learning Outcomes**

Students who complete the program will be able to:

- Demonstrate facility with laboratory mathematics, and ability to follow scientific protocols, operate standard equipment, handle hazardous materials, work aseptically and make solutions.
- Demonstrate ability to understand and interpret scientific research papers, use scientific databases, construct scientific research papers and use presentation software.
- Demonstrate an ability to select appropriate laboratory tools and experimental materials to conduct experiments, interpret and analyze results, trouble shoot and maintain lab manuals.
- Demonstrate ability to conduct scientific work as a member of a team and alone.
- Demonstrate general knowledge of the ethical issues and key concepts in the fields of general biology, microbiology, immunology, molecular genetics and protein chemistry.

## Biotechnology Certificate of Proficiency

Biotechnology draws from many disciplines, including genetics, immunology, chemistry, physics, and mathematics and computer science. Recent advances in biotechnology have resulted in major contributions to the fields of medicine, public health and agriculture. Berkeley City College's program, which integrates academic and occupational instruction, prepares students for employment in a broad range of laboratories, including those found in industry, research institutions, public health departments, hospitals and clinics. The Certificate of Proficiency is a first step into this exciting field and prepares students for entry level laboratory assistant positions. The Certificate of Achievement and the Associate in Science degree in Biotechnology allow students to pursue a variety of positions as bioscience technicians.

**Career Opportunities:** Entry level positions as a laboratory assistant in industry, research, public health, hospital and clinical laboratories.

<i>Required Courses</i>		<i>Units</i>
BIOL 10	Introduction to Biology	4
BIOL 50A	Introduction to Biotechnology: Techniques and Methods	3
CHEM 30A	Introductory General Chemistry	4
CIS 200	Computer Concepts & Applications	1.5
MATH 201	Elementary Algebra	4
Total Units		16.5

**Recommended Preparation for this certificate may include:**

ENGL 264A Preparation for Composition, Reading, and Research	5
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**Biotechnology  
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 a sequence of courses to help students complete the certificate regardless of the semester they begin classes.

**Recommended Preparation prior to enrollment in the program—  
course offered in the Summer, Fall and Spring Semesters:**

<i>Course</i>		<i>Units</i>
ENGL 264A	Preparation for Composition, Reading, and Research	5
	Total	5

**1st Semester/Fall or Spring**

BIOL 10	Introduction to Biology	4
CIS 200	Computer Concepts & Applications	1.5
MATH 201	Elementary Algebra	4
	Total	9.5

**2nd Semester/Fall or Spring**

BIOL 50A	Introduction to Biotechnology: Techniques and Methods	3
CHEM 30A	Introductory General Chemistry	4
	Total	7

**Program Learning Outcomes**

Students who complete the program will be able to:

- Demonstrate facility with laboratory mathematics, and an ability to follow scientific protocols, operate standard equipment, handle hazardous materials, work aseptically, and make solutions.
- Demonstrate ability to maintain a detailed and clearly written laboratory manual that contains properly labeled tables and figures and sufficient direction to allow one to repeat the experiments
- Demonstrate ability to work with a team and individually and to assume responsibility for assigned work.

## **Business Programs**

The Business Department offers transfer programs and non-transfer occupational programs leading to Associate Degrees and Certificates in several business areas. A student who wishes to transfer to a four-year college in business and wants to complete an associate degree prior to transfer should complete the degree in Business Administration or General Business. Accounting, General Business, and Office Skills. These programs will provide you with the skills needed for immediate employment; they will prepare students 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 students acquire entry-level job skills.

## **Accounting Associate in Arts Degree**

**Career Opportunities:** Entry-level accounting positions.

<i>Required Courses</i>		<i>Units</i>
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2 I	Introduction to Business Law	3
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 19	Business Communications	3
BUS 24	Computerized Accounting Principles	3
BUS 56	Human Resources Management	3
CIS 1	Introduction to Computer Information Systems	4
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
	Major Requirements	34
	General Education and Electives	26
	Total Units	60

**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.

<b>1st Semester/Fall</b>		
<i>Course</i>		<i>Units</i>
BUS 5	Human Relations in Business	3
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
<b>2nd Semester/Spring</b>		
BUS 10	Introduction to Business	3
BUS 19	Business Communications	3
CIS 1	Introduction to Computer Information Systems	4
<b>3rd Semester/Fall</b>		
BUS 1A	Financial Accounting	4
BUS 2	Introduction to Business Law	3
<b>4th Semester/Spring</b>		
BUS 1B	Managerial Accounting	4
BUS 24	Computerized Accounting Principles	3
BUS 56	Human Resources Management	3

**Program Learning Outcomes**

Students who complete the program will be able to:

- Apply legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources, and synthesize the information into a written or oral business report.
- Analyze a business situation and recommend a solution or plan for improvement.
- Analyze data and prepare common business and personal financial reports.
- Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment.

## Accounting Certificate of Proficiency

The 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.

**Career Opportunities:** Entry-level bookkeeping positions.

<i>Required Courses</i>		<i>Units</i>
BUS 1A	Financial Accounting	4
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business3	
BUS 24	Computerized Accounting Principles	3
CIS 42A	Spreadsheet Applications I	2
	Total 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>
<b>1st Semester/Fall</b>		
BUS 1A	Financial Accounting	4
BUS 5	Human Relations in Business	3
CIS 42A	Spreadsheet Applications I	2
	Total	9
<b>2nd Semester/Spring</b>		
BUS 10	Introduction to Business	3
BUS 24	Computerized Accounting Principles	3
	Total	6

**Program Learning Outcomes**

Students who complete the 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 improvement.

## **Business Administration**

### **Associate in Science for Transfer Degree (AS-T)**

The Associate in Science in Business Administration for Transfer Degree will help students develop communications, critical thinking, and problem solving skills. They will also learn how to convey ideas skillfully and effectively in writing and presentations.

Students who successfully complete the AS-T in Business Administration earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in business administration or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 33 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College counselor for additional information and to verify transfer requirements.

**Note:** Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

**Career opportunities:** Marketing, sales, accounting, technology, education and upper level management.

<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
	Major Requirements	33
	General Education (IGETC or CSU GE) and Electives	33
	Total Units	60

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

You can use the following pattern to complete an Associate in Science in Business Administration for Transfer 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>
<b>1st Semester/Fall</b>		
BUS 10	Introduction to Business	3
MATH 16A	Calculus-Business/Social Sciences	3
	General Education and Elective Courses	9
	<b>Total</b>	<b>15</b>
<b>2nd Semester/Spring</b>		
BUS 2	Introduction to Business Law	3
ECON 1	Principles of Economics (Macroeconomics)	3
	General Education and Elective Courses	9
	<b>Total</b>	<b>15</b>
<b>3rd Semester/Fall</b>		
BUS 1A	Financial Accounting	4
ECON 2	Principles of Economics (Microeconomics)	3
General	Education and Elective Courses	8
	<b>Total</b>	<b>15</b>
<b>4th Semester/Spring</b>		
BUS 1B	Managerial Accounting	4
MATH 13	Statistics	4
	General Education and Elective Courses	7
	<b>Total</b>	<b>15</b>
	<b>Total Units Required for Degree</b>	<b>60</b>

**Program Learning Outcomes**

Students who complete the program will be able to:

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

## **General Business Associate in Arts Degree and Certificate of Achievement**

Berkeley City College's General Business Associate in Arts Degree and Certificate of Achievement allow students to advance in their jobs or prepare for new career options. They also develop problem solving skills that help them compete for jobs in today's business world. The training they receive will prepare them for work in small or large organizations, and in the public or private sectors.

**Career Opportunities:** A wide variety of occupational choices, including Customer Services Manager, Human Resources Assistant, Marketing Assistant, Office Manager, and Retail Supervisor. This program also provides a solid foundation for a small business proprietor or entrepreneur.

<i>Required Courses</i>		<i>Units</i>
BUS 1A	Financial Accounting	4
	<b>Or</b>	
BUS 20	General Accounting	3
BUS 2	Introduction to Business Law	3
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 19	Business Communications	3
BUS 56	Human Resources Management	3
BUS 210	Financial Management and Investments	3
CIS 1	Introduction to Computer Information Systems	4
ECON 1	Principles of Economics (Macro Economics)	3
	<b>Or</b>	
ECON 2	Principles of Economics (Micro-Economics)	3
	Choose 6 units of electives from the list below.	6
	General Education Pattern and Elective Courses	25-26
<b>Select 6 units from the following:</b>		
BUS 24	Computerized Accounting Principles	3
BUS 54	Small Business Management	3
BUS 70	Introduction to Marketing	3
BUS 77	Integrated Marketing Communications	3
BUS 228	Small Business Development for New and Prospective Entrepreneurs	1.5
CIS 237	Introduction to Internet Basics	1
CIS 246	Introduction to Powerpoint	1.5
	*Major Requirements	36
	General Education and Electives	24
	Total Units	60

*\*For the Certificate of Achievement, students must complete the 36-unit major requirements only.*

**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>
<b>1st Semester/Fall</b>		
BUS 10	Introduction to Business	3
CIS 1	Introduction to Computer Information Systems	4
	General Education and Elective Courses	8
<b>2nd Semester/Spring</b>		
BUS 2	Introduction to Business Law	3
BUS 210	Financial Management and Investments	3
	Business Elective	3
	General Education and Elective Courses	6
<b>3rd Semester/Fall</b>		
BUS 5	Human Relations in Business	3
BUS 19	Business Communications	3
BUS 20	General Accounting	3
	General Education and Elective Courses	6
<b>4th Semester/Spring</b>		
BUS 5	Human Relations in Business	3
BUS 19	Business Communications	3
BUS 20	General Accounting	3
	General Education and Elective Courses	6

**Program Learning Outcomes**

Students who complete the program will be able to:

- Apply legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources, and synthesize the information into a written or oral business report.
- Analyze a business situation and recommend a solution or plan for improvement.
- Analyze data and prepare common business and personal financial reports.
- Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment.
- Prepare a human relations profile analyzing current interpersonal skills and developing plans for improvement.

## **Office Skills for Business Certificate of Achievement**

Berkeley City College's Office Skills for Business certificate allows students to learn the latest computer software and office technologies. They also develop communications and problem-solving skills that help them compete for jobs in today's business world. The training they receive will prepare them for work in small or large organizations, with the public or private sector. Berkeley City College's business instructors are professionals who have extensive experience in their fields. They work in concert with students and with counselors to ensure that students receive the best possible training.

**Career Opportunities:** A wide variety of occupational choices, including Administrative Assistant, Customer Services Representative, Data Entry Technician, Executive Assistant, Front Desk Coordinator/Receptionist, and Retail Customer Service.

<i>Required Courses</i>		<i>Units</i>
BUS 5	Human Relations in Business	3
BUS 19	Business Communications	3
CIS 1	Introduction to Computer Information Systems	4
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
CIS 237	Introduction to the Internet	1
CIS 245A	Introduction to Microsoft Access I	2
CIS 246	Introduction to PowerPoint	1.5
ENGL 1A	Composition and Reading	4
	Total Units	18.5

**Office Skills for Business  
Certificate of Achievement  
One-Year Course Sequence Beginning in the Fall Semester Units**

You can use the following pattern to complete a Certificate of Achievement in Office Skills for Business. 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 certificate regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
<b>1st Semester/Fall</b>		
BUS 5	Human Relations in Business	3
CIS 1	Introduction to Computer Information Systems	4
ENGL 1A	Composition and Reading	4
	Total Units	11
<b>2nd Semester/Spring</b>		
BUS 19	Business Communications	3
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
CIS 237	Introduction to Internet Basics	1
CIS 245A	Introduction to Microsoft Access I	2
CIS 246	Introduction to PowerPoint	1.5
	Total Units	11.5

**Program Learning Outcomes**

Students who complete the program will be able to:

- Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment.
- Use efficient and effective oral and written communication skills, including research using traditional and electronic sources.
- Demonstrate database file and design concepts and use of database management tools proficiency by creating, building, maintaining and querying multi-table Microsoft Access databases.
- Demonstrate proficiency in the creation of electronic presentations with embedded graphics and enhanced and modified text using Microsoft PowerPoint.
- Demonstrate mastery of computer spreadsheet concepts and technology by successfully building practical, functional, and visually pleasing Microsoft Excel spreadsheets incorporating formulas, functions and graphs.
- Analyze a business situation and apply ethical principles in business decision making.

## Communication Studies

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

The Associate in Arts in Communication for Transfer Degree is designed to prepare students to complete the baccalaureate degree in communication upon transferring into the CSU system. Communication skills are essential to forming and maintaining personal relationships, acquiring and excelling in a job, and relating to the world around us. Through the study and practice of interpersonal, professional, and intercultural communication skills, students will learn how their perceptions and self-esteem affect their interactions with others. Beyond this, students will improve their abilities to speak, write, and present information effectively, whether in face-to-face interactions or in public or mass-media settings.

Students who successfully complete the AA-T in Communication Studies earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in communication studies or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 18-19 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

You are advised to consult with a Berkeley City College counselor for additional information and to verify transfer requirements.

**Note:** Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

<i>Required Courses</i>		<i>Units</i>
COMM 5	Persuasion & Critical Thinking	3
COMM 20	Interpersonal Communication Skills	3
COMM 45 Public Speaking		3
<b>Select 6 units from the following:</b>		
COMM 3	Introduction to Human Communication	3
COMM 6	Intercultural Communication	3
COMM 19	Survey of Mass Media	3
<b>Select 3-4 units from the following:</b>		
ANTHR 3	Introduction to Social and Cultural Anthropology	3
ENGL 1B	Composition & Reading	4
ENGL 5	Critical Thinking in Reading and Writing	3
PSYCH 1A	Introduction to General Psychology	3
SOC 1	Introduction to Sociology	3
	Major Requirements	18-19
	General Education (IGETC or CSU GE) and Electives	41-42
	<b>Total Units</b>	<b>60</b>

**Communication Studies  
Associate in Arts for Transfer Degree (AA-T)  
Two-Year Course Sequence  
Beginning in the Fall Semester**

You can use the following pattern to complete the Associate in Arts in Communication for Transfer Degree (AA-T). 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>
<b>1st Semester/Fall</b>		
COMM 20	Interpersonal Communication Skills	3
	General Education and Electives	12
	Total Units	15
<b>2nd Semester/Spring</b>		
COMM 6	Intercultural Communication	3
COMM 45	Public Speaking	3
	General Education and Electives	9
	Total Units	15
<b>3rd Semester/Fall</b>		
COMM 3	Introduction to Human Communication	3
PSYCH 1A	Introduction to General Psychology	3
	General Education and Electives	9
	Total Units	15
<b>4th Semester/Spring</b>		
COMM 5	Persuasion & Critical Thinking	3
	General Education and Electives	12
	Total Units	15

**Program Learning Outcomes**

Students who complete the program will be able to:

- Speak, listen, and critically think to resolve conflict and get their messages across as intended in interpersonal, small group, and organizational dynamics.
- Deliver presentations that are clear in content, structure, and delivery.
- Research and think critically about the influence and impact of mass media and culture on society.

## **Computer Information Systems Programs**

The Computer Information Systems programs provide courses to improve students' computer and software knowledge and skills. The CIS Associate in Science degrees enables students to develop and/or upgrade their skills for career advancement. The Certificate of Achievement programs qualify them for entry-level employment in occupational settings that utilize computers and various software applications.

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

The Applied Computer Information Systems Program will improve students' computer and software knowledge and skills, understand how computers work, and be proficient users of computers. They will learn Microsoft Office applications and integrate the different types of software to create professional reports and presentations.

**Career Opportunities:** Entry-level employment in occupational settings that utilize computers and various software applications.

<i>Required Courses</i>		<i>Units</i>
CIS 1	Introduction to Computer Information Systems	4
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
CIS 86	Windows Operating Systems	4
CIS 105	Basic Mechanics of Web Page Design	1
CIS 231A	Advanced Laboratory Projects in Word	1
CIS 231B	Advanced Laboratory Projects in Outlook	1
CIS 245A	Introduction to Microsoft Access I	2
CIS 245B	Introduction to Microsoft Access II	2
CIS 246	Introduction to PowerPoint	1.5
<b>Select 16 units from the following:</b>		
BUS 19	Business Communications	3
CIS 5	Introduction to Computer Science	5
CIS 6	Introduction to Computer Programming	5
CIS 87	Window Server Administration Fundamentals	4
CIS 89	Networking Fundamentals	4
CIS 90	Security Fundamentals	4
CIS 91	Configuring and Supporting a Windows Enterprise System	4
CIS 92	Fundamentals of Linux	4
CIS 104	Survey of Programming Languages for the Web	3
CIS 231C	Advanced Laboratory Projects in SharePoint	1
CIS 231D	Advanced Laboratory Projects in OneNote	1
MMART 131A / 132LA	Photoshop I and Lab	3
MMART 132A / 132LA	Illustrator I and Lab	3
	Major Requirements	36.5
	General Education and Electives	23.5
	Total Units	60

#### **Program Learning Outcomes**

Students who complete the program will be able to:

- Demonstrate knowledge of computer terminology and trends in Computer Information Systems.
- Demonstrate knowledge of computer hardware and software and use computers effectively at work and home.
- Demonstrate proficiency in using office productivity applications for work in entry-level employment.

## **Computer Applications Certificate of Proficiency**

In this program, students will develop in-demand computer skills that lead to jobs or increase their productivity and efficiency and prepare for career advancement. They will understand computer hardware and software in order to use computers effectively at work and home. This certificate teaches them the skills they need to be proficient users of computers.

**Career Opportunities:** Entry-level office jobs.

<i>Required Courses</i>		<i>Units</i>
CIS 1	Introduction to Computer Information Systems	4
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
CIS 231A	Advanced Laboratory Projects in Word	1
CIS 245A	Introduction to Microsoft Access I	2
CIS 246	Introduction to PowerPoint	1.5
<b>Select 3 units from the following:</b>		
CIS 231B	Advanced Laboratory Projects in Outlook	1
<b>And</b>		
CIS 245B	Introduction to Microsoft Access II	2
<b>Or</b>		
MMART 131A/131LA	Photoshop I and Lab	3
<b>Or</b>		
MMART 132A/132LA	Illustrator I and Lab	3
Total Units		15.5

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Demonstrate knowledge of computer terminology and trends in Computer Information Systems.
- Demonstrate knowledge of computer hardware and software and use computers effectively at work and home.
- Demonstrate proficiency in using office productivity applications for work in entry-level employment.

## **Advanced Computer Programming Associate in Science Degree**

This program will prepare students for a career as a computer professional in fields such as programming, programming analysis, systems analysis, or software developing. The program is also recommended for professionals in other areas who want to develop computer programming skills. Students may need further course work at a four-year institution for some career objectives. Before entering the program you should have a solid computer literacy background such as that provided by CIS 1, CIS 5, or both CIS 200 and CIS 42A.

**Career Opportunities:** Computer Programmer, Software Developer, Web Programmer

<i>Required Courses:</i>		<i>Units</i>
BUS 19	Business Communications	3
CIS 6	Introduction to Computer Programming	5
CIS 23	C# Programming	4
CIS 27	Data Structures and Algorithms	4
CIS 36A	Java Programming Language I	4
CIS 36B	Java Programming Language II	4
CIS 81	Systems Analysis with UML	3
CIS 82	Design Patterns	4
CIS 83B	Computer Programming Capstone Project	3
	Major Requirements	34
	General Education and Electives	26
	Total Units	60

## **Advanced Computer Programming Associate in Science Degree Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Arts Degree in Computer 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>Courses</i>		<i>Units</i>
<b>1st Semester/Fall Course Units</b>		
CIS 6	Introduction to Computer Programming	5
CIS 23	C# Programming	4
	General Education and/or Elective	6
	<b>Total</b>	<b>15</b>
<b>2nd Semester/Spring</b>		
BUS 19	Business Communication	3
CIS 36A	Java Programming Language I	4
	General Education and/or Elective	8
	<b>Total</b>	<b>15</b>
<b>3rd Semester/Fall</b>		
CIS 27	Data Structures and Algorithms	4
CIS 36B	Java Programming Language II	4
CIS 81	Systems Analysis with UML	3
	General Education and/or Elective	4
	<b>Total</b>	<b>15</b>
<b>4th Semester/Spring</b>		
CIS 82	Design Patterns	4
CIS 83B	Computer Programming Capstone Project	3
	General Education and/or Elective	8
	<b>Total</b>	<b>7</b>

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Solve problems using object-oriented decomposition and write programs using C++, Java, and C# programming languages.
- Apply advanced programming concepts including threads, networking, databases, and graphical user interfaces.
- Use advanced design patterns and algorithms in program design and analyze program complexity.
- Communicate effectively in technical writing.

## **Advanced Computer Programming Certificate of Achievement**

In this program, students will learn important concepts in software modeling and program design, including how to be a competent programmer, write efficient programs that use well defined programming techniques, and use algorithms and design patterns.

**Career Opportunities:** Computer Programmer, Software Developer, Web Programmer.

<i>Required Courses:</i>		<i>Units</i>
BUS 19	Business Communications	3
CIS 6	Introduction to Computer Programming	5
CIS 23	C# Programming	4
CIS 27	Data Structures and Algorithms	4
CIS 36A	Java Programming Language I	4
CIS 36B	Java Programming Language II	4
CIS 81	Systems Analysis with UML	3
CIS 82	Design Patterns	4
CIS 83B	Computer Programming Capstone Project	3
Total Units		34

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Solve problems using object-oriented decomposition and write programs using C++, Java, and C# programming languages.
- Apply advanced programming concepts including threads, networking, databases, and graphical user interfaces.
- Use advanced design patterns and algorithms in program design and analyze program complexity.
- Communicate effectively in technical writing.

## **Computer Programming Certificate of Proficiency**

In this program, students will learn how to write object-oriented programs using Java and C# programming languages. The courses cover the necessary skills for all computer programming career opportunities. This Certificate of Proficiency prepares students for the Certificate of Achievement in Web Programming.

**Career Opportunities:** Entry-level computer programmer, web developer.

<i>Required Courses</i>		<i>Units</i>
CIS 6	Introduction to Computer Programming	5
CIS 23	C# Programming	4
CIS 36A	Java Programming Language I	4
CIS 36B	Java Programming Language II	4
Total Units		17

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Solve problems using object-oriented decomposition and write programs using C++, Java, and C# programming languages.
- Use IDEs to write, compile, debug, and execute programs.
- Use advanced programming concepts including threads, networking, databases, and graphical user interfaces.

## **Web Programming Associate in Science Degree**

This program will prepare students for careers in programming for the Internet and the World Wide Web such as web programmer, programmer/analyst, software developer, and information technology professional. Before entering the program, students should have a solid computer literacy background, such as that provided by CIS 1, CIS 5, or CIS 200 and CIS 42A or the equivalents.

**Career Opportunities:** Web programmer, programmer/analyst, software developer, and information technology professional.

<i>Required Courses</i>		<i>Units</i>
BUS 19	Business Communications	3
CIS 6	Introduction to Computer Programming	5
CIS 23	C# Programming	4
CIS 36A	Java Programming Language I	4
CIS 36B	Java Programming Language II	4
CIS 81	Systems Analysis with UML	3
CIS 83A	Web Programming Capstone Project	3
CIS 84	Database Programming for the Web	4
CIS 85	JSP and Servlets	4
CIS 103	Survey of Program/Languages for the Web--Continuation	4
CIS 104	Survey of Programming Languages for the Web	3
MMART 130/130L	Survey of Digital Imaging and Lab	3
	Total Units	44

## **Web Programming 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 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>
<b>1st Semester/Fall</b>		
CIS 6	Introduction to Computer Programming	5
CIS 36A	Java Programming Language I	4
CIS 36B	Java Programming Language II	4
	General Education and Electives	2
	<b>Total</b>	<b>15</b>
<b>2nd Semester/Spring</b>		
BUS 19	Business Communications	3
CIS 104	Survey of Programming Languages for the Web	3
MMART 130/130L	Survey of Digital Imaging (and Lab)	3
	General Education and Electives	6
	<b>Total</b>	<b>15</b>
<b>3rd Semester/Fall</b>		
CIS 81	Systems Analysis with UML	3
CIS 85	JSP and Servlets	4
CIS 103	Survey of Program/Languages for the Web--Continuation	4
	General Education and Electives	4
	<b>Total</b>	<b>15</b>
<b>4th Semester/Spring</b>		
CIS 83A	Web Programming Capstone Project	3
CIS 84	Database Programming for the Web	4
	General Education and Electives	8
	<b>Total</b>	<b>15</b>

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Apply both client-side and server-side technologies through dynamic web pages that link to back-end server based databases, tracking web sessions using cookies and URL rewriting, and using web security and secure web communications.
- Use good programming practices such as UML and object-oriented programming to write programs.
- Use Java programming language to create new programs.

## **Web Programming Certificate of Achievement**

This program will prepare students for a career in programming for the Internet and the World Wide Web. They will learn client-side and server-side web programming technologies, understand Internet communications and protocols and related technologies, and learn the latest versions of HTML, CSS, JavaScript, Java, and Databases in order to integrate them to create dynamic interactive web pages. Before entering the program, students should have a solid computer literacy background, such as that provided by CIS 1, CIS 5, or CIS 42A/B or the equivalents.

**Career Opportunities:** Web programmer, programmer/analyst, software developer, and information technology professional.

<i>Required Courses</i>		<i>Units</i>
BUS 19	Business Communications	3
CIS 6	Introduction to Computer Programming	5
CIS 23	C# Programming	4
CIS 36A	Java Programming Language I	4
CIS 36B	Java Programming Language II	4
CIS 81	Systems Analysis with UML	3
CIS 83A	Web Programming Capstone Project	3
CIS 84	Database Programming for the Web	4
CIS 85	JSP and Servlets	4
CIS 103	Survey of Program/Languages for the Web--Continuation	4
CIS 104	Survey of Programming Languages for the Web	3
MMART 130/130L	Survey of Digital Imaging and Lab	3
	Total Units	44

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Apply both client-side and server-side technologies through dynamic web pages that link to back-end server based databases, tracking web sessions using cookies and URL rewriting, and using web security and secure web communications.
- Use good programming practices such as UML and object-oriented programming to write programs.
- Use Java programming language to create new programs.

## **Web Scripting Certificate of Proficiency**

In this program, students will learn how to make their web pages interactive and dynamic and the client-side scripting languages and programming skills needed to be a Web Developer or Software Programmer for the web. This Certificate of Proficiency prepares students for the Certificate of Achievement in Web Programming. Before entering the program, students should have a solid computer literacy background, such as that provided by CIS 1, CIS 5, or CIS 42A/B or the equivalents.

**Career Opportunities:** Web-Developer, Front-End Developer, HTML Developer

<i>Required Courses</i>		<i>Units</i>
CIS 6	Introduction to Computer Programming	5
CIS 84	Database Programming for the Web	4
CIS 103	Survey of Program/Languages for the Web—Continuation	4
CIS 104	Survey of Programming Languages for the Web	3
Total Units		16

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Apply the fundamentals of programming.
- Use HTML5, CSS, and JavaScript for front-end web development

## **Windows Desktop Certificate of Proficiency**

This certificate provides the skills students need to master Microsoft Windows operating systems and networking concepts. Students will learn many useful techniques that will make your computers safe, reliable, and function efficiently.

<i>Required Courses</i>		<i>Units</i>
CIS 86	Windows Operating Systems	4
CIS 87	Window Server Administration Fundamentals	4
CIS 89	Networking Fundamentals	4
CIS 90	Security Fundamentals	4
Total Units		16

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Understand operating system configuration, install and upgrade desktop operating systems.
- Manage applications, files and folders, hardware devices, services, and protocols.
- Understand core security principles and threats, install security software, and manage operating system security and network security.

**Economics**  
**Associate in Arts for Transfer Degree (AA-T)**

Economics provides a sequential course of study that prepares you for transfer to four-year institutions with an economics major or acquisition of economics proficiency necessary for career fields that emphasize the value of familiarity with economics or accounting. Students are required to complete 60 semester units that are eligible for transfer to the California State University, including both of the following (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 23 semester units with a grade of C or better in the major and maintaining an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. A “P” (Pass) grade is not an acceptable grade for courses in the major. Students are advised to consult with a counselor and/or the department chair for additional information and to verify transfer requirements.

**Career Opportunities:** Economics. This program provides a sequential course of study that prepares students for transfer to four-year institutions with an Economics major or acquisition of Economics proficiency necessary for career fields that emphasize the value of familiarity with economics or accounting.

<i>Required Courses</i>		<i>Units</i>
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
MATH 13	Introduction to Statistics	4
MATH 3A	Calculus I	5
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
	General Education (CSU GE or IGETC) and Electives	37
	Total Units	60

**Education Programs****Elementary Teacher Education****Associate in Arts for Transfer Degree (AA-T)**

Berkeley City College's Elementary Teacher Education AA-T is a highly interdisciplinary program which meets state guidelines in order to prepare students to begin their path toward becoming elementary school teachers. According to the Employment Development Department, elementary school teachers are among the top twenty-five "occupations with the most job openings" in California, with new jobs opening annually.

Students who successfully complete the AA-T in Elementary Teacher Education earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in Education or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including (1) the California State University General Education – Breadth Requirements and (2) 54 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College counselor for additional information and to verify transfer requirements.

**Note:** Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

**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
<b>Additional courses to complete CSU GE Breadth requirements:</b>		
	Additional Humanities requirement (3 units)	
	"Lifelong learning" requirement (3 units)	6
	Total Units	60

**Elementary Teacher Education  
Associate in Arts for Transfer Degree  
Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Arts in Elementary Teacher Education for Transfer 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. 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>
<b>First Semester/Fall</b>		
CHDEV 51	Child Growth and Development	3
COMM 45	Public Speaking	3
COUN 24	College Success	3
EDUC 1	Introduction to the Field of Education	3
HIST 7A	History of the United States to 1877	3
	<b>Total Units</b>	<b>15</b>
<b>Second Semester/ Spring</b>		
ART 1	Introduction to Art History	3
CHEM 30A	Introductory General Chemistry	4
ENGL 1A	Composition and Reading	4
MATH 18	Real Number Systems	3
	<b>Total Units</b>	<b>14</b>
<b>Third Semester/Fall</b>		
ENGL 5	Critical Thinking	3
GEOG 3	World Regional Geography	3
GEOL 10	Introduction to Geology	3
GEOL 10L	Introduction to Geology Lab	1
HIST 3A	World History to 1500	3
POSCI 1	Government and Politics in the United States	3
	<b>Total Units</b>	<b>16</b>
<b>Fourth Semester/Spring</b>		
BIOL 10	Introduction to Biology	4
ENGL 1B	Composition and Reading	4
ENGL 47	Children's Literature	3
PHYS 10	Introduction to Physics	4
	<b>Total Units</b>	<b>15</b>

**Program Learning Outcomes**

Students who complete the program will be able to:

- Analyze models and methods of effective teaching, especially in relation to the needs of a diverse student body.
- Apply effective strategies for teaching.
- Write strong essays.
- Describe and teach basic concepts in number systems.
- Describe basic concepts in the humanities, social sciences, and sciences, and apply them to teaching at an elementary level.

## Education Programs

### Teacher's Aide Certificate of Achievement

This certificate combines some of the core courses in the Education AA-T with fieldwork in the schools, as well as additional courses in working with students who have learning differences and in the teaching of reading. Students who complete this program will be well qualified to serve as teachers' aides in classrooms from kindergarten to high school and adult education.

**Career Opportunities:** Teachers' aides in K-12 and adult education programs.

<i>Required courses:</i>		<i>Units</i>
COMM 45	Public Speaking	3
EDUC 1	Introduction to the Field of Education	3
EDUC 97	Field Studies in Education	2-4
EDUC 98	Pedagogy of Reading	3
EDUC 99	Introduction to Special Needs Pedagogy	3
ENGL 1A	Composition and Reading	4
MATH 18	Real Number Systems	3
<b>Select 3 units from the following:</b>		
CHDEV 51	Child Growth and Development	3
PSYCH 21	Lifespan Human Development	3
Total required units		24-26

### Teacher's Aide 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 Teacher's Aide. 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>
<b>1st Semester</b>		
EDUC 1	Introduction to the Field of Education	3
EDUC 99	Introduction to Special Needs Pedagogy	3
ENGL 1A	Composition and Reading	4
CHDEV 51	Child Growth and Development	3
<b>Or</b>		
PSYCH 21	Lifespan Human Development	3
Total units		13
<b>2nd Semester</b>		
COMM 45	Public Speaking	3
EDUC 97	Field Studies in Education	2-4
EDUC 98	Pedagogy of Reading	3
MATH 18	Real Number Systems	3
Total units		11-13

#### Program Learning Outcomes

Students who complete the program will be able to:

- Analyze models and methods of effective teaching, especially in relation to the needs of a diverse student body.
- Apply effective strategies for teaching basic concepts in mathematics, reading, and writing.
- Apply knowledge of learning differences in working with students.

## English Programs

### English

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

Berkeley City College's English AA-T 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 BCC (English 17A or B, 85A, 85B, and 85C). They will learn high-level skills in essay composition and literary analysis.

Students who successfully complete the AA-T in English earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in English or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 22 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College counselor for additional information and to verify transfer requirements.

**Note:** Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

<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
<b>Select 3 units from the following:</b>		
ENGL 17A	Shakespeare	3
ENGL 17B	Shakespeare	3
ENGL 50	Multicultural American Literature	3
	Major Requirements	22
	General Education (IGETC or CSU GE) and Electives	38
	Total Units	60

**English**  
**Associate in Arts for Transfer Degree (AA-T)**  
**Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Arts in English for Transfer 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. 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>
<b>1st Semester/Fall</b>		
	General Education Requirements and Electives	15
	Total	15
<b>2nd Semester/Spring</b>		
ENGL 1B	Reading and Composition	4
ENGL 5	Critical Thinking in Reading and Writing	3
	General Education Requirements and Electives	8
	Total	15
<b>3rd Semester/Fall</b>		
ENGL 85A	Literature in English Through Milton	4
	<b>Or</b>	
ENGL 85B	Literature in English: Late 17th Through Mid-19th Century	4
ENGL 85C	Literature in English: Mid 19th through the 20th Century	4
	General Education Requirements and Electives	7
	Total	15
<b>4th Semester/Spring</b>		
ENGL 85B	Literature in English: Late 17th Through Mid-19th Century	4
	<b>Or</b>	
	ENGL 85A Literature in English Through Milton	
	ENGL 17A Shakespeare	3
	General Education Requirements and Electives	8
	Total	15

**Note:** Because ENGL 1A is a prerequisite to all other required courses in this program, students should complete it in their first semester as part of their general education requirements.

**Program Learning Outcomes**

Students who complete the program 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.

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## Associate Degree and Certificate Programs

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### English Language/Writing Associate in Arts Degree

The Berkeley City College A.A. in English Language/Writing serves students with diverse goals, including transfer and development of strong skills in creative and/or expository writing. This degree prepares students for transfer, leading to careers in education, law, business, and all fields in which analysis and communication are valued.

<i>Required Courses</i>		<i>Units</i>
ENGL 1A	Composition and Reading	4
ENGL 1B	Composition and Reading	4
<b>Literature Electives—Select 3-4 units from the following:</b>		
ENGL 17A or B	Shakespeare	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
<b>Writing Electives—Select 12 units from the following:</b>		
ENGL 5	Critical Thinking	3
ENGL 10A or B	Creative Writing	3
ENGL 14	Non-Fiction Writing	3
ENGL 70A or B	Transforming Autobiography into Creative Writing	3
ENGL 71A	Introduction to Fiction Writing	3
ENGL 72A	Intermediate Fiction Writing	3
ENGL 73A	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	Introduction to Poetry Writing	3
ENGL 92A	Intermediate Poetry Writing	3
ENGL 93A	Intensive Poetry Writing	3
ENGL 94	Poetry: Special Projects	3
	Major Requirements	23-24
	General Education and Electives	36-37
	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>
<b>1st Semester/Fall</b>		
ENGL 1A	Reading and Composition	4
	Literature Elective	3
	Total	7
<b>2nd Semester/Spring</b>		
ENGL 1B	Reading and Composition	4
	Writing Elective	3
	Total	7
<b>3rd Semester/Fall</b>		
	Writing Elective	6
	Total	6
<b>4th Semester/Spring</b>		
	Writing Elective	3
	Total	3

**Program Learning Outcomes**

Students who complete the program 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.

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## Associate Degree and Certificate Programs

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### Creative Writing/Fiction Certificate of Achievement

Students who complete the Certificate of Achievement in Creative Writing/Fiction learn expressive and linguistic skills that apply to writing of fiction as well as other types of writing, including fiction, non-fiction, and professional prose.

<i>Required Courses</i>		<i>Units</i>
ENGL 10A	Creative Writing	3
	<b>Or</b>	
ENGL 70A	Translating Autobiography into Creative Writing (3)	
ENGL 71A	Introduction to Fiction Writing	3
ENGL 72A	Intermediate Fiction Writing	3
ENGL 73A	Intensive Fiction Writing	3
ENGL 74	Fiction: Special Projects	3
	Literature Electives (see choices for Creative Writing/Fiction)	7-8
	Writing Electives (see choices for Creative Writing/Fiction)	3
	Total Minimum Required Units	25-26

**Literature Electives—Select 7-8 units from the following:**

ENGL 17A or 17B	Shakespeare	3
	<b>Or</b>	
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

**Writing Electives—Select 3 units from the following:**

ENGL 10B	Creative Writing	3
ENGL 14	Non-Fiction Writing	3
ENGL 70B	Translating Autobiography to Creative Writing	3
ENGL 86	Introduction to Playwriting and Screenwriting	3
ENGL 87	Intermediate Playwriting and Screenwriting	3
ENGL 91A	Introduction to Poetry Writing	3
ENGL 92A	Intermediate Poetry Writing	3

**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>
<b>1st Semester/Fall</b>		
ENGL 10A	Creative Writing	3
	<b>Or</b>	
ENGL 70A	Translating Autobiography into Creative Writing (3)	
ENGL 71A	Introduction to Fiction Writing	3
	Total	6
<b>2nd Semester/Spring</b>		
ENGL 72A	Intermediate Fiction Writing	3
	Literature Elective	3-4
	Total	6
<b>3rd Semester/Fall</b>		
ENGL 73A	Intensive Fiction Writing	3
	Writing Elective	3
	Total	6
<b>4th Semester/Spring</b>		
ENGL 74	Fiction: Special Projects	3
	Literature Elective	3-4
	Total	6

**Program Learning Outcomes**

Students who complete the program 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.

## **Creative Writing/Poetry Certificate of Achievement**

Students who complete the Certificate of Achievement in Creative Writing/Poetry learn expressive and linguistic skills that apply to writing of poetry as well as other types of writing, including fiction, non-fiction, and professional prose.

<i>Required Courses</i>		<i>Units</i>
ENGL 10A	Creative Writing	3
	<b>Or</b>	
ENGL 70A	Translating Autobiography into Creative Writing	3
ENGL 91A	Introduction to Poetry Writing	3
ENGL 92A	Intermediate Poetry Writing	3
ENGL 93A	Intensive Poetry Writing	3
ENGL 94	Poetry: Special Projects	3
	Literature Electives (see choices for Creative Writing/Fiction)	6-8
	Writing Electives (see choices for Creative Writing/Fiction)	3
	Total required units	24-26

**Literature electives—Select 6-8 units from the following:**

ENGL 17A or 17B	Shakespeare	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

**Writing electives—Select 3 units from the following:**

ENGL 10B	Creative Writing	3
ENGL 70B	Translating Autobiography to Creative Writing	3
ENGL 71A	Introduction to Fiction Writing	3
ENGL 72A	Intermediate Fiction Writing	3
ENGL 86	Introduction to Playwriting and Screenwriting	3
ENGL 87	Intermediate Playwriting and Screenwriting	3

**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>
<b>1st Semester/Fall</b>		
ENGL 10A	Creative Writing	3
	<b>Or</b>	
ENGL 70A	Translating Autobiography into Creative Writing	3
ENGL 91A	Introduction to Poetry Writing	3
	Total	6
<b>2nd Semester/Spring</b>		
ENGL 92A	Intermediate Poetry Writing	3
	Literature Elective	3-4
	Total	6
<b>3rd Semester/Fall</b>		
ENGL 93A	Intensive Poetry Writing	3
	Writing Elective	3
	Total	6
<b>4th Semester/Spring</b>		
ENGL 94	Poetry: Special Projects	3
	Literature Elective	3-4
	Total	6

**Program Learning Outcomes**

Students who complete the program 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.

**Creative Writing/Playwriting and Screenwriting  
Certificate of Proficiency**

Students who complete the Certificate of Proficiency in Creative Writing / Playwriting and Screenwriting learn skills in development of screenplays and plays, from development to performance.

<i>Required Courses</i>		<i>Units</i>
ENGL 10A	Creative Writing	3
	<b>Or</b>	
ENGL 70A	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>
<b>1st Semester/Fall</b>		
ENGL 10A	Creative Writing	3
	<b>Or</b>	
ENGL 70A	Translating Autobiography into Creative Writing	3
ENGL 86	Introduction to Playwriting and Screenwriting	3
	Total	6
<b>2nd Semester/Spring</b>		
ENGL 87	Intermediate Playwriting and Screenwriting	3
	Total	3
<b>3rd Semester/Fall</b>		
ENGL 88	Intensive Playwriting and Screenwriting	3
	Total	3
<b>4th Semester/Spring</b>		
ENGL 89	Playwriting and Screenwriting: Special Projects	3
	Total	3

**Program Learning Outcomes**

Students who complete the program 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.

## **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.

### *Required Courses*

### *Units*

#### **Select 8-14 units from the following core courses:**

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 course numbered 1-249 taught in English (2-5 units)

Total Units	12-17
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### **Program Learning Outcomes**

Students who complete the program will be able to:

- Write clear and effective, well organized, well developed, well edited, and logically sound sentences, paragraphs, and essays, citing sources appropriately.
- Apply active reading strategies in order to comprehend, critically analyze, and explain ideas in texts.
- Express ideas fluently, accurately, and appropriately in spoken American English; demonstrate comprehension of and respond appropriately to spoken American English; and demonstrate knowledge of and use.
- Use grammatical structures to accurately and effectively express ideas in English tests written exercises.

## **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>
<b>Select 8-14 units from the following core courses:</b>		
ESL 50A	Advanced Listening and Speaking	4
ESL 52A	Advanced Reading and Writing	6
ESL 217A	Advanced Grammar	4
<b>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):</b>		
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
<b>Or</b>		
Any college-level class offered at Berkeley City College (2-5 units)		
Total Units		12-17

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Write clear and effective, well organized, well developed, well edited, and logically sound sentences, paragraphs, and essays, citing sources appropriately.
- Apply active reading strategies in order to comprehend, critically analyze, and explain ideas in texts.
- Express ideas fluently, accurately, and appropriately in spoken American English; demonstrate comprehension of and respond appropriately to spoken American English; and demonstrate knowledge of and use.
- Use grammatical structures to accurately and effectively express ideas in English tests written exercises.

## **Global Studies Associates in Arts Degree**

The Global Studies Program challenges students to examine history as well as the current process of globalization and socioeconomic stratification. The program offers an interdisciplinary, cohort model, with Global Studies core courses linked to major requirements from other disciplines. A range of electives will give students 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 students for transfer to UC, CSU, and other four-year institutions in Global or International Studies, Peace and Conflict Studies. Students are encouraged to meet with a counselor to develop an 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	Introductions 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

**Foreign Language Electives--Select 10 units in one language from the following:**

*(ARAB 1A&1B), (FRENCH 1A&1B), (PORT 1A&1B), (SPAN 1A&1B), or (SPAN 22A&22B)*

ARAB 1A	Elementary Modern Standard Arabic	5
ARAB 1B	Elementary Modern Standard Arabic	5
FREN 1A	Elementary French	5
FREN 1B	Elementary French	5
PORT 1A	Elementary Portuguese	5
PORT 1B	Elementary Portuguese	5
SPAN 1A	Elementary Spanish	5
SPAN 1B	Elementary Spanish	5
SPAN 22A	Spanish for Bilingual Speakers I	5
SPAN 22B	Spanish for Bilingual Speakers II	5

**List A—Select 3 units from the following:**

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**

For the Associate in Arts degree in Global Studies, students must complete the General Education pattern and elective courses for additional units. 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.

<i>Course</i>		<i>Units</i>
<b>1st Semester/Fall</b>		
ART 182	Introduction to Visual Culture	3
ENGL 1A	Composition and Reading	4
	Foreign Language Elective	5
	General Education and Electives	3
	Total	15
<b>2nd Semester/Spring</b>		
ENGL 5	Critical Thinking in Reading and Writing	3
HIST 7B	History of the United States	3
	Foreign Language Elective	5
	General Education and Electives	3
	Total	15
<b>3rd Semester/Fall</b>		
HIST 23	Global Perspectives	3
PHIL 1	Introduction to Philosophy	3
	One course from List A	3
	General Education and Electives	6
	Total	15
<b>4th Semester/Spring</b>		
ENGL 1B	Composition & Reading	4
POSCI 20	Current World Problems	3
	General Education and Electives	8
	Total	7

**Program Learning Outcomes**

Students who complete the program will be able to:

- Analyze how / why the solutions to world problems demand responsibility and participation at both the local and the global level.
- Describe the economic, political, social and environmental interdependence among the world's peoples, nations, and regions of the world.
- Explain the diverse history, traditions, and practices that have led to a multiplicity of perspectives in different world societies.

## History

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

The Associate in Arts for Transfer Degree (AA-T) in History is designed to provide students with an understanding of a diverse array of societies and how the historical process informed the content of world culture. Through the course work associated with the History AA-T, students will address questions of identity, knowledge, consciousness, intelligibility, communication, and meaning as they compass the broad disciplinary terrain of history.

Students who successfully complete the AA-T in History earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in History or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 18-20 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College counselor and/or the Social Sciences Department Chair for additional information and to verify transfer requirements.

**Note:** Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

<i>Required Courses</i>		<i>Units</i>
HIST 7A	History of the United States to 1877	3
HIST 7B	History of the United States	3
<b>List A—Select 6 units from the following:</b>		
HIST 2A	History of European Civilization	3
	<b>And</b>	
HIST 2B	History of European Civilization	3
	<b>Or</b>	
HIST 3A	World History to 1500	3
	<b>And</b>	
HIST 3B	Modern World History: 1500-Present	3
<b>List B—Select 3 units from the following:</b>		
HIST 8B	History of Latin-American Civilization	3
HIST 10B	History of Africa since 1750	3
HIST 31	Contemporary Middle East: Politics of Nationalism	3
POSCI 12	Contemporary Middle East: Politics of Nationalism	3
SPAN 1A	Elementary Spanish	5
<b>List C—Select 3 units from the following:</b>		
HIST 19	History of California	3
HIST 21	U.S. Women: A Social History	3
HIST 32	The United States Since 1945	3
HIST 38	Current World Problems	3
POSCI 20	Current World Problems	3
	Major Requirements	18-20
	General Education (IGETC or CSU GE) and Electives	40-42
	<b>Total Units</b>	<b>60</b>

## History

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

### Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Arts in History for Transfer 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. 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>
	<b>1st Semester/Fall</b>	
HIST 7A	History of the United States to 1877	3
	One course from List A	3
	General Education and Electives	9
	Total	15
	<b>2nd Semester/Spring</b>	
HIST 7B	History of the United States	3
	One course from List A	3
	General Education and Electives	9
	Total	15
	<b>3rd Semester/Fall</b>	
	One course from List B	3-5
	General Education and Electives	10-12
	Total	15
	<b>4th Semester/Spring</b>	
	One course from List C	3
	General Education and Electives	12
	Total	15

#### Program Learning Outcomes

Students who complete the program will be able to:

- Demonstrate knowledge of the historical process within particular fields of history and effectively link historical cause and effect.
- Apply historical methodology and critical thinking in order to analyze primary and secondary sources and historical arguments.
- Interpret the diverse historical forces which have shaped the past and inform the content of the present.

## **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, students consult with a counselor to develop a program of study.

<i>Course</i>		<i>Units</i>
<b>Select 18 units from the following:</b>		
AFRAM 1	Introduction to African-American Studies	3
ANTHR 18	Introduction to Anthropological Linguistics	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 16	Introduction to Islamic Art	3
ART 20	Beginning Drawing & Composition	3
ART 22	Intermediate Drawing & Composition	3
ART 46	2-D Visual Design	3
ART 47	3-D Visual Design	3
ART 50	Beginning Painting	3
ART 52	Intermediate Painting	3
ART 182	Introduction to Visual Culture	3
ASAME 30	Asians and Asian-Americans Through Films	3
COMM 19	Survey of Mass Media	3
ENGL 1B	Composition & Reading	4
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 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 33	History of Native American Thought and Literature	3
HUMAN 1	Introduction to Humanities	3
HUMAN 5	Storytelling in American Culture	3
HUMAN 15	Popular Culture	3
HUMAN 21	Film: Art and Communication	3
HUMAN 26	Global Cinema	4

*(continued on next page)*

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## Associate Degree and Certificate Programs

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### Liberal Arts with an Emphasis in Arts and Humanities Associate in Arts Degree

*(continued from previous page)*

<i>Course</i>	<i>Units</i>
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
M/LAT 30B Survey of Latin-American Films	3
MMART 123 The Documentary Tradition	3
MUSIC 15A Jazz, Blues and Popular Music in the American Culture	3
MUSIC 15B Jazz, Blues and Popular Music in the American Culture	3
PHIL 1 Introduction to Philosophy	3
PHIL 2 Social and Political Philosophy	3
PHIL 11 Formal Logic	3
PHIL 16 Buddhist Philosophy	3
PHIL 20A History of Ancient Greek Philosophy	3
PHIL 20B History of Modern European Philosophy	3
PHIL 31A Human Values/Ethics	3
PHIL 35 Feminist Philosophy	3
PHIL 37 Introduction to Asian Philosophy	3
PHIL 46 Philosophy of the Human Experience	3
SPAN 1A Elementary Spanish I	5
SPAN 1B Elementary Spanish II	5
SPAN 2A Intermediate Spanish I	5
SPAN 2B Intermediate Spanish II	5
SPAN 22A Spanish for Bilingual Speakers I	5
SPAN 22B Spanish for Bilingual Speakers II	5
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.

#### Program Learning Outcomes

Students who complete the program 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.
- Discuss major ideas and theories on human creativity and historical development, and how these affect individual and social interaction.
- Critically analyze artistic styles and ideologies in well organized and effective essays.

## **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 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 a program of study.

<i>Course</i>		<i>Units</i>
<b>Complete 18 Units from the Following List of Courses:</b>		
AFRAM 1	Introduction to African-American Studies	3
AFRAM 33	The Roots of Black American Culture	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 13	Urban Anthropology	3
ANTHR 18	Introduction to Anthropological Linguistics	3
ANTHR 55	Native American Cultures	3
ASAME 30	Asians and Asian-Americans Through Films	3
ASL 55A	History and Culture of Deaf People in America I	3
ASL 55B	History and Culture of Deaf People in America II	3
BUS 5	Human Relations in Business	3
CHDEV 51	Child Growth and Development	3
COMM 6	Intercultural Communication	3
COMM 19	Survey of Mass Media	3
EDUC 1	Introduction to the Field of Education	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
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 19	History of California	3
HIST 21	U.S. Women: A Social History	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
HIST 38	Current World Problems	3
HUMAN 55	The Representation of Immigration in Cinema and Television	4

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## **Liberal Arts with an Emphasis in Social and Behavioral Sciences Associate in Arts Degree**

*(continued from previous page)*

<i>Course</i>		<i>Units</i>
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 11	Comparative Social Movements Since the 1960s	3
POSCI 12	Contemporary Middle East: Politics of Nationalism	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 28	Introduction to Research Methods in Psychology	3
SOCSC 1	Introduction to Women's Studies	3
SOCSC 2	Introduction to Diversity Issues	3
SOCSC 3	Comparative Social Movements Since the 1960s	3
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
SOC 5	Minority Groups	3
SOC 6	Comparative Social Movements Since the 1960s	3
SOC 7	Sociology of Gender	3
SOC 8	Crime and Deviance	3
SOC 13	Sociology of the Family	3
SOC 18	Sociology of Death and Dying	3
SOC 120	Introduction to Research Methods	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**

Students who complete the program will be able to:

- Use discipline-appropriate approaches to critically analyze social problems or processes.
- Analyze the consequences of social actions or forces and their impact upon social structure or the individual.
- Evaluate the foundations of diversity within the human experience.

## **Liberal Arts: CSU General Education Breadth Certificate of Achievement**

Students who plan to transfer to the California State University system (CSU) are encouraged to pursue a Certificate of Achievement in Liberal Arts. Students are advised to consult with a counselor to develop your own program of study.

### **CSU Transfer**

Students are encouraged to pursue this certificate if they plan to apply to transfer to the California State University system and want to complete and have certified the CSU General Education Breadth Requirements. They 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 they 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 3, 4, 20, 45  
ESL 50A
- A-2: Written Communication**  
English 1A
- A-3: Critical Thinking**  
Communication 5  
English 5  
Philosophy 10, 11

#### **Area B—Scientific Inquiry and Quantitative Reasoning**

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

- B-1: Physical Science**  
Astronomy 10  
Chemistry 1A(L), 1B(L), 12A(L), 12B(L), 30A(L), 30B(L)  
Geography 1, 18, 19  
Geology 10  
Physical Science 10, 20  
Physics 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, 13, 16A, 16B, 18, 50

*(continued on next page)*

**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 (C1 or C2).

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

Art 1, 2, 3, 4, 13, 14, 16, 46, 98(\*), 180, 182(+)

English 21

Humanities 21, 26, 52(\*), 53, 57, 182(+)

Multimedia Arts 122B, 123

Music 10, 15A, 15B, 24

Women's Studies 52 (\*)

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

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, 17A, 17B, 20, 47, 50, 71A, 72A, 73A, 85A, 85B, 85C, 91A, 92A, 93A

French 1A, 1B

History 33

Humanities 1, 5, 15, 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, 19

Child Development 51

Economics 1, 2

Geography 2, 3, 5, 18

History 1, 2A, 2B, 3A, 3B, 5, 7A, 7B, 8B, 10B, 17, 19, 21, 22, 23, 31(\*), 32, 33,  
37(+), 38(++), 39

Health Education 46F

Humanities 55

Human Services 118

Political Science 1, 2, 3, 4, 6, 11(^), 12(\*), 20(++), 25(+)

Psychology 1A, 6, 7A, 10, 21, 30

Social Science 1(+++), 2, 3(^)

Sociology 1, 2, 5, 6(^), 7, 8, 13

Women's Studies 1(+++)

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

**Liberal Arts: CSU General Education Breadth Certificate of Achievement**

*(continued from previous page)*

**Area E—Lifelong Learning and Self-Development**

Minimum of 3 semester-units, one course from the following:

Biology 27  
Child Development 51  
Counseling 24, 57  
Health Education 1  
Psychology 6, 7A, 10, 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. Minimum of 9 semester (or 12-15 quarter) units with courses from at least two different disciplines.

Political Science 1 or 5  
History 7A or 7B

**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**

Students who complete the program 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**

Students who plan to transfer to the California State University system (CSU) or the University of California system (UC) are encouraged to pursue a Certificate of Achievement in Liberal Arts. Students are advised to consult with a counselor to develop your own program of study.

UC or CSU Transfer

Students are encouraged to pursue this certificate if they 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). They 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 they 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:**

- Students must complete all courses with grades of "C" or better.
- Students 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. Students are advised to consult with a BCC counselor.

**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 3, 4, 20, 45

**Area 2—Mathematical Concepts And Quantitative Reasoning**

1 course: (3 semester units or 4-5 quarter units)—  
Math 1<sup>^</sup>, 2<sup>^</sup>, 3A<sup>^</sup>, 3B<sup>^</sup>, 3C, 3E<sup>^</sup>, 3F<sup>^</sup>, 13, 16A<sup>^</sup>, 16B<sup>^</sup>

**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:**

Art 1, 2, 3, 4, 13, 14, 16, 180, 182(^)  
English 21  
Humanities 21, 26, 52(\*), 53, 182(^)  
Multimedia Arts 122B, 123  
Music 10, 15A, 15B, 24  
Women's Studies 52(\*)

*(continued on next page)*

**Liberal Arts: Intersegmental General Education Transfer (IGETC)  
Certificate of Achievement**

*(continued from previous page)*

**Area 3—Arts And Humanities**

**Humanities:**

Arabic 1B  
Art 182(^)  
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, 57, 182(^)  
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, 39, 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, 18, 55  
Biology 27  
Child Development 51  
Communication 6, 19  
Economics 1, 2  
Ethnic Studies 1  
Geography 2, 3, 5  
Health Education 46F  
History 1, 2A, 2B, 3A, 3B, 5, 7A, 7B, 8B, 10B, 17, 19, 21, 22, 23, 31(\*\*), 32, 37(\*), 38(++)  
Humanities 55  
Political Science 1, 2, 3, 6, 11(+), 12(\*\*), 20(++), 25(\*)  
Psychology 1A, 6, 7A, 10, 21, 30  
Social Science 1(+++), 2, 3(+)  
Sociology 1, 2, 5, 6(+), 7, 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, 19  
Geology 10/10L  
Physical Science 10^, 20  
Physics 3A (L)^, 3B (L)^, 4A(L)^, 4B(L)^, 4C(L)^, 10^

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**Liberal Arts: Intersegmental General Education Transfer (IGETC)  
Certificate of Achievement**

*(continued from previous page)*

**Area 5—Physical and Biological Sciences**

**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):**

Students 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**

Students who complete the program 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 for Transfer Degree (AA-T)**

Students who successfully complete the AS-T in Mathematics earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in Mathematics or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education—Breadth Requirements and (2) 21 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College counselor for additional information and to verify transfer requirements.

**Note:** Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

<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
Major Requirements		21
General Education (IGETC or CSU GE) and Electives		39
Total Units		60

## **Mathematics**

### **Associate in Science in Mathematics for Transfer Degree**

### **Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Science in Mathematics for Transfer 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. 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>
<b>1st Semester/Fall</b>		
MATH 3A	Calculus I	5
	General Education and Electives	10
	Total	15
<b>2nd Semester/Spring</b>		
MATH 3B	Calculus II	5
MATH 3E	Linear Algebra	3
	General Education and Electives	7
	Total	15
<b>3rd Semester/Fall</b>		
MATH 3C	Calculus III	5
	General Education and Electives	10
	Total	15
<b>4th Semester/Spring</b>		
MATH 3F	Differential Equations	3
	General Education and Electives	12
	Total	15

#### **Program Learning Outcomes**

Students who complete the program 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.

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## Associate Degree and Certificate Programs

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### Multimedia Arts Programs

Berkeley City College's Multimedia Arts Program prepares students for entry-level jobs in Multimedia and provides skills-upgrading for those already employed in multimedia field. The program is interdisciplinary and focuses on developing fine art, critical thinking, and computer skills. Students may pursue Associate in Arts degrees or Certificates of Proficiency in Multimedia Arts, specializing in numerous areas, as indicated below.

### Multimedia Arts Associate in Arts Degrees

#### A.A. Core (30 units)

The following courses are required for all Multimedia Arts A.A. students:

Required Courses		Units
ART 41	Basic Design	2
ART 98/ENGL 21/ HUMAN 21	Film: Art & Communication	3
	<b>Or</b>	
MMART 122B	From Movies to Multimedia (3)	
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	3
	<b>Or</b>	
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	3D Illustration/Cinema 4D I & Lab	3
	Total Minimum Units Required 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 Units Required for A.A. Degree	44

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## Associate Degree and Certificate Programs

### Multimedia Arts Associate in Arts Degrees

<i>Required Courses</i>		<i>Units</i>
<b>Digital Video Arts (15 Units)</b>		
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 Units Required for A.A. Degree	45
<b>Web Design &amp; Production (15 Units)</b>		
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 Units Required 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.

*\*The Multimedia Art programs are being offered, but are currently undergoing revision, pending approval from the California Community Colleges Chancellor's Office. Please see a counselor for the most current program requirements.*

## **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>
<b>First Semester/Fall</b>		
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
<b>Second Semester/Spring</b>		
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
<b>Third Semester/Fall</b>		
ART 44/44L	3D 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
<b>Fourth Semester/Spring</b>		
MMART 116	Storytelling for Animation	3
MMART 185A/185LA	3D Illustration/Cinema 4D & Lab	3
MMART 197	Multimedia Portfolio/Sample Reel Development & Lab	3
MMART 199	Multimedia Special Projects	3
	Total	12

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Demonstrate entry-level skills in animation through completed portfolio level projects in both visual and written context.
- Describe, plan and evaluate design principles, aesthetic forms, historical context and social relevance of multimedia works.
- Collaborate effectively within a diverse team environment.

## **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>
<b>First Semester/Fall</b>		
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
<b>Second Semester/Spring</b>		
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
<b>Third Semester/Fall</b>		
MMART 122B	From Movies to Multimedia	3
MMART 150A/150LA	Video Editing I & Lab	3
MMART 174A/174LA	Web Development: Flash	3
	Total	9
<b>Fourth Semester/Spring</b>		
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

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Demonstrate entry-level skills in digital imaging through completed portfolio level projects in both visual and written context.
- Describe, plan and evaluate design principles, aesthetic forms, historical context and social relevance of multimedia works.
- Collaborate effectively within a diverse team environment.

## **Multimedia Arts Associate in Arts Degree – 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>
<b>First Semester/Fall</b>		
ENGL 1A	Composition and Reading	4
MMART 110	Scriptwriting & Storyboarding	3
MMART 150A/150LA	Video Editing I & Lab	3
	Total	10
<b>Second Semester/Spring</b>		
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
	<b>Or</b>	
MMART 175A/175LA	Interactive Authoring: CD/DVD (3)	
	Total	11
<b>Third Semester/Fall</b>		
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
<b>Fourth Semester/Spring</b>		
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

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Demonstrate entry-level skills in video arts via completed portfolio projects.
- Describe, plan and evaluate design principles, aesthetic forms, historical context and social relevance of multimedia works.
- Collaborate effectively within a diverse team environment.

## **Multimedia Arts Associate in Arts Degree – Web Design/Production Two-Year Course Sequence Beginning in 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>
<b>First Semester/Fall</b>		
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
	<b>Total</b>	<b>12</b>
<b>Second Semester/Spring</b>		
MMART 110	Scriptwriting & Storyboarding	3
MMART 160A/160LA	Web I: Dreamweaver & Lab	3
MMART 174A/174LA	Web Development : Flash	3
	<b>Total</b>	<b>9</b>
<b>Third Semester/Fall</b>		
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
	<b>Total</b>	<b>12</b>
<b>Fourth Semester/Spring</b>		
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
	<b>Total</b>	<b>12</b>

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Construct web design projects, demonstrating proof of concept.
- Work alone or in a team to create, develop and present storyboards, written proposals and sophisticated websites for client/organization.
- Analyze contemporary avenues for social media discourse and presentation.
- Appraise peer work in relation to the project goals.

## **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. Students who wish to earn a certificate 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 a sequence of courses to help students complete their certificate regardless of the semester they begin classes.

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Demonstrate foundational, basic, intermediate, or advanced knowledge of the use of digital multimedia equipment and/or software programs for creating and editing multimedia works—animation, digital imaging, digital photography, digital printmaking, 3D illustration, video production and editing, motion graphics, cinematography, documentary production, music video production, web design, or writing for multimedia.
- Using both traditional and digital art techniques to generate creative solutions to problems expand and transform imagery and ideas into meaningful multimedia works, as appropriate to the certificate.
- 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>
<b>Certificate of Proficiency: Foundation for Multimedia</b>		
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
<b>Certificate of Proficiency: Basic Multimedia</b>		
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
<b>Certificate of Proficiency: Foundation for Animation</b>		
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

## **Multimedia Arts Certificates of Proficiency**

<i>Courses</i>		<i>Units</i>
<b>Certificate of Proficiency: Basic Animation</b>		
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
<b>Certificate of Proficiency: Intermediate Animation</b>		
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 2D Animation and Lab	3
	Total Units	12
<b>Certificate of Proficiency: Advanced Animation</b>		
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
<b>Certificate of Proficiency: Basic Digital Imaging</b>		
ART 41	Basic Design	2
MMART 130/130L	Survey of Digital Imaging and Lab	3
MMART 200	Digital Media Literacy	3
	Total Units	8
<b>Certificate of Proficiency: Intermediate Digital Imaging</b>		
MMART 129/129L	Contemporary Color and Lab	3
MMART 131A/131LA	Photoshop I and Lab	3
	<b>Or</b>	
MMART 132A/132LA	Illustrator I and Lab (3)	
MMART 133A/133LA	Digital Photography I and Lab	3
	Total Units	9
<b>Certificate of Proficiency: Advanced Digital Imaging</b>		
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
<b>Certificate of Proficiency: Basic Digital Photography</b>		
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

## **Multimedia Arts Certificates of Proficiency**

<i>Courses</i>		<i>Units</i>
<b>Certificate of Proficiency: Intermediate Digital Photography</b>		
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
<b>Certificate of Proficiency: Advanced Digital Photography</b>		
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
<b>Certificate of Proficiency: Basic Digital Printmaking</b>		
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
<b>Certificate of Proficiency: Intermediate Digital Printmaking</b>		
MMART 131A/131LA	Photoshop I and Lab	3
MMART 134B/134LB	Digital Printmaking II and Lab	3
<b>Select 3 units from the following:</b>		
MMART 135A/135LA	Advanced Practices for Digital Printmaking I and Lab	3
MMART 135B/135LB	Advanced Practices for Digital Printmaking II and Lab	3
MMART 137A/137LA	Applications of Large Scale Print I and Lab	3
MMART 137B/137LB	Applications of Large Scale Print II and Lab	3
	Total Units	9
<b>Certificate of Proficiency: Advanced Digital Printmaking</b>		
MMART 133A/133LA	Digital Photography I and Lab	3
MMART 196A/196LA	Art Marketing and Portfolio Management and Lab	3
<b>Select 3 units from the following:</b>		
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 137C/137LC	Applications of Large Scale Print III and Lab	3
MMART 137D/137LD	Applications of Large Scale Print IV and Lab	3
	Total Units	9
<b>Certificate of Proficiency: Basic 3D Illustration</b>		
MMART 110	Scriptwriting and Storyboarding I	3
MMART 131A/131LA	Photoshop I and Lab	3
MMART 185A/185LA	3-D Illustration/ Cinema 4D I and Lab	3
	Total Units	9
<b>Certificate of Proficiency: Advanced 3d Illustration</b>		
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

## **Multimedia Arts Certificates of Proficiency**

<i>Courses</i>		<i>Units</i>
<b>Certificate of Proficiency: Intermediate Video Production</b>		
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
<b>Certificate of Proficiency: Advanced Digital Video Production</b>		
MART 151C/151LC	Digital Video Production III and Lab	3
MMART 197/197L	Multimedia Portfolio/ Sample Reel Development and Lab	3
	Total Units	6
<b>Certificate of Proficiency: Basic Editing</b>		
MMART 150B/150LB	Video Editing II and Lab	3
MMART 151A/151LA	Digital Video Production I and Lab	3
MMART 152B/152LB	Motion Graphics/ After Effects II and Lab	3
	Total Units	9
<b>Certificate of Proficiency: Intermediate Editing</b>		
MMART 148A/148LA	Sound Design I and Lab	3
MMART 150C/150LC	Video Editing III and Lab	3
	Total Units	6
<b>Certificate of Proficiency: Advanced Editing</b>		
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
<b>Certificate of Proficiency: Basic Motion Graphics</b>		
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

## **Multimedia Arts Certificates of Proficiency**

<i>Courses</i>		<i>Units</i>
<b>Certificate of Proficiency: Cinematography I</b>		
MMART 133A/133LA	Digital Photography I and Lab	3
	<b>Or</b>	
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
<b>Certificate of Proficiency: Cinematography II</b>		
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
<b>Certificate of Proficiency: Advanced Cinematography</b>		
MMART 151C/151LC	Digital Video Production III	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development	3
<b>Select one of the following to finish the certificate:</b>		
COPED 468B	Occupational Work Experience in Multimedia Arts	1-4
MMART 133B/133LB	Digital Photography II and Lab	3
MMART 149/149L	The Music Video and Lab	3
MMART 156	Documentary Production Intensive	3
	Total Units	7-10
<b>Certificate of Proficiency: Documentary Production</b>		
MMART 101	Writing Basics for Multimedia	3
MMART 123	The Documentary Tradition	3
MMART 156	Documentary Production Intensive	3
	Total Units	9
<b>Certificate of Proficiency: Foundations of Video</b>		
MMART 110	Scriptwriting and Storyboarding I	3
MMART 150A/150LA	Video Editing I and Lab	3
MMART 151A/151LA	Digital Video Production I and Lab	3
	Total Units	9
<b>Certificate of Proficiency: Video Editing</b>		
MMART 150A/150LA	Video Editing I and Lab	3
MMART 150B/150LB	Video Editing II and Lab	3
MMART 150C/150LC	Video Editing III and Lab	3
MMART 150D/150LD	Video Editing IV and Lab	3
	Total Units	12

## Multimedia Arts Certificates of Proficiency

<i>Courses</i>		<i>Units</i>
<b>Certificate of Proficiency: Video Production</b>		
MMART 151A/151LA	Video Production I and Lab	3
MMART 151B/151LB	Digital Video Production II and Lab	3
MMART 151C/151LC	Digital Video Production III and Lab	3
	Total Units	9
<b>Certificate of Proficiency: Music Video Production</b>		
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
	<b>Or</b>	
MMART 133B/133LB	Digital Photography II and Lab (3)	
	Total Units	9
<b>Certificate of Proficiency: Basic Web Design</b>		
MMART 164/164L	Introduction to Web Design and Lab	3
MMART 165/165L	Fundamentals of Graphic Visualization and Lab	3
MMART 166/166L	User Experience and Interface Design and Lab	3
	Total Units	9
<b>Certificate of Proficiency: Intermediate Web Design</b>		
MMART 167/167L	Mobile and Cross-Platform Web Design	3
MMART 168/168L	Online Games & Interactivity	3
<b>Select 3-5 units from the following:</b>		
CIS 6	Introduction to Computer Programming	5
MMART 171/171L	Web Commerce & Internet Start Up and Lab	3
MMART 175B	Game Design	3
	Total Units	9-11
<b>Certificate of Proficiency: Advanced Web Design</b>		
MMART 169/ 169L	Social & Emergent Media and Lab	3
MMART 170/170L	Creative Design Industry Projects and Lab	3
MMART 197/197L	Multimedia Portfolio/Sample Reel Development and Lab	3
	Total Units	9
<b>Certificate of Proficiency: Writing For Multimedia</b>		
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

## Philosophy

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

The AA-T in Philosophy prepares students to transfer to a four year institution as a philosophy major. It does this in two ways. First, it introduces students to the main questions within the major branches of philosophy, including metaphysics, epistemology, political theory, aesthetics, ethics, and logic. Second, it develops the critical thinking skills necessary for tackling those philosophical questions.

Students who successfully complete the AA-T in Philosophy earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in Philosophy or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 18 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College counselor for additional information and to verify transfer requirements.

**Note:** Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

<i>Required Courses</i>	<i>Units</i>
PHIL 20A      History of Ancient Greek Philosophy	3
PHIL 20B      History of Modern European Philosophy	3

**List A—Select 3 units from the following:**

*(Note: Most transfer institutions will require Formal or Symbolic Logic for the major.)*

PHIL 10      Logic	3
PHIL 11      Formal Logic	3

**List B—Select 3 units from the following:**

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

**List C—Select 3 units from the following:**

HUMAN 30B      Human Values/ Aesthetics	3
HUMAN 40      Religions of the World	3
HUMAN 46      Philosophy of the Human Experience	3
PHIL 2      Social and Political Philosophy	3
PHIL 16      Buddhist Philosophy	3
PHIL 35      Feminist Philosophy	3
PHIL 37      Introduction to Asian Philosophy	3
PHIL 46      Philosophy of the Human Experience	3
WS 35      Feminist Philosophy	3

**List D—Select 3 units from the following:**

HUMAN 30A      Human Values/Ethics	3
PHIL 1      Introduction to Philosophy	3
PHIL 31A      Human Values/Ethics	3
Major Requirements	18
General Education (IGETC or CSU GE) and Electives	42
Total Units	60

**Philosophy**  
**Associate in Arts for Transfer Degree (AA-T)**  
**Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Arts degree in Philosophy. 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>
<b>1st Semester/Fall</b>		
PHIL 20A	History of Ancient Greek Philosophy	3
	One course from List D	3
	General Education and Electives	9
	Total	15
<b>2nd Semester/Spring</b>		
PHIL 20B	History of Modern European Philosophy	3
	General Education and Electives	12
	Total	15
<b>3rd Semester/Fall</b>		
	One course from List B	3
	One course from List C	3
	General Education and Electives	9
	Total	15
<b>4th Semester/Spring</b>		
	One course from List A	3
	General Education and Electives	12
	Total	15

**Program Learning Outcomes**

Students who complete the program will be able to:

- Analyze critically and creatively the work of major figures in philosophy.
- Evaluate the most important topics in a range of areas which are typically regarded as lying at the center of contemporary philosophical thought in different parts of the world, including ethics, logic, metaphysics, theory of knowledge, philosophy of religion, aesthetics, political philosophy, Asian philosophy, or feminist philosophy.
- Express philosophical ideas and defend them effectively in argument, both in writing and orally.

## **Political Science**

### **Associate in Arts for Transfer Degree (AA-T)**

Students who successfully complete the AA-T in Political Science earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in Political Science or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 18-19 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College counselor and/or the Social Sciences Department Chair for additional information and to verify transfer requirements.

**Note:** Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

<i>Required Course</i>	<i>Units</i>
POSCI 1      Government and Politics in the United States	3
<b>List A—Select 9-10 units from the following:</b>	
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
<b>Or</b>	
MATH 13      Introduction to Statistics	4
<b>List B—Select 6 units from the following:</b>	
POSCI 6      The U.S. Constitution and Criminal Due Process	3
POSCI 20      Current World Problems	3
<b>Or</b>	
HIST 38      Current World Problems	3
SOC 1      Introduction to Sociology	3
SOC 5      Minority Groups	3
Total Required in Major	18-19
General Education (IGETC or CSU GE) and Electives	41-42
Total Units	60

**Political Science**  
**Associate in Arts for Transfer Degree (AA-T)**  
**Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Arts in Political Science for Transfer 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. 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>
<b>1st Semester/Fall</b>		
POSCI 1	Government and Politics in the United States	3
	General Education and Electives	12
	Total Units	15
<b>2nd Semester/Spring</b>		
	One course from List A	3-4
	One course from List B	3
	General Education and Electives	8-9
	Total Units	15
<b>3rd Semester/Fall</b>		
	Two courses from List A	6
	General Education and Electives	9
	Total Units	15
<b>4th Semester/Spring</b>		
	One course from List B	3
	General Education and Electives	12
	Total Units	15

**Program Learning Outcomes**

Students who complete the program 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.
- Interpret political science research through a working knowledge of qualitative and quantitative research designs.

## **Psychology**

### **Associate in Arts for Transfer Degree (AA-T)**

The Associate in Arts in Psychology for Transfer Degree is designed for students planning to transfer into the psychology major. A study of psychology is built upon the scientific study of human behavior and mental processes. Students pursuing the AA-T in Psychology 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.

Students who successfully complete the AA-T in Psychology earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in psychology or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 19-20 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College counselor and/or the Social Sciences Department Chair for additional information and to verify transfer requirements.

**Note:** Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

<i>Required Courses</i>		<i>Units</i>
PSYCH 1A	Introduction to General Psychology	3
PSYCH 28	Introduction to Research Methods in Psychology	3
MATH 13	Introduction to Statistics	4
<b>List A—Select 3-4 units from the following:</b>		
BIOL 1A	General Biology	5
BIOL 10	Introduction to Biology	4
BIOL 25	Human Biology	3
<b>List B—Select 6 units from the following:</b>		
PSYCH 6	Social Psychology	3
PSYCH 21	Lifespan Human Development	3
SOC 1	Introduction to Sociology	3
	Major Requirements	19-20
	General Education (IGETC or CSU GE) and Electives	40-41
	<b>Total Units</b>	<b>60</b>

*\*This program is being offered, but is currently undergoing revision, pending approval from the California Community Colleges Chancellor's Office. Please see a counselor and/or the Social Sciences Department Chair for the most current program requirements.*

**Psychology**  
**Associate in Arts for Transfer Degree (AA-T)**  
**Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Arts in Psychology for Transfer 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. 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>
<b>1st Semester/Fall</b>		
PSYCH 1A	Introduction to General Psychology	3
	General Education and Electives	12
	Total Units 1st Semester/Fall	15
<b>2nd Semester/Spring Units</b>		
MATH 13	Introduction to Statistics	4
	One course from List B:	3
	General Education and Electives	9
	Total Units	16
<b>3rd Semester/Fall Units</b>		
PSYCH 28	Introduction to Research Methods in Psychology	3
	One course from List B	3
	General Education and Electives	8
	Total Units	14
<b>4th Semester/Spring Units</b>		
	One course from List A	3-4
	General Education and Electives	11-12
	Total Units	15

**Program Learning Outcomes**

Students who complete the program will be able to:

- Read critically and write effective essays.
- Analyze and utilize empirical findings.
- Analyze major psychological theories and concepts.

## **Public and Human Services Programs**

The Public and Human Services program enables students 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. Students gain valuable up-to-date knowledge while obtaining critical on-the-job experience. They 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.

### **Community and Public Services\* Associate in Arts Degree and Certificate of Achievement\*\***

Community and Public Services is designed to meet the statewide challenges and rapidly expanding need for public service paraprofessionals in such areas as Community Relations Specialist in a variety of fields; substance abuse counseling; agency operations and management; public administration/case management; public service fields, i.e. law enforcement, education, EMT, public safety careers, adult/child day care.

**Career Opportunities:** Entry level positions in a variety of public service fields, including agency operations and management, law enforcement, emergency medical services, public safety; adult/child day care and protective services; Community Relations; fund-raising and event planning; human services agency site coordination.

<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
<b>Select 6 units from the following:</b>		
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
	**Major Requirements	31
	General Education and Electives	29
	Total Units	60

*\*This program is being offered, but is currently undergoing revision, pending approval from the California Community Colleges Chancellor's Office. Please see a counselor, the Program Coordinator and/or the Social Sciences Department Chair for the most current program requirements.*

*\*\*For the Certificate of Achievement, students must complete the 31 units Major Requirements.*

*\*\*\*A higher level English course may be substituted for this requirement.*

**Community and Public Services**  
**Associate in Arts 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 and Certificate of Achievement in Community and Public Services. 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>
<b>1st Semester/Fall</b>		
COMM 6	Intercultural Communication	3
ENGL 100	College Composition and Reading	4
HLTED 1	Exploring Health Issues	3
	General Education/General Electives	3
	Total Units	13
<b>2nd Semester/Spring</b>		
BUS 202	Business Mathematics	3
COMM 45	Public Speaking	3
HUSV 109	Diverse Populations in Human Services	2
	General Education/General Electives	8
	Total Units	16
<b>3rd Semester/Fall</b>		
COPED 451	Occupational Work Experience	1
HUSV 110	Social Services Specialization I	3
	Core Program Electives	3
	General Education/General Electives	9
	Total Units	16
<b>4th Semester/Spring</b>		
HUSV 111	Social Services Specialization II	3
	Core Program Electives	3
	General Education/General Electives	9
	Total Units	15

**Program Learning Outcomes**

Students who complete the program will be able to:

- Apply analytical skills in reviewing client issues through an ethical and legal lens and synthesizing analysis in effective case management plans.
- Articulate a fundamental knowledge of the history as well as the role and scope of practice of entry level public and human services paraprofessionals.
- Demonstrate through written and oral reports an understanding of the public agencies' programs and services.
- Critically review and synthesize current political, social and economic issues impacting local human services programs and services.
- Apply knowledge of basic mathematical principles in solving business problems.
- Describe personal and career goals, as well as commitment to cultural humility.

**Public and Human Services Programs****Community Health Worker\*  
Associate in Arts Degree  
and Certificate of Achievement\*\***

Community Health Workers bridge the gaps between individuals and communities and the healthcare system, serving as mediators, educators, advocates, and links between communities of which they are members, and the health and social service systems.

**Career Opportunities:** Community health work, including assistance with peer education, parent-child advocacy, advising for families with application processes for government financial assistance, child care education, etc.

<i>Required Courses</i>		<i>Units</i>
BIOL 10	Introduction to Biology	4
***BUS 201	Business Communications	3
<b>Or</b>		
	***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

*\*This program is being offered, but is currently undergoing revision, pending approval from the California Community Colleges Chancellor's Office. Please see a counselor, the Program Coordinator and/or the Social Sciences Department Chair for the most current program requirements.*

*\*\*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.*

**Community Health Worker  
Associate in Arts 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 and Certificate of Achievement in Community Health Worker. 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>
<b>1st Semester/Fall Units</b>		
BIOL 10	Introduction to Biology	4
ENGL 100	College Composition and Reading/	
BUS 201	Business Communications	4
HLTED 1	Exploring Health Issues	3
HUSV 114	Introduction to Community Health Work	3
	General Education/Elective	2
	Total Units	16
<b>2nd Semester/Spring Units</b>		
HLTED 9	First Aid and Safety	2
HUSV 101	Case Management in Human Services	2
HUSV 109	Diverse Populations in Human Services	2
	General Education/Electives	8
	Total Units	14
<b>3rd Semester/Fall Units</b>		
HLTOC 201	Medical Terminology I	2
HUSV 108	Helping Skills for Human Services Paraprofessionals	2
HUSV 110	Social Services Specialization I	3
	General Education/Electives	8
	Total Units	15
<b>4th Semester/Spring Units</b>		
COPED 451	Occupational Work Experience	1
HLTOC 202	Medical Terminology II	2
HUSV 111	Social Services Specialization II	3
	General Education/Electives	9
	Total Units	15

**Program Learning Outcomes**

Students who complete the program will be able to:

- Describe client issues through an ethical and legal lens and synthesize analyses in effective case management plans.
- Demonstrate through written and oral reports an understanding of the public agencies' programs and services.
- Critically review and synthesize current political, social and economic issues impacting local human services programs and services.
- Describe personal and career goals, as well as commitment to cultural humility.

**Public and Human Services Programs****Social Services Paraprofessional\*  
Associate in Arts Degree  
and Certificate of Achievement\*\***

The program provides a comprehensive curriculum focusing on the Social Services Paraprofessional (SSP). It is designed to help California meet the statewide challenges and the rapidly expanding need for health, public and human service paraprofessionals. Students' training will allow them to become well-rounded employees who are able to participate as team members in health and human service agencies and community settings.

**Career Opportunities:** Paraprofessional capacities in public and human services settings such as adult day health/wellness activity programs; assisted living communities; congregate settings; child care agencies.

<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

*\*This program is being offered, but is currently undergoing revision, pending approval from the California Community Colleges Chancellor's Office. Please see a counselor, the Program Coordinator and/or the Social Sciences Department Chair for the most current program requirements.*

*\*\*For the Certificate of Achievement, students must complete the 32 or 33 unit major requirements.*

*\*\*\*A higher level English course may be substituted for this requirement.*

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## Associate Degree and Certificate Programs

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### Social Services Paraprofessional Associate in Arts 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 and Certificate of Achievement in Social Services Paraprofessional. 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>
<b>1st Semester/Fall Units</b>		
COMM 6	Intercultural Communication	3
ENGL 100	College Composition and Reading/	
BUS 201	Business Communications	4
HLTED 1	Exploring Health Issues	3
SOCSC 101	Introduction to Social Services	3
	Total Units	13
<b>2nd Semester/Spring Units</b>		
HUSV 109	Diverse Populations in Human Services	2
HUSV 112	Seminar for Field Experience in Social Services I	2
SOC 8	Crime and Deviance	3
	General Education/Electives	9
	Total Units	16
<b>3rd Semester/Fall Units</b>		
COPED 451	Occupational Work Experience	1
HUSV 110	Social Services Specialization I	3
HUSV 108	Helping Skills for Human Services Paraprofessionals	2
	General Education/Electives	9
	Total Units	15
<b>4th Semester/Spring Units</b>		
HUSV 111	Social Services Specialization II	3
HUSV 113	Seminar for Field Experience in Social Services II	2
HUSV 101	Case Management in Human Services	2
	General Education/Electives	9
	Total Units	16

#### Program Learning Outcomes

Students who complete the program will be able to:

- Analyze client issues through an ethical and legal lens and synthesize analyses in effective case management plans.
- Articulate a fundamental knowledge of the history as well as the role and scope of practice of entry level public and human services paraprofessionals, and public agencies' programs and services.
- Critically review and synthesize current political, social and economic issues impacting local human services programs and services
- Describe personal and career goals, as well as commitment to cultural humility.

## Public and Human Services Programs

### Public and Human Services Overview Certificate of Proficiency

Berkeley City College's Public and Human Services Programs provide students with a foundation in critical case management skills which lead to entry level positions. Professional growth opportunities are available for employees who wish to advance in their careers. As a social service paraprofessional, students also have many areas of human services open to them. Students in this program will gain an understanding of public agencies' programs and services. This certificate is a starting point and can also provide the foundation for an A.A. Degree upon completion of the required general education coursework. Students should see a counselor for more information and to develop a Student Education Plan.

**Career Opportunities:** Adult and aging caseworker, adult protective services worker, benefits worker, child protective services worker, child support caseworker, child welfare worker, eligibility technician, employment counselor, family services support worker, human services worker, medical benefits worker, welfare eligibility worker, or welfare services aide.

<i>Required Courses</i>		<i>Units</i>
COUN 207A	Career Exploration	1
ENGL 264A	Preparation for Composition, Reading, and Research	5
HUSV 110	Social Services Specialization I	3
HUSV 118	Introduction to Social Services	3
LRNRE 225	Success Skills in Public and Human Services	1.5
Total Minimum Required Units		13.5

#### Program Learning Outcomes

Students who complete the program will be able to:

- Demonstrate an understanding of the public agencies' programs and services.
- Describe personal and career goals, as well as commitment to cultural humility.

## Public and Human Services Programs

### Public and Human Services Systems Certificate of Proficiency

Berkeley City College's Public and Human Services Programs provide students with a foundation in critical case management skills which lead to entry level positions. Professional growth opportunities are available for employees who wish to advance in their careers. As a social service paraprofessional, students also have many areas of human services open to them. Students in this program will learn to analyze and compare current political, social, and economic issues impacting local human services programs and services. This certificate is a starting point and can also provide the foundation for an A.A. Degree upon completion of the required general education coursework. Students should see a counselor for more information and to develop a Student Education Plan.

**Career Opportunities:** Adult and aging caseworker, adult protective services worker, benefits worker, child protective services worker, child support caseworker, child welfare worker, eligibility technician, employment counselor, family services support worker, human services worker, medical benefits worker, welfare eligibility worker, or welfare services aide.

<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

#### Program Learning Outcomes

Students who complete the program will be able to:

- Analyze and compare current political, social, and economic issues impacting local human services programs and services.
- Demonstrate an understanding of the public agencies' programs and services.

## Sociology

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

The Associate in Arts in Sociology for Transfer Degree 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 AA 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.

Students who successfully complete the AA-T in Sociology earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in Sociology or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 18-19 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College counselor and/or the Social Sciences Department Chair for additional information and to verify transfer requirements.

Note: Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

<i>Required Course</i>		<i>Units</i>
SOC 1	Introduction to Sociology	3
<b>List A—Select 6-7 units from the following:</b>		
MATH 13	Introduction to Statistics	4
SOC 2	Social Problems	3
SOC 120	Introduction to Research Methods	3
<b>List B—Select 6 units from the following:</b>		
SOC 3	Sociology of Women	3
SOC 5	Minority Groups	3
SOC 8	Crime and Deviance	3
SOC 13	Sociology of the Family	3
<b>List C—Select 3 units from the following:</b>		
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 (IGETC or CSU GE) and Electives	41 - 42
	Total Units	60

**Sociology**  
**Associate in Arts for Transfer Degree (AA-T)**  
**Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Arts in Sociology for Transfer 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. 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>
<b>1st Semester/Fall</b>		
SOC 1	Introduction to Sociology	3
	General Education and Electives	12
	Total Units	15
<b>2nd Semester/Spring</b>		
	One course from List A	3
	One course from List C	3
	General Education and Electives	9
	Total Units	15
<b>3rd Semester/Fall</b>		
	Two courses from List B	6
	General Education and Electives	9
	Total Units	15
<b>4th Semester/Spring</b>		
	One course from List A	3-4
	General Education and Electives	11-12
	Total Units	15

**Program Learning Outcomes**

Students who complete the program will be able to:

- Define the core concepts of sociology (social structure, culture, social stratification, race, ethnicity, gender, and globalization).
- Discuss the interpersonal, institutional, cultural and structural mechanisms that produce and maintain inequality.
- Identify, compare, and contrast the major theoretical perspectives in the discipline.
- Interpret sociological research through a working knowledge of qualitative and quantitative research designs.

## **Spanish Programs**

The Spanish Programs provide a sequential course of study that prepares students 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.

### **Spanish Associate in Arts for Transfer Degree (AA-T)**

Students who successfully complete the AA-T in Spanish earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to their local CSU campus and to a program or major in Spanish or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 19-23 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See page 60 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College counselor for additional information and to verify transfer requirements.

**Note:** Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

<i>Required Courses</i>		<i>Units</i>
SPAN 1A	Elementary Spanish	5
SPAN 1B	Elementary Spanish	5
SPAN 2A	Intermediate Spanish I	5
<b>Or</b>		
SPAN 22A	Spanish for Bilingual Speakers I (5)	5
SPAN 2B	Intermediate Spanish II	
<b>Or</b>		
SPAN 22B	Spanish for Bilingual Speakers II (5)	

Substitution Courses (see List A): If a student places out of any core course(s) and is not awarded units for that course or courses, the student will need to take additional units to compensate for the courses/units required to reach at least 18 total units in the degree. Course substitutions are made at the discretion of the Modern Languages Department. Suggested substitutions include courses in List A.

**List A—Select 3-9 units only if a student has not taken all of the courses listed above:**

SPAN 10A	Advanced Spanish Conversation	3
SPAN 10B	Advanced Spanish Conversation	3
SPAN 15	Spanish Composition	3
SPAN 31A	Intermediate Conversational Spanish	3
SPAN 31B	Intermediate Conversational Spanish	3
SPAN 35A	Intermediate Conversational Spanish: Current Events	3
SPAN 35B	Intermediate Conversational Spanish: Film	3
SPAN 38	Latin American Literature	3
SPAN 39	Latin American Novel	3
SPAN 40	Hispanic Civilization and Culture	3
Major Requirements		19-23
General Education (IGETC or CSU GE) and Electives		37-41
Total Units:		60

**Spanish**  
**Associate in Arts for Transfer Degree (AA-T)**  
**Two-Year Course Sequence Beginning in the Fall Semester**

You can use the following pattern to complete an Associate in Arts in Spanish for Transfer 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. 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>
<b>1st Semester/Fall</b>		
SPAN 1A	Elementary Spanish	5
	General Education and Electives	10
	Total Units	15
<b>2nd Semester/Spring</b>		
SPAN 1B	Elementary Spanish	5
	General Education and Electives	10
	Total Units	15
<b>3rd Semester/Fall</b>		
SPAN 2A	Intermediate Spanish I	5
<b>Or</b>		
SPAN 22A	Spanish for Bilingual Speakers I (5)	
	General Education and Electives	10
	Total Units	15
<b>4th Semester/Spring</b>		
SPAN 2B	Intermediate Spanish II	5
<b>Or</b>		
SPAN 22B	Spanish for Bilingual Speakers II (5)	
	General Education and Electives	10
	Total Units	15

**Program Learning Outcomes**

Students who complete the program will be able to:

- Use grammar and vocabulary to demonstrate oral competence in the Spanish language.
- Use grammar and vocabulary to demonstrate written competence in the Spanish language.
- Describe the culture(s) of the Spanish-speaking world.
- Interpret Spanish-language texts according to their cultural, literary and/or linguistic content.

**Spanish Programs****Spanish Language\*  
Associate in Arts Degree**

<i>Required Courses</i>		<i>Units</i>
<b>Select 20 units from the following:</b>		
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
<b>Spanish Electives—Select 3 units from the following:</b>		
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
	Major Requirements	23
	General Education and Electives	37
	Total Units	60

*\*This program is being offered, but is currently undergoing revision, pending approval from the California Community Colleges Chancellor's Office. Please see a counselor for the most current program requirements.*

**Spanish Language  
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.

Courses		Units
<b>1st Semester/Fall</b>		
Span 1A	Elementary Spanish	5
	General Education and Electives	10
	Total	15
<b>2nd Semester/Spring</b>		
Span 1B	Elementary Spanish	5
	General Education and Electives	10
	Total	15
<b>3rd Semester/Fall</b>		
Span 2A	Intermediate Spanish	5
	General Education and Electives	10
	Total	15
<b>4th Semester/Spring</b>		
Span 2B	Intermediate Spanish	5
	Elective	3
	General Education and Electives	7
	Total	15

**Program Learning Outcomes**

Students who complete the program will be able to:

- Knowledge of grammar, vocabulary and communicative competence in the Spanish language.
- Knowledge of the cultural, literary and linguistic structure, which exists in the Spanish-speaking world.
- Ability to interpret Spanish-language texts according to their cultural, literary and/or linguistic content.

## Spanish Programs

### Spanish Language for Heritage Speakers Certificate of Achievement

<i>Required Courses</i>		<i>Units</i>
SPAN 22A	Spanish for Bilingual Speakers I	5
SPAN 22B	Spanish for Bilingual Speakers II	5
<b>List A—Select 12 units from the following:</b>		
M/LAT 30A	Survey of Latin-American Films	3
M/LAT 30B	Survey of Latin-American Films	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 Units	22

**Spanish Language for Heritage Speakers  
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 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>
	<b>1st Semester/Fall</b>	
SPAN 22A	Spanish for Bilingual Speakers I	5
	<b>2nd Semester/Spring</b>	
SPAN 22B	Spanish for Bilingual Speakers II	5
	<b>3rd Semester/Fall</b>	
	Two courses from Lists A	6
	<b>4th Semester/Spring</b>	
	Two courses from Lists A	6

**Program Learning Outcomes**

Students who complete the program will be able to:

- Demonstrate oral competence in the Spanish Language: use grammar and vocabulary to demonstrate oral competence in the Spanish language.
- Demonstrate written competence in the Spanish language: use grammar and vocabulary to demonstrate written competence in the Spanish language.
- Describe the culture(s) of the Spanish--speaking world.
- Interpret Spanish-language texts according to their cultural, literary and /or linguistic content.

## Spanish Programs

### 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.

**Career Opportunities:** Medical Interpreter in hospitals or clinics, independent medical interpreter working with interpretation vendor.

<i>Required Courses</i>		<i>Unit</i>
**COPED 470H	Medical Interpreting Internship	9
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		24

*\*This program is being offered, but is currently undergoing revision, pending approval from the California Community Colleges Chancellor's Office. Please see a counselor for the most current program requirements.*

*\*\*Students complete three internships for this course for a total of nine 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>
<b>1st Semester/Fall</b>		
HUSV 70	Boundaries and Ethics	3
SPAN 70	Spanish Medical Terminology	3
	Total	6
<b>2nd Semester/Spring</b>		
HUSV 71	Cultural Brokerage	3
SPAN 71	Medical Interpreting I	3
	Total	6
<b>3rd Semester/Fall</b>		
COPED 470H	Medical Interpreting Internship	9
SPAN 72	Medical Interpreting II	3
	Total	12

### **Program Learning Outcomes**

Students who complete the program will be able to:

- Demonstrate respect, integrity, and professionalism for individuals and their communities.
- Discuss cultural views and how they may affect patients' expectations of the interpreter, including level of acculturation, personal beliefs, and values.
- Identify health information protected by federal and state medical privacy and confidentiality laws (HIPAA and CMIA).
- Demonstrate ability to interpret completely and precisely in both English and Spanish.

# 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 pages 84-85).

**Transferability:** "UC" means transferability to the University of California system; "CSU" means transferability to the California State University System.

**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 page 76).

**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 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

### **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

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## Course Announcements

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### **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: Ex-  
panded 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: Ex-  
panded 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): An-  
thropological 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 dis-  
abled; 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 prepara-  
tion: ASL 51 or 51B. Course is taught in American  
Sign Language. Acceptable for credit: UC/CSU.

Historical view of changing social attitudes to-  
wards 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

### **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 Ameri-  
can 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

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## Course Announcements

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### **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 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

## **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 (C-ID ANTH 150)*

### **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 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 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*

### **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

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## Course Announcements

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### **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 D;

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 (C-ID ARTH 100)

### **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 (C-ID ARTH 110)

### **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 (C-ID ARTH 120)

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## Course Announcements

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### **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 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 1 or 4 or 13 or 14 or 20 or 25 or 30 or 41 or 50 or 60 or 95A. 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

### **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

(C-ID ARTS 110)

### **ART 22, 3 Units**

#### **Intermediate Drawing & Composition**

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

Acceptable for credit: UC/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

(C-ID ARTS 205)

### **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

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## Course Announcements

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### **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

### **ART 46, 3 Units**

#### **Two Dimensional Visual Design**

*2 hours lecture, 4 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 designs.

1002.10

*CSU area C1 (C-ID ARTS 100)*

### **ART 47, 3 Units**

#### **Three Dimensional Visual Design**

*2 hours lecture, 4 hours laboratory (GR or P/NP).*

*Acceptable for credit: UC/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

*(C-ID ARTS 101)*

### **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 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

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## Course Announcements

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### **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 C1, C2; IGETC area 3A, 3B.*

### **ART 190A, 2 Units**

#### **Beginning Digital Fine Art Photography**

*1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP).*

*Prerequisite: MMART 133A and MMART 133LA.*

*Recommended Preparation: MMART 131A and MMART 131LA. Not open for credit to students who have completed or are currently enrolled in MMART 190A. Acceptable for credit: CSU*

Study and practice of fine art digital photography: Composition, seeing, formalism; introduction to studio lighting; defining a series or larger creative project; structure of the art world; verbal communication of creative ideas; development of photographs in Adobe Photoshop 6; use of Adobe Bridge; presentation of photographs; history of photography; critiques. 1011.00

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## Course Announcements

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### **ART 190B, 2 Units**

#### **Intermediate Digital Fine Art Photography**

*1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP).*

*Prerequisite:* MMART 133A and MMART 133LA.

*Recommended Preparation:* MMART 131A and MMART 131LA. *Not open for credit to students who have completed or are currently enrolled in MMART 190B. Acceptable for credit:* CSU

Study and practice of fine art digital photography: Composition study; studio lighting for table top set-ups; working on a coherent series of photographs; introduction to art marketing; artist statements; development of photographs in Adobe Photoshop using curves; presentation of photographs; history and theory of photography; critiques.

1011.00

### **ART 190C, 2 Units**

#### **Advanced Digital Fine Art Photography**

*1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP).*

*Prerequisite:* MMART 133A and MMART 133LA.

*Recommended Preparation:* MMART 131A and MMART 131LA. *Not open for credit to students who have completed or are currently enrolled in MMART 190C. Acceptable for credit:* CSU

Study and practice of fine art digital photography: Conscious use of formal aesthetic methods; advanced techniques in studio lighting; refining a coherent series of photographs; art marketing; the structure of the art world; development of photographs in Adobe Photoshop; presentation of photographs; history and theory of photography; critiques.

1011.00

### **ART 190D, 2 Units**

#### **Digital Fine Art Photography: Portfolio**

*1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP).*

*Prerequisite:* MMART 133A and MMART 133LA.

*Recommended Preparation:* MMART 131A and MMART 131LA. *Not open for credit to students who have completed or are currently enrolled in MMART 190D. Acceptable for credit:* CSU

Study and practice of fine art digital photography: Conscious use of formal aesthetic methods; supplemental light on location; execution and completion of a series of photographs; art marketing strategies; development of photographs in Adobe Photoshop and other industry standard software programs; presentation of photographs in print; history and theory of photography; critiques.

1011.00

### **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 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

### **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

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## Course Announcements

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### **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

### **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 5B

### **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

### **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

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## Course Announcements

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### **BIOL 50A, 3 Units**

#### **Introduction to Biotechnology: Techniques and Methods**

3 hours lecture, 4 hours laboratory (GR). Not open to students who have completed BIOL 230 and 230A. Prerequisites: Math 201. Recommended Preparation: BIOL 1A, 3, and 10. Acceptable for credit: CSU

Introduction to the laboratory and basic molecular biology techniques, use of common equipment, laboratory mathematics, media and buffer preparation, aseptic and basic microbiological techniques, chemical safety and hazardous waste disposal, good laboratory practices.

0430.00

AA/AS Area 1

### **BIOL 50B, 3 Units**

#### **Protein Chemistry and Fermentation**

3 hours lecture, 4 hours laboratory (GR). Not open to students who have completed BIOL 230 and 230B. Prerequisites: BIOL 50A and CHEM 30A. Recommended Preparation: BIOL 1A, 3, and 10, and CHEM 1A and 30A. Acceptable for credit: CSU

Introduction to protein chemistry: Purification technologies, protein assays, SDS-PAGE, immunoblotting, enzyme kinetics, crystallization techniques, fermentation, and good manufacturing practices.

0430.00

AA/AS Area 1

### **BIOL 50C, 3 Units**

#### **Advanced Scientific Methods**

1.5 hours lecture, 4.5 hours laboratory (GR). Not open for credit to students who have completed or are currently enrolled in BIOL 230 and 230C. Acceptable for credit: CSU. Prerequisites: BIOL 50A and BIOL 50B. Recommended Preparation: BIOL 33, and 34. Acceptable for credit: CSU

Advanced experimental techniques and research methods: Embryonic and induced pluripotent stem cells, use of FACS, microarrays, quantitative PCR, advanced DNA sequencing methods and bioinformatics.

0430.00

AA/AS Area 1

### **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 230C, 3 Units**

#### **Advanced Scientific Methods**

1.5 Hours Lecture, 4.5 Hours Lab (GR) Prerequisite: BIOL 10, BIOL 34, and BIOL 230B. Corequisite: BIOL 33. Recommended Preparation: CIS 1 and BIOL 32

Advanced experimental techniques and research methods: Embryonic and induced pluripotent stem cells, micromanipulation techniques, use of FACS, microarrays, mass spectrometry, quantitative PCR, DNA sequencing methods and bioinformatics.

0430.00

AA/AS area 1

### **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)

**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

(C-ID BUS 125)

**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 19, 3 Units****Business Communications**

3 Hours Lecture (GR or P/NP). *Prerequisite:*

*ENGL 1A. Acceptable for credit: CSU*

Principles of ethical and effective communication for a variety of business situations: Planning, organizing, composing, and revising business documents, including letters, memos, emails, and written reports; creating and delivering professional-level oral reports.

0501.00

AA/AS area 4d (C-ID BUS 115)

**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

**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

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## Course Announcements

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### **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 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

### **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

## **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 (C-ID CHEM 110)

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## Course Announcements

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### **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 1A + 1B, C-ID CHEM 120S)

### **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

## Communication

### COMM 3, 3 Units

#### Introduction to Human Communication

3 Hours Lecture, (GR/P/NP).

Acceptable for credit: UC/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; CSU area A1;  
IGETC area 1C (C-ID COMM 180)

### 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)

### 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 (C-ID COMM 120)

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## Course Announcements

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### **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 (C-ID COMM 150)*

### **COMM 19, 3 Units**

#### **Survey of Mass Media**

*3 Hours Lecture, (GR/PNP)*

*Acceptable for credit: UC/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; CSU area D;  
IGETC area 4 (C-ID JOUR 100)*

### **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

*(C-ID COMM 130)*

*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)*



## **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 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*

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## Course Announcements

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### **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 (C-ID COMP 122)

### **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 (C-ID COMP 142)

### **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 6 or 26.

Acceptable for credit: UC/CSU

Introduction to object-oriented program design using Java: Developing web pages and stand-alone applications.

0707.10

AA/AS area 4c

### **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

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## Course Announcements

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### **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 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 80, 3 Units**

#### **Discrete Structures**

3 hours lecture (GR). Prerequisites: CIS 6,

MATH 203, MATH 204C, MATH 211D.

Acceptable for credit: UC/CSU

Mathematical concepts for computer applications: Algorithms and analysis of algorithms, logic and mathematical proofs (contradiction and induction), sets, relations and functions, recursion, combinatorics, Boolean algebra, and discrete probability; Bayes' theorem, trees and graphs.

0701.00

AA/AS Area 4c

### **CIS 81, 3 Units**

#### **Systems Analysis with UML**

3 hours lecture (GR or P/NP). Prerequisite:

CIS 36A. 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

### **CIS 82, 4 Units**

#### **Design Patterns**

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

Prerequisite: CIS 36A, Recommended Preparation:

81. Acceptable for credit: CSU

Principles of designing robust reusable object-oriented software: The most common design-pattern strategies; enterprise program design.

0707.10

AA/AS area 4c

### **CIS 83A, 3 Units**

#### **Web Programming Capstone Project**

1 Hour Lecture, 6 Hours Lab (GR or P/NP).

Prerequisite: CIS 36A, 81, 84, 85, and 103.

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

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## Course Announcements

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### **CIS 83B, 3 Units** **Computer Programming** **Capstone Project**

*1 Hour Lecture, 6 Hours Lab (GR or P/NP).*

*Prerequisite: CIS 27, CIS 36A, CIS 81,  
and CIS 82. Acceptable for credit: CSU*

Culminating project-based experience that applies computer programming knowledge and skills developed in previous courses towards the design, implementation, testing, documentation, and presentation of a specific idea, task, or product.

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).*

*Recommended Preparation: CIS 6, 36A, and 105.*

*Acceptable for credit: CSU*

Web-enabled database concepts: Relational database principles, Structured Query Language (SQL); use of client-side scripts and server-side 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** **Windows Operating Systems**

*3 hours lecture, 3 hours laboratory (GR or P/NP).*

*Recommended Preparation: CIS 1.*

*Acceptable for credit: CSU*

Computer operating system environment through a study of the main features and functions of MS Windows: Operating system fundamentals, configurations, installation & upgrading, managing applications, files and directories, managing devices and other resources, system maintenance.

0702.00

AA/AS area 4c

### **CIS 87, 4 Units** **Window Server Administration Fundamentals**

*3 hours lecture, 3 hours laboratory (GR or P/NP).*

*Recommended Preparation: CIS 1.*

*Acceptable for credit: CSU*

Introduction to Windows Server: Emphasis on proper installation, correct implementation of features and utilities, managing resources, controlling access and security, working with active directory, troubleshooting, server performance management, maintenance, network services and connectivity.

0708.10

AA/AS area 4c

### **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** **Networking Fundamentals**

*3 hours lecture, 3 hours laboratory (GR or P/NP).*

*Recommended Preparation: CIS 1.*

*Acceptable for credit: CSU*

Introduction to local area networks: Defining networks through the OSI model, understanding wired and wireless networks, network infrastructure, network security, implementing the Internet Protocol and TCP/IP, networking services, WANs.

0708.10

AA/AS area 4c

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## Course Announcements

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### **CIS 90, 4 Units**

#### **Security Fundamentals**

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

*Recommended Preparation:* CIS 1.

*Acceptable for credit:* CSU

Basics of Network and Windows Server system security: Core security principles, understanding security layering concepts, authentication-authorization-accounting, security policies through access and permissions, understanding network security, protecting the client server environment, encryption, PKI and Certificates.

0708.20

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, 87, 89, and 90.

*Acceptable for credit:* CSU

Design and implement networked computer infrastructures based on the Windows platform: Installing Windows, deploying Windows, configuring hardware/applications/network connectivity/resources access/remote access & mobile computing/backup and recovery options/remote access, monitoring & maintaining Windows clients/system performance.

0708.20

AA/AS area 4c

### **CIS 92, 4 Units**

#### **Fundamentals of Linux**

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

*Recommended Preparation:* 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.

0709.10

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).

*Recommended Preparation:* CIS 36A and 104.

*Acceptable for credit:* CSU

E-commerce web page design principles: Extend web page “functionality” with interactivity, multimedia, security, and database capability using XML, JavaScript and related technologies.

0707.10

AA/AS area 4c

### **CIS 104, Survey of Programming**

#### **Languages for the Web, 3 Units**

2 hours lecture, 3 hours laboratory. *Recommended preparation:* CIS 1 and CIS 105.

*Acceptable for credit:* 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 HTML5, 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: Preparation of images for the web, interface design, and interactivity.

0709.00

AA/AS area 4c

### **CIS 138, 4 Units**

#### **Android Programming**

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

*Prerequisite:* CIS 36A *Recommended Preparation:* CIS 36B. *Acceptable for credit:* CSU

Essential skills for programming for the Android platform: Widgets, layouts, event handling, menus, preferences, threads, adapters, intents, services and notifications.

0707.10

AA/AS area 4c

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## Course Announcements

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### **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 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 231A, 1 Unit**

#### **Advanced Laboratory Projects in Word**

*3 Hours Lab (GR or P/NP)*

*Recommended Preparation: CIS 1*

Advanced word skills: Creating templates and themes, adding multimedia to documents, and protecting documents by completing specialized projects.

0702.00

AA/AS area 4c

### **CIS 231B, 1 Unit**

#### **Advanced Laboratory Projects in Outlook**

*3 Hours Lab (GR or P/NP)*

*Recommended Preparation: CIS 1*

Outlook: Perform scheduling, manage tasks and meetings, manage contacts and emails, manage communication, and work efficiently by completing specialized projects.

0702.00

AA/AS area 4c

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## Course Announcements

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### **CIS 231C, 1 Unit**

#### **Advanced Laboratory Projects in SharePoint**

*3 Hours Lab (GR or P/NP)*

*Recommended Preparation: CIS 1*

SharePoint: Collaborating on activities, sharing data, and presenting business applications and content by completing specialized projects.

0702.00

*AA/AS area 4c*

### **CIS 231D, 1 Unit**

#### **Advanced Laboratory Projects in OneNote**

*3 Hours Lab (GR or P/NP)*

*Recommended Preparation: CIS 1*

OneNote: Creating, collecting, categorizing, organizing, and searching documents and notes by completing specialized projects.

0702.00

*AA/AS area 4c*

### **CIS 232, 2 Units**

#### **Exploring Robotics**

*1 hours lecture, 3 hours laboratory (GR).*

*Prerequisites: N/A*

Introduction to robotics and computing: Modeling, designing, planning, and programming; hands-on robotic projects using motors and sensors.

0706.00

*AA/AS Area 4c*

### **CIS 237, 1 Unit**

#### **Introduction to Internet Basics**

*1 hour lecture (GR or P/NP).*

*Recommended preparation: CIS 200.*

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, 2 Units**

#### **Introduction to Microsoft Access I**

*1.5 hour lecture, 1.5 hours laboratory*

*(GR or P/NP). Corequisite: CIS 1 or 200.*

Introduction to Microsoft Access database management: Designing, creating, and managing a database, developing and building tables, creating queries forms and reports.

0707.20

*AA/AS area 4c*

### **CIS 245B, 2 Units**

#### **Introduction to Microsoft Access II**

*1.5 hours lecture, 1.5 hours laboratory*

*(GR or P/NP). Prerequisite: 245A*

Microsoft Access Database design, management and optimization of relational databases: Advanced queries, enhanced table design, tools for custom form and report generation, data sharing and analysis, action queries and advanced table relationships, automating tasks with macros, using and writing Visual Basic application code.

0707.20

*AA/AS area 4c*

### **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*

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## Course Announcements

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### **CIS 246, 1.5 Units**

#### **Introduction to PowerPoint**

*1 hour lecture, 1.5 hours laboratory (GR or P/NP).*

*Recommended Preparation: CIS 1*

Introduction to Microsoft PowerPoint presentation graphics: Preparation for creating, saving, editing and printing presentation materials; graphic 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 Work Experience 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

### **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 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**

*Prerequisites: HUSV 070 and HUSV 071.*

*Hours to be arranged (GR/PNP).*

2140.00

### **COPED 484A, 1-4 Units**

#### **Occupational Work Experience in Biotechnology**

*Hours to be arranged (GR or P/NP)*

0430.00

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## Course Announcements

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### 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*

#### **COUN 200A, .5 Units Orientation to College**

*.5 hours lecture (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 (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 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.*

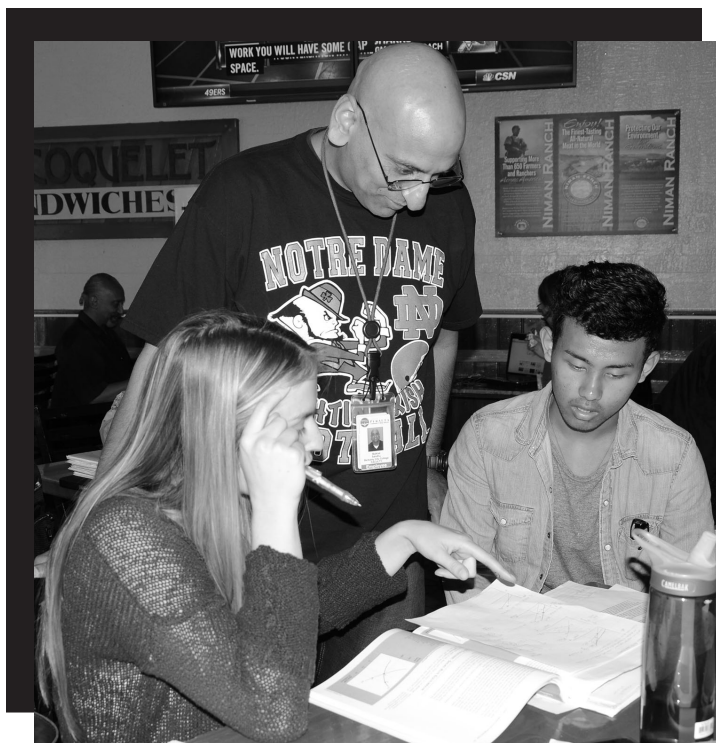
Success and retention strategies offered in small groups: Provides supervised tutoring to students in overcoming barriers in reaching their educational goals and increasing their successful completion of college courses and programs.

4930.09

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## Course Announcements

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### 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 (C-ID ECON 202)*

#### **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 (C-ID ECON 201)*

#### **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

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## Course Announcements

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### **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 98, 3 Units**

#### **Pedagogy of Reading**

*3 Hours Lecture (GR or P/NP). Corequisite: EDUC 97. Acceptable for credit: CSU*

Pedagogy of reading: Theoretical perspectives on reading and reading pedagogy; decoding techniques; reading comprehension techniques; schema building and activation; cognitive and social factors contributing to reading disabilities; reading across the curriculum.

0802.00

### **EDUC 99, 3 Units**

#### **Introduction to Special Needs Pedagogy**

*3 Hours Lecture (GR or P/NP).*

*Acceptable for credit: CSU*

Special Needs Pedagogy: Definition of special needs; history of special education and related policies; categories of disabilities; and appropriate instructional strategies for students with special needs.

0802.00

### **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

## 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 3B  
(C-ID ENGL 120)*

### **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)*

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## Course Announcements

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### **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 14, 3 Units**

#### **Non-Fiction Writing**

3 hours lecture (GR or P/NP). Prerequisite:

ENGL 1A. Acceptable for credit: UC/CSU

Non-fiction writing: Personal essay, personality profiles, book reviews, and feature stories for newspapers and magazines.

1507.00

AA/AS area 3, 4d

### **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 3B

### **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 3B

### **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 3A

### **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 3B

### **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

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## Course Announcements

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### **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

### **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 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 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 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 3B (C-ID ENGL 150)

### **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 3B (C-ID ENGL 152)



**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 3B (C-ID ENGL 155)*

**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)*

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## Course Announcements

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### **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 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 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 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, copy-editing, 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

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## Course Announcements

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### **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

### **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 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).*

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.*

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.*

Individualized instruction in writing: Thesis control, essay organization, idea development, and sentence structure.

4930.21

### **ENGL 258D, 1 Unit**

#### **Writing Workshop**

*.5 hours lecture, 1.5 hours laboratory (GR or*

*P/NP). Recommended preparation: ENGL 258C.*

Individualized instruction in writing: Thesis control, essay organization, idea development, sentence structure, and editing/proofreading.

4930.21

## Course Announcements

### **ENGL 264A, 5 Units** **Preparation for Composition,** **Reading, and Research**

*4 hours lecture, 3 hours laboratory (GR or P/NP).* Introduction to college-level composition, reading, and research: Active reading strategies; writing and prewriting strategies; argumentation techniques; research techniques.

1501.00

### **ENGL 264B, 5 Units** **Preparation for Composition,** **Reading, and Research**

*4 hours lecture, 3 hours laboratory (GR or P/NP).*

Introduction to college-level composition, reading, and research: Active reading strategies; writing and prewriting strategies; argumentation techniques; research techniques.

1501.00

## **English as a Second Language**

### **English as a Second Language Level of Difficulty**

Subject Area Emphasis	High Beginning	Intermediate	High Intermediate	Advanced
<b>Learning &amp; Speaking (4 Units)</b>	283A/B	232A/B	233A/B	50A/B
<b>Reading &amp; Writing (6 Units)</b>	285A/B	222A/B	223A/B	52A/B
<b>Grammar (4 Units)</b>	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; CSU area A1

### **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, 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, 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

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## Course Announcements

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### **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 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

### **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

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## Course Announcements

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### **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 proof-reading 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

### **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, 1.5 Units**

#### **Advanced 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

### **ESL 220D, 1.5 Units**

#### **Advanced 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 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

### **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

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## Course Announcements

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### **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 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

## **Ethnic Studies**

### **ETHST 1, 3 Units**

#### **Introduction to Ethnic Studies**

*3 Hours Lecture (GR or P/NP).*

*Acceptable for credit: UC/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

## **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*

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## Course Announcements

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### **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 3B 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 5A

### **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: Inter-relationship of people and the land, including study of populations, cultural origins, migration, language and religion, ethnicity, systems of agriculture, urbanization, political units, economic organization, and resource exploitation.

2206.00

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

### **GEOG 3, 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 18, 3 Units** **California Geography**

3 Hours Lecture (GR or P/NP).  
*Acceptable for credit:* UC/CSU  
The forces, processes, and systems that shape the geography of California: Landforms, natural vegetation, forestry and fishing, mineral and water resources, cultural landscapes, agriculture, demographic changes, ethnic diversity, urban growth, regional differences, economic development and its national impact; natural hazards such as earthquakes and volcanism, floods, landslides and wildfires; climate and effects of climate change.

2206.00

AA/AS areas 1, 2; CSU B1, D  
(C-ID GEOG 140)

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## Course Announcements

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### **GEOG 19, 3 Units**

#### **Global Climate Change**

3 Hours Lecture (GR or P/NP). Not open for credit to students who have completed or are currently enrolled in PHYSC 25. Acceptable for credit: UC/CSU Overview of past, present, and future climate change; Analysis of climatological events and latest research discoveries; emphasis on the role humans play in warming the planet.

2206.00

AA/AS area 1; CSU B1;

IGETC 5A

### **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 5A (C-ID GEOL 120)

### **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) (C-ID GEOL 120L)

### **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

## **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

## **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

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## Course Announcements

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### **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

## **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 (C-ID HIST 170)*



### **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 (C-ID HIST 180)*

### **HIST 3A, 3 Units**

#### **World History to 1500**

*3 hours lecture (GR).*

*Acceptable for credit: UC/CSU*

Survey of the development of world civilizations to 1500.

2205.00

*AA/AS area 2; CSU area D;  
IGETC area 4 (C-ID HIST 160)*

### **HIST 3B, 3 Units**

#### **Modern World History: 1500-Present.**

*3 hours lecture (GR). Acceptable for credit: UC/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; CSU area D;  
IGETC, area 4*

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## Course Announcements

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### **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 (C-ID HIST 140)

### **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 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

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## Course Announcements

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### **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 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*

### **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: UC/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;*

*IGETC area 4*

### **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 3B*

### **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*

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## Course Announcements

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### **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

### **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*

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## Course Announcements

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### **HUMAN 15, 3 Units**

#### **Popular Culture**

3 Hours Lecture (GR or P/NP).

Acceptable for credit: UC/CSU

Meaning and impact of American popular culture in the twentieth century: The cultural evolution of consumerism, amusement, leisure, media, and entertainment industries.

1599.00

AA/AS area 2, 3; CSU area C2

### **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

### **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

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## Course Announcements

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### **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

### **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, 4

### **HUMAN 57, 4 Units**

#### **Film Directors and Artists**

4 Hours Lecture (GR or P/NP). Recommended Preparation: HUMAN 21. Acceptable for credit: UC/CSU  
Concentrated and comparative investigation of influential film directors and artists: Examination of signature themes, visual styles, and historical connections among different film authors.

4903.00

AA/AS area 3;  
CSU GE area C2; IGETC area 3B

### **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 C1, C2; IGETC area 3A, 3B

## 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 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 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

### **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

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## Course Announcements

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### **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 117, 3 Units**

#### **Introduction to Behavioral Health Services**

3 Units, 3 Hours Lecture (GR).

*Acceptable for credit: CSU*

Dynamic recovery-focused overview of the experience of mental illness for students intending to work in the field of mental health and human services: The lived experience; recovery oriented practice; models of treatment; combatting stigma and discrimination; community mental health; co-occurring disorders; peer specialists.

2104.00

*AA/AS area 2*

### **HUSV 118, 3 Units**

#### **Introduction to Social Services**

3 Units, 3 Hours Lecture (GR).

*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.

2104.00

*AA/AS area 2; CSU area D*

### **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

## **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 Communi- cation 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

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## Course Announcements

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### **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 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 80, 1 Unit**

#### **Introduction to Information Resources**

2 Units, 2 Hours Lecture (GR or P/NP).

Recommended preparation: Students must be able to communicate in written English. Students must be able to navigate the Internet and communicate via e-mail. Recommended Preparation: BUS 219, or CIS 205, or CIS 237, and ENGL 201A or ENGL 204A. Acceptable for credit: UC/CSU, Basic research skills: Introduction to concepts and skills necessary to conduct college-level research using electronic databases, book catalogs, and the Internet. Concurrent enrollment in a course with a research assignment is recommended. 1699.00

AA/AS area 4c

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## Course Announcements

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### LIS 85, 2 Units

#### Introduction to Information Resources

2 Units, 2 Hours Lecture (GR or P/NP).

*Recommended Preparation:* BUS 219 or CIS 1 or 200 or 205 and ENGL 201A or 264A or appropriate placement through multiple measures assessment process. *Acceptable for credit:* UC/CSU

Basic research skills: Introduction to concepts and skills necessary to conduct college-level research using electronic databases, book catalogs, and the Internet. Concurrent enrollment in a course with a research assignment is recommended.

1699.00

AA/AS area 4c

### 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 area B4;

IGETC area 2

### MATH 2, 5 Units

#### Pre-calculus 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. *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 (C-ID MATH 230)

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## Course Announcements

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### **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  $R^2$  and  $R^3$ , real and complex vector spaces, inner product spaces, linear transformations, eigenvalues, eigenvectors, and applications.

1701.00

AA/AS area 4b; CSU area B4;  
IGETC area 2 (C-ID MATH 250)

### **MATH 3F, 3 Units**

#### **Differential Equations**

3 hours lecture (GR). *Prerequisite:* MATH 3B and 3E. *Corequisite:* 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)

### **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 (C-ID MATH110)

### **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

### **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

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## Course Announcements

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**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

**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

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## Course Announcements

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### **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

### **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

## 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 3B

### 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 3B

### 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 109, 3 Units

#### Writing for the Business of Multimedia

3 hours lecture (GR or P/NP). Recommended preparation: ART 41, and MMART 101 and 200.

Acceptable for credit: CSU

Development of written and electronic materials to pitch, propose and sell a multimedia project: Effective writing structure and style, portfolios, prospectus packets, grant writing, pitches, treatments, budgets, development of industry contacts.

0614.00

### 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

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## Course Announcements

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### **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

### **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 3A*

**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 3D 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*

**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*

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## Course Announcements

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### **MMART 131B, 2 Units**

#### **Photoshop II**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Corequisite:* MMART 131LB. *Recommended preparation:* MMART 131A/131LA. *Acceptable for credit:* CSU

Advanced image editing and digital illustration using a bitmap imaging program: Survey of design principles used to create effective visual communication with emphasis on advanced computer-based compositions.

0614.60

AA/AS area 4c

### **MMART 131LB, 1 Unit**

#### **Photoshop II Lab**

4 hours laboratory (GR or P/NP). *Corequisite:* MMART 131B. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 131B.

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 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

### **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

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## Course Announcements

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**MMART 133B, 2 Units****Digital Photography II**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Prerequisite:* MMART 133A/133LA.

*Corequisite:* 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

**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 4cAA/AS area 4c

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## Course Announcements

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### **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



### **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

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## Course Announcements

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### **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 137A, 2 Units**

#### **Applications of Large Scale Print I**

*1 hour lecture, 3 hours laboratory (GR or P/NP).*

*Corequisite: MMART 137LA. Recommended Preparation MMART 134A and 134LA.*

*Acceptable for credit: CSU*

Project-based study of large scale digital printmaking / projection files: Enhancing basic technological and visual skills; history and theory of printmaking; hands-on projects using advanced digital technologies; class critiques of projects; portfolio / files, development; operation of digital printing and projection technologies. Demonstrate enhanced technological and visual skills using major bitmap imaging (Photoshop) software.

0614.60

*AA/AS area 4c*

### **MMART 137LA, 1 Unit**

#### **Applications of Large Scale Print I Lab**

*4 hours laboratory (GR or P/NP). Corequisite:*

*MMART 137A. Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 137A.

0614.60

*AA/AS area 4c*

### **MMART 137B, 2 Units**

#### **Applications of Large Scale Print II**

*1 hour lecture, 3 hours laboratory (GR or*

*P/NP). Prerequisite: MMART 137A and*

*MMART 137LA. Corequisite: MMART 137LB.*

*Acceptable for credit: CSU*

Project-based study of Advanced Practices for Large Scale Print / Projection / Installation: Enhancing basic technological and visual skills. Advancing input and acquisition skills to realize artistic vision.

0614.60

*AA/AS area 4c*

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## Course Announcements

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### **MMART 137LB, 1 Unit**

#### **Applications of Large Scale Print II Lab**

*4 hours laboratory (GR or P/NP). Prerequisite: MMART 137A and MMART 137LA.*

*Corequisite: MMART 137B.*

*Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 137A.

0614.60

AA/AS area 4c

### **MMART 137C, 2 Units**

#### **Applications of Large Scale Print III**

*1 hour lecture, 3 hours laboratory (GR or P/NP).*

*Prerequisite: MMART 137B and MMART 137LB.*

*Corequisite: MMART 137LC.*

*Acceptable for credit: CSU*

Project-based study of Large Scale Print / Projection: Output and presentation techniques for conceptual realization.

0614.60

AA/AS area 4c

### **MMART 137LC, 1 Unit**

#### **Applications of Large Scale Print III Lab**

*4 hours laboratory (GR or P/NP). Prerequisite: MMART 137B and MMART 137LB.*

*Corequisite: MMART 137C.*

*Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 137C.

0614.60

AA/AS area 4c

### **MMART 137D, 2 Units**

#### **Applications of Large Scale Print IV**

*1 hour lecture, 3 hours laboratory (GR or P/NP). Prerequisite: MMART 137C and MMART 137LC, Corequisite: MMART 137LD.*

*Acceptable for credit: CSU*

Project-based study of digital printmaking; 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 137LD, 1 Unit**

#### **Applications of Large Scale Print IV Lab**

*4 hours laboratory (GR or P/NP). Prerequisite: MMART 137C and MMART 137LC,*

*Corequisite: MMART 137D,*

*Acceptable for credit: CSU*

Practical training for development of multimedia skills presented in MMART 137D.

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

### **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

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## Course Announcements

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### **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 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 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



**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

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## Course Announcements

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### **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

### **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

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## Course Announcements

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### **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

### **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).

*Acceptable for credit:* CSU

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 162, 2 Units**

#### **Web Graphics**

1.5 hours lecture, 1.5 hours laboratory

(GR or P/NP). *Corequisite:* MMART 162L.

*Recommended preparation:* Art 41, and MMART 130/130L and 200. *Acceptable for credit:* CSU

Image analysis and preparation for web-ready graphics and animation: Principles of web color theory, file size economy, and efficient online image presentation.

0614.30

AA/AS area 4c

### **MMART 162L, 1 Unit**

#### **Web Graphics Lab**

4 hours laboratory (GR or P/NP). *Corequisite:*

MMART 162. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 162.

0614.30

AA/AS area 4c

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## Course Announcements

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### **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, hypertext, graphics and compression, design and typography principles, copyright, usability, accessibility, and SEO.

0614.30

AA/AS area 4c

### **MMART 163L, 2 Units**

#### **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 164, 2 Units**

#### **Introduction to Web Design**

1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP). *Corequisite:* MMART 164L. Not open for credit to students who have completed or are currently enrolled in MMART 160A.

*Acceptable for credit:* UC/CSU

Foundations of Web Development: Building a business, expressing your online voice and identity, and designing portfolios using HTML, CSS, and Content Management Systems (such as WordPress).

0614.30

AA/AS area 4c

### **MMART 164L, 1 Unit**

#### **Introduction to Web Design Lab**

4 Hours Lab (GR or P/NP)

*Corequisite:* MMART 164. Not open for credit to students who have completed or are currently enrolled in MMART160LA.

*Acceptable for credit:* UC/CSU

Practical training for development of multimedia skills presented in MMART 164.

0614.30

AA/AS area 4c

### **MMART 165, 2 Units**

#### **Fundamentals of Graphic Visualization**

1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP).

*Corequisite:* MMART 165L.

*Acceptable for credit:* CSU

Analysis and development of graphic visualization: Basic principles, attributes, and elements of design, including the relationships among production methods, materials, and data sets.

0614.30

AA/AS area 4c

### **MMART 165L, 1 Unit**

#### **Fundamentals of Graphic Visualization Lab**

4 Hours Lab (GR or P/NP). *Corequisite:*

MMART 165. *Acceptable for credit:* CSU

Practical training for development of multimedia skills presented in MMART 165.

0614.30

AA/AS area 4c

### **MMART 166, 2 Units**

#### **User Experience and Interface Design**

1.5 hours lecture, 1.5 hours laboratory (GR or P/NP). *Corequisite:* MMART 166L, *Acceptable for credit:* CSU, *Recommended Preparation:*

MMART 164. Not open for credit to students who have completed or are currently enrolled in ART 162 and/or MULTM 162.

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 166L, 1 Unit**

#### **User Experience and Interface Design Lab**

4 hours laboratory, (GR or P/NP). *Corequisite:* MMART 166. *Acceptable for credit:* CSU, Not open for credit to students who have completed or are currently enrolled in MMART 161A.

Practical training for development of multimedia skills presented in MMART 166.

0614.30

AA/AS area 4c

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## Course Announcements

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### **MMART 167, 2 Units**

#### **Mobile and Cross-Platform Web Design**

1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP).  
*Corequisite:* MMART 167L. *Recommended Preparation:* MMART 164. *Acceptable for credit:* CSU  
Cross-Platform design techniques for Mobile and Web Design: Mobile development, tablet development, web development, responsive design, and dynamic graphical elements.

0614.30

AA/AS area 4c

### **MMART 167L, 1 Unit**

#### **Mobile and Cross-Platform Web Design Lab**

4 Hours Lab (GR or P/NP). *Corequisite:* MMART 167. *Acceptable for credit:* CSU  
Practical training for development of multimedia skills presented in MMART 167.

0614.30

AA/AS area 4c

### **MMART 168, 2 Units**

#### **Online Games & Interactivity**

1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP).  
*Corequisite:* MMART 168L. *Recommended Preparation:* MMART 164. *Acceptable for credit:* CSU  
Principles of interactive design and virtual environments: User experience, game design, dynamic graphics, and integration of interactive content for online environments.

0614.30

AA/AS area 4c

### **MMART 168L, 1 Unit**

#### **Online Games & Interactivity Lab**

4 Hours Lab (GR or P/NP) *Corequisite:* MMART 168. *Recommended Preparation:* MMART 164. *Acceptable for credit:* CSU  
Practical training for development of multimedia skills presented in MMART 168.

0614.30

AA/AS area 4c

### **MMART 169, 2 Units**

#### **Social & Emergent Media**

1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP).  
*Corequisite:* MMART 169L. *Recommended Preparation:* MMART 164. *Acceptable for credit:* CSU  
Dynamics of online content delivery to motivate consumer interest: Social Media Networks, content creation tools, advertising, marketing, brand strategies, consumer interactions, and monitoring of media analytics.

0614.30

AA/AS area 4c

### **MMART 169L, 1 Unit**

#### **Social & Emergent Media Lab**

4 Hours Lab (GR or P/NP). *Corequisite:* MMART 169. *Recommended Preparation:* MMART 164. *Acceptable for credit:* CSU  
Practical training for development of multimedia skills presented in MMART 169.

0614.30

AA/AS area 4c

### **MMART 170, 2 Units**

#### **Creative Design Industry Projects**

1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP).  
*Corequisite:* MMART 170L. *Recommended Preparation:* MMART 164. *Not open for credit to students who have completed or are currently enrolled in MMART160B. Acceptable for credit:* CSU  
Advanced web design skills relevant to creative business standards: Professional and strategic training for development of multimedia skills presented in MMART 170L. Course will include simulation of a real world online production environment.

0614.30

AA/AS area 4c

### **MMART 170L, 1 Unit**

#### **Creative Design Industry Projects Lab**

4 Hours Lab (GR or P/NP). *Corequisite:* MMART 170. *Not open for credit to students who have completed or are currently enrolled in MMART160LB. Acceptable for credit:* CSU  
Apply advanced web design skills relevant to creative business standards. Emphasis on grid based display architecture, refined design elements, detailed image creation, interactivity, project management, and technical understanding. Practical training for development of multimedia skills presented in MMART 170.

0614.30

AA/AS area 4c

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## Course Announcements

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### **MMART 171, 2 Unit**

#### **Web Commerce & Internet Start Up**

1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP). Corequisite: MMART 171L. Recommended Preparation: MMART 164. Not open for credit to students who have completed or are currently enrolled in MMART160C.

Acceptable for credit: CSU

Introduction to the principles of E-commerce: Building an online business, analysis and application of media content, operating shopping carts, and execution of online strategy.

0614.30

AA/AS area 4c

### **MMART 171L, 1 Unit**

#### **Web Commerce & Internet Start Up Lab**

4 Hours Lab (GR or P/NP). Corequisite: MMART 171. Recommended Preparation: MMART 164. Not open for credit to students who have completed or are currently enrolled in MMART160LC.

Acceptable for credit: CSU

Practical training for development of multimedia skills presented in MMART 171.

0614.30

AA/AS area 4c

### **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

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## Course Announcements

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### **MMART 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

### **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**

#### **3D 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 3D 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**

#### **3D 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**

#### **3D 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 3D 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**

#### **3D 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 2D 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*

2D 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 2D 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

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## Course Announcements

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### **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

### **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, 2 Units**

#### **Introduction to 3D Animation I**

*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 190A, 2 Units**

#### **Beginning Digital Fine Art Photography**

*1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP).*

*Prerequisite: MMART 133A and MMART 133LA.*

*Recommended Preparation: MMART 131A and MMART 131LA. Not open for credit to students who have completed or are currently enrolled in ART 190A. Acceptable for credit: CSU*

Study and practice of fine art digital photography: Composition study; studio lighting for table top set-ups; working on a coherent series of photographs; introduction to art marketing; artist statements; development of photographs in Adobe Photoshop using curves; presentation of photographs; history and theory of photography; critiques.

1011.00

AA/AS area 4c

### **MMART 190B, 2 Units**

#### **Intermediate Digital Fine Art Photography**

*1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP).*

*Prerequisite: MMART 133A and MMART 133LA.*

*Recommended Preparation: MMART 131A and MMART 131LA. Not open for credit to students who have completed or are currently enrolled in ART 190B. Acceptable for credit: CSU*

Study and practice of fine art digital photography: Composition study; studio lighting for table top set-ups; working on a coherent series of photographs; introduction to art marketing; artist statements; development of photographs in Adobe Photoshop using curves; presentation of photographs; history and theory of photography; critiques.

1011.00

AA/AS area 4c

### **MMART 190C, 2 Units**

#### **Advanced Digital Fine Art Photography**

*1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP).*

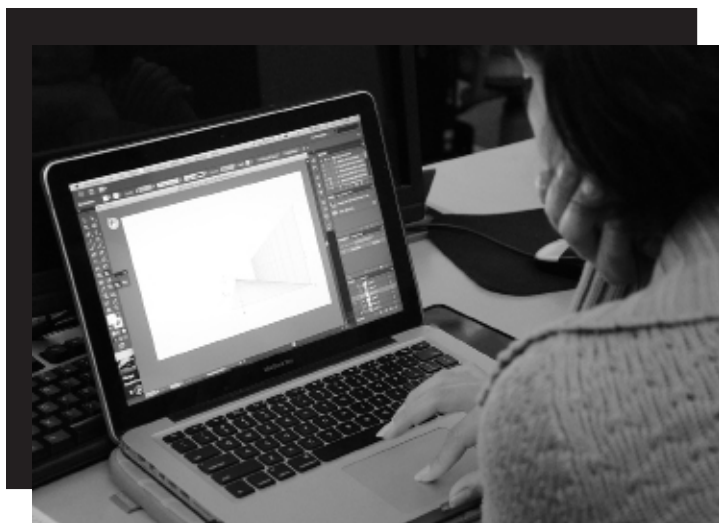
*Prerequisite: MMART 133A and MMART 133LA.*

*Recommended Preparation: MMART 131A and MMART 131LA. Not open for credit to students who have completed or are currently enrolled in ART 190C. Acceptable for credit: CSU*

Study and practice of fine art digital photography: Conscious use of formal aesthetic methods; advanced techniques in studio lighting; refining a coherent series of photographs; art marketing; the structure of the art world; development of photographs in Adobe Photoshop; presentation of photographs; history and theory of photography; critiques.

1011.00

AA/AS area 4c



### **MMART 190D, 2 Units**

#### **Digital Fine Art Photography: Portfolio**

*1.5 Hours Lecture, 1.5 Hours Lab (GR or P/NP). Prerequisite: MMART 133A and MMART 133LA. Recommended Preparation: MMART 131A and MMART 131LA. Not open for credit to students who have completed or are currently enrolled in ART 190D. Acceptable for credit: CSU*

Study and practice of fine art digital photography: Conscious use of formal aesthetic methods; supplemental light on location; execution and completion of a series of photographs; art marketing strategies; development of photographs in Adobe Photoshop and other industry standard software programs; presentation of photographs in print; history and theory of photography; critiques.

1011.00

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

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## Course Announcements

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### **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*

### **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*

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## Course Announcements

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### **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.

1009.01

### **MMART 228C, 2 Units** **Introduction to InDesign** **Desktop Publishing**

*1.5 hours lecture, 1.5 hours lab, (GR/PNP).*  
*Recommended preparation: CIS 200 or MMART 200. Also offered as CIS 228C. Not open for credit to students who have completed or are currently enrolled in CIS 228C.*

Introduction to the use of InDesign pagelayout software: Basics of page layout, font selection and formatting, setting defaults, text and graphic placement, graphic scanning, and laser printing.

0614.50

AA/AS area 4c

### **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

## **Music**

### **MUSIC 10, 3 Units** **Music Appreciation**

*3 Hours Lecture, (GR or P/NP).*

*Acceptable for credit: UC/CSU*

Survey designed to enhance the enjoyment of music with emphasis on listening: Historical overview of the development of musical form through the centuries.

1004.00

AA/AS area 3; CSU area C1;

IGETC area 3A (C-ID MUS 100)

### **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 3A

### **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 3B

**MUSIC 24, 3 Units****Jazz History**

3 Hours Lecture, (GR or P/NP).

Acceptable for credit: UC/CSU

Evolutionary development of jazz music and the artists responsible for its creation: Historical, cultural, and sociological analysis of each style period through extensive guided listening. 1004.00

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

**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

**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

**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, 3 Units****Formal Logic**

3 hours lecture (GR/PNP). Recommended

Preparation: ENGL 1A or ENGL 5 or COMM 5 or PHIL 10. Acceptable for credit: UC/CSU.

Principles of valid deductive reasoning: Formal techniques of sentential logic and predicate logic. 1509.00

AA/AS area 3, CSU area A3,  
(C-ID PHIL 210)

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## Course Announcements

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### **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)

### **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

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## Course Announcements

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### **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 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

## **Physical Science**

### **PHYSC 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 (CHEM 30A*

*+PHYS 10, C-ID PHYS 140)*

### **PHYSC 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*

### **PHYSC 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

### **PHYSC 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 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*

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## Course Announcements

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### **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*

### **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 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

## **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 (C-ID POLS 110)*

### **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*

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## Course Announcements

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### **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: UC/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;*

*IGETC area 4 (C-ID POLS 120)*

### **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, 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 SOC 6 or SOCSC 3.*

*Acceptable for credit: UC/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; CSU area D;*

*IGETC area 4*

### **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*

**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 3B and 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). Acceptable 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;  
IGETC 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 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)

### **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: UC/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; CSU area D;*

*IGETC area 4*

**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 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 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 (C-ID SOCI 150)*

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## Course Announcements

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### **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: UC/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; CSU area D;  
IGETC area 4*

### **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 18, 3 Units**

#### **Sociology of Death and Dying**

3 hours lecture (GR). *Acceptable for credit: UC/CSU*

Death and dying: Application of sociological principles; historic, economic, social, psychological, cultural, and institutional dynamics of death and dying.

2208.00

*AA/AS area 2*

### **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/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,  
POLS 160)*

### **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 (C-ID SPAN 100)*

### **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 3B 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 3B and Language  
(C-ID SPAN 200)*

### **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 3B and Language  
(C-ID SPAN 210)*

### **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 3B*

### **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 3B*

### **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

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## Course Announcements

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### **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 (C-ID SPAN 220)

### **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 (C-ID SPAN 230)



### **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

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## Course Announcements

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### **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 3B*

### **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;*

*IGETC area 3B*

### **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 3B*

### **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

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## Course Announcements

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### **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

## **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 3B



**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. 296)
- AP 4231: Grade Changes and Student Grievance Procedure (p. 307)
- AP 5500: Student Standards of Conduct, Discipline Procedures and Due Process (p. 314 )
- AP 5530: Student Rights and Grievance Procedure (p. 322)
- AP 5140: Disabled Students Programs and Services (p. 327)
- AP 3440: Service Animals (p. 332)
- AP 3551: Preserving a Drug Free Environment for Students (p. 334)
- AP 3570: Smoking (p. 335)
- AP 3530: Weapons on Campus (p. 337)
- AP 5052: Open Enrollment (p. 340)
- AP 4210: Student Learning Outcomes (p. 341)
- Student Right to Know Disclosure—Completion and Transfer Rates (p. 342)
- Family Education Rights and Privacy Act of 1974 (Access to Educational Records) (p. 342)
- Clery Act (p. 343)
- AP 4250: Probation (p. 343)
- AP 4255: Disqualification and Dismissal (p. 344)
- AP 2430: Delegation of Authority to Chancellor's Staff (p. 345)
- AP 3430: Prohibition of Unlawful Harassment (p. 346)
- AP 3540: Sexual and Other Assaults on Campus (p. 348)
- AP 3560: Alcoholic Beverages (p. 349)
- AP 5013: Students in the Military (p. 350)
- AP 5015: Residence Determination (p. 351)
- AP 4225: Course Repetition and Repeatable Courses (p. 356)

## **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 “main streaming” students with disabilities into regular classes. The colleges offer support services to make education accessible. Each main campus has a Coordinator who coordinates the Disabled Students Program. Students who find that a class is not accessible should contact the Disabled Students Programs and Services Office for assistance. Services provided include classroom interpreters, note takers, readers, special counseling on disability management, peer counseling groups, and special adaptive equipment.
- H. The lack of English language skills will not be a barrier to admission and participation in the colleges’ vocational education programs.

## **II. Discrimination Complaint Procedures**

- A. To insure that students and employees of the District are aware of the provisions of this procedure, a general statement will be published in each class schedule and a bulletin will be circulated to each District employee.
- B. The following procedures are in compliance with the guidelines of state law:
  - 1. Student discrimination complaints may be filed with the Office of Student Services at each college.
  - 2. Employee complaints may be filed with the Office of Instruction at each college.
  - 3. All complaints should be forwarded to the District Equal Opportunity Officer on the approved district form.
    - a. Upon receipt of a complaint, a copy will be forwarded to the State Chancellor’s Office on the appropriate form.
    - b. Defective complaints will be returned to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
  - 4. Within fourteen (14) days of the complaint, an investigation will commence with notification to the complainant of the initiation of the investigation.
  - 5. If the complaint proves to be accurate, a resolution of the problem will be proposed and corrective actions taken to ensure that the act is not repeated.

- 6. After a proposed resolution is developed and approved, the complainant will be notified of the resolution. Should the complainant not be satisfied, he/she may object to the proposed resolution through the State Chancellor’s Office within thirty (30) days. The District Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State.
- 7. After the resolution proposal is sent to the complainant, the District will forward the complete file of the complaint; findings of the investigation; the District’s proposed resolution; the letter to the complainant informing him/her of the proposal; and any relevant material to the State Chancellor’s Office.

## **III. Procedures Prohibiting Sexual, Racial, and Disability Harassment and Discrimination Toward Students**

### **A. Dissemination**

- 1. The procedures shall be published in all student, faculty and staff handbooks, each college’s catalog and schedule of classes, and other printed material deemed appropriate by each college’s Vice President of Student Services.
- 2. The procedures will also be disseminated to students at each college’s new student orientation and at periodic workshops to be scheduled by each college’s Vice President of Student Services.
- 3. The procedures will also be disseminated to each faculty member, all members of the administrative staff, and all members of the support staff both at time of hire and at the beginning of each school year.
- 4. The procedures shall also be displayed in a prominent location at each college along with the other notices regarding the college’s procedures and standards of conduct. A copy of the procedures shall be made available to any person expressing a verbal complaint about such matters.

**B. Sexual, Racial, and Disability Harassment and Discrimination Defined**

1. The Peralta Community College District expressly forbids sexual, racial, and disability harassment of its students by faculty, administrators, supervisors, District employees, other students, vendors or members of the general public. The District also prohibits discrimination of its students by subjecting any student to adverse or differential treatment, or depriving that student of any benefits of the District because of that student's sex, race, or disability. Furthermore, the District prohibits retaliation against any individual who files a complaint or participates in a discrimination inquiry.
2. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:
  - (a) Submission to the conduct is explicitly or implicitly made a term or a condition of a student's academic status, or progress.
  - (b) Submission to, or rejection of, the conduct by a student is used as the basis of academic decisions affecting the student.
  - (c) The conduct has the purpose or effect of having a negative impact upon a student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
  - (d) Submission to, or rejection of, the conduct by a student is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
  - (e) Any other such conduct that may have an effect on a student's learning environment or his or her ability to enjoy any privileges or benefits provided by the District.

3. The prohibition of racial harassment similarly enjoins conduct or incidents based on race that may interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the District.
4. The prohibition of disability harassment similarly enjoins conduct or incidents based on disability that may exclude an individual from participation in or be denied the benefit of the services, programs, or activities provided by the District to other non-disabled students.
5. A harassing environment is created if conduct of a sexual or racial nature or conduct based on student's disability is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program by the District or to create a hostile or abusive educational environment.

**C. Examples of Prohibited Harassment**

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

1. Unwanted physical touching (beyond normal greetings).
2. Displays of offensive materials, objects, photos, etc., with a sexual, racial, or disabled theme.
3. Situations affecting a student's studying and learning conditions and making the learning environment unpleasant and uncomfortable, whether the actions are purposeful or not.
4. Verbal insults (in reference to gender, race, sexual orientation, or disability).
5. Rumors designed to cause the individual emotional distress or place him or her in a bad light.
6. Physical assault.
7. Unwelcome direct propositions of a sexual nature.
8. Subtle pressures for unwelcome sexual activity, an element of which may be conduct such as repeated and unwanted staring.

9. A pattern of conduct not legitimately related to the subject matter of a course, which is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive educational environment, that includes one or more of the following:
  - (a) Comments of a sexual/racial nature or which are demeaning or derogatory based on a disability, **or**
  - (b) Sexually explicit statements, questions, jokes, or anecdotes.
10. Unwanted attempts to establish a personal relationship.
11. A pattern of conduct that would cause discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that may include one or more of the following:
  - (a) Unnecessary touching, patting, hugging, or brushing against a person's body,
  - (b) Remarks of a sexual nature about a person's anatomy or clothing, or
  - (c) Remarks about sexual activity or speculations about a previous sexual experience.

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

#### **D. Academic Freedom and Freedom of Speech**

1. As participants in a public institution, the faculty and staff of the Peralta Community College District enjoy significant free speech protections found in the First Amendment of the United States Constitution and Article I Section I of the California Constitution. The right of academic freedom includes a special area of protected speech. Consistent with the principles of academic freedom, course content and teaching methods remain the province of individual faculty members. Academic freedom, however, is not limitless.

Academic freedom does not protect classroom speech that is unrelated to the subject matter of the course or in violation of federal or state anti-discrimination laws. Some speech may constitute environmental sexual harassment, harassment based on another impermissible characteristic or discrimination. If a faculty member engages in unwelcome sexual behavior or other improper behavior based on a characteristic protected by this procedure that has the purpose or effect of unreasonably interfering with an employee's work environment or a student's academic performance or creates a hostile and intimidating work or academic environment, then it may constitute environmental harassment or discrimination, as outlined in Board Policy and these implementing procedures.

2. The District must balance these two significant interests: the right of academic freedom and the right to be free from discrimination and harassment. The First Amendment protections, including those of academic freedom, are not absolute. When a faculty member raises academic freedom as a defense against charges of discrimination or discriminatory harassment, the District must examine the nature and context of the faculty member's behavior. A key to this examination is determining whether the behavior of the faculty member is related to his or her legitimate academic judgments within the context of furthering the institution's legitimate mission.
3. Nothing in the District's Discrimination and Discriminatory Harassment Policy should be construed to prevent faculty members from rigorously challenging fundamental beliefs held by students and society. These challenges should be done in a manner that, in the professional judgment of the faculty member, is most pedagogically advisable. Indeed, this is at the core of academic freedom; however, faculty members may not interject into the academic setting an element of discrimination or discriminatory harassment that is unrelated to any legitimate educational objective.

**D. Academic Freedom  
and Freedom of Speech**

*(continued)*

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).

(c) Student discrimination and harassment complaints may also be filed with the Vice President of Student Services as follows:

- Berkeley City College  
2050 Center St., Berkeley, 2nd Floor  
(510) 981-2820
- College of Alameda,  
Building A, Room 111  
(510) 748 2204
- Laney College, Tower Building  
Room 412, (510) 464-3162
- Merritt College, Building P  
Room 311, (510) 436-2478

(d) All complaints not filed directly with the District's Equal Opportunity Officer should be immediately forwarded to that Officer on the approved District form.

(e) Whenever any person brings charges of unlawful discrimination to the District Equal Opportunity Officer's attention, that Officer shall:

- i. Inform the complainant that he or she may, but is not required to, informally resolve the charges and that s/he has the right to end the informal resolution effort and begin the formal stage at any time;
- ii. Notify the complainant of the procedures for filing a complaint;
- iii. Discuss with the complainant what actions he or she is seeking in response to the alleged discrimination; and
- iv. Advise the complainant that he or she may file a complaint with the Office for Civil Rights of the United States Department of Education.

**F. Harassment and Discrimination  
Complaint Procedures**

*(continued)*

- v. Immediately upon receipt of a complaint, the District's Equal Opportunity Officer will forward a copy to the State Chancellor's Office on the appropriate form.
  - vi. The District's Equal Opportunity Officer will return defective complaints to the complainant with an explanation of the deficiencies and how they may be corrected if the complaint is to be considered.
  - vii. Upon receipt of the complaint, the District Equal Opportunity Officer will review the complaint and determine the need for any interim measures of relief pending completion of the investigation.
- (f) Within fourteen (14) days of receiving the complaint, a thorough and impartial investigation will commence with notification to the complainant and the Chancellor of the initiation of the investigation. Complaints will be investigated and resolved in accordance with the District's unlawful discrimination complaint procedures. To ensure a prompt and equitable investigation of complaints, the investigation shall include an opportunity for the complainant and the accused to present witnesses and other evidence on their behalf. Thus, the investigation shall include private interviews with the complainant, the accused individual and each of the witnesses identified by both parties. Sufficient information about the allegations of the complaint shall be disclosed to the accused to provide him/her with an opportunity to respond to the allegations of the complaint and provide additional information. To the extent appropriate, the District will keep the complainant apprised of the progress of the investigation.
- (g) Complaints will be handled promptly in an appropriately confidential manner — that is, the District's Equal Opportunity Officer will disclose the identities of the parties only to the extent necessary to carry out an investigation.
- The results of the investigation shall be set forth in a written report which shall include at least all of the following:
- i. Description of the circumstances giving rise to the complaint;
  - ii. A summary of the testimony provided by each witness, including the complainant and any witnesses identified by the complainant;
  - iii. An analysis of any relevant data or other evidence collected during the course of the investigation; and
  - iv. A specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint.
- (h) Within ninety (90) days of receiving a complaint, the District shall complete its investigation and provide the complainant with the following information:
- A written notice setting forth:
- i. A copy or summary of the District's investigative report;
  - ii. The District's determination on the merits of the complaint; the proposed resolution of the complaints, to the extent that disclosure does not invade any person's privacy rights; and
  - iii. The complainant's right to appeal to the District governing board and the Chancellor.

**F. Harassment and Discrimination  
Complaint Procedures***(continued)*

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

- (i) If the allegation of sexual, racial, or disability harassment is substantiated, the District will take reasonable, timely and effective steps to end the harassment. Depending upon the severity of a given case and/or prior incidents of harassment, a violation of this rule shall lead to disciplinary action including the possibility of expulsion or termination from the District. Remedial measures will be offered if appropriate to correct the discriminatory effects on any individual who has experienced harassment. The District's policy against discriminatory harassment will be interpreted consistently with any federally guaranteed rights involved in a complaint proceeding, including student's First Amendment rights to free speech and the accused individual's right to due process.
- (j) Should the Complainant not be satisfied, he or she may appeal the proposed resolution within ten (10) days of the date of the proposed resolution to the Chancellor. The Chancellor may request an additional investigation, sustain the administrative determination, reverse the administrative determination or take any other appropriate action. If the Chancellor makes the administrative determination, the Complainant may appeal directly to the Board of Trustees within the same time periods set forth above. If the Chancellor sustains the administrative determination or the Complainant is not otherwise satisfied with the Chancellor's decision, the Complainant may appeal to the Board of Trustees within fifteen (15) days of the Chancellor's decision. All appeals shall be filed with the Chancellor's Office at 333 East 8th Street, Oakland, CA 94606.

Should the complainant not be satisfied, he or she may appeal the proposed resolution to the District governing board within fifteen (15) days. The District board shall review the original complaint, the investigative report, the determination and the appeal and may issue a final District decision within forty-five (45) days of receiving the appeal. The decision of the Administration will become final if the Board does not act within forty-five (45) days. The student may then appeal the final District decision to the State Chancellor's Office within thirty (30) days. The Office of Equal Opportunity will furnish the complainant with necessary information regarding where and how to file the objection with the State Chancellor's Office.

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

**IV. Sexual Assault Procedure (see also AP 3540: Sexual and Other Assaults on Campus)****A. Statement regarding Sexual Assault**

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

**B. Definition of Sexual Assault (Education Code 67365)**

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

**C. Procedure**

1. The Office of the Vice President of Student Services shall have full responsibility, except for public information, for the administration and follow-up of the sexual assault program required. This includes:
  - (a) Making available to students and staff the District policy on sexual assault.
  - (b) Meeting legal reporting requirements.
  - (c) Identifying available services for the victim.
  - (d) Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.

(e) Implementing procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.

(f) Providing confidentiality.

2. It shall be the responsibility of the Vice President of Student Services to see to it that victims of sexual assault committed at or upon the grounds of, or upon off-campus grounds or facilities maintained by the District, shall receive information and referral for treatment. Services available include immediate short-term crisis counseling, and long-term counseling referral to agencies in the community. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.
3. Any student, faculty, or staff member who is a victim of sexual assault at a District facility referred to in Section 1.1 of this policy is encouraged to notify the Vice President of Student Services. The Vice President of Student Services, with the consent of the victim, shall notify the Campus/District Police Services.
4. Pursuant to legal requirements, the Campus/District Police will notify the appropriate local law enforcement agency of the reported sexual assault, and obtain an ambulance to transport the victim to the hospital, as necessary.
5. In accordance with the Campus Crime Awareness and Security Act of 1990, the District, on an annual basis, shall notify students and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publication/mailings. The names of the victims will not be reported in the statistics.
6. In cases of violent crimes considered to be a threat to other students and employees, each college's President or the Chancellor of the District shall make timely reports, respecting the confidentiality of the victim, to the college community in a manner that will aid in the prevention of similar occurrences.

**C. Procedure***(continued)*

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.

### D. Dissemination

(continued)

2. These procedures will also be disseminated at each college's orientation and at periodic workshops to be scheduled by each college's Vice President of Student Services.

**Note:** Volunteers and student workers are included in relevant board policies and their related administrative procedures, including but not limited to BP 3410 (Nondiscrimination), BP 3420 (Equal Employment Opportunity), BP 3430 (Prohibition of Harassment), and BP 7280 (Volunteers).

#### References:

- Education Code Sections 212.5; 44100; 66281.5;
- Title IX, Education Amendments of 1972;
- Title 5, Sections 59320 et seq.;
- Title VII of the Civil Rights Act of 1964, 42
- U.S.C.A. Section 2000e
- Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;
- Penal Code Sections 422.55 et seq.;
- Title 5 Sections 59300 et seq.;
- Accreditation Standard II.B.2.c

### **POLÍTICA QUE PROHÍBE LA DISCRIMINACIÓN HACIA LOS ESTUDIANTES (INCLUYENDO LA DISCRIMINACIÓN Y EL ACOSO SEXUAL Y RACIAL)**

El Distrito de los Colegios Universitarios Comunitarios de Peralta, de conformidad con las leyes federales y estatales pertinentes y con la Política de la Junta, prohíbe que los estudiantes sean sometidos a discriminación y acoso discriminatorio ilícitos basados en la raza, las creencias, el color, la ascendencia, la religión, el sexo, el origen nacional, la edad (40 años de edad o más), el estado civil, los problemas médicos (relacionados con el cáncer), las incapacidades, las afiliaciones y opiniones políticas, la orientación/preferencia sexual o la transmutación de sexo en cualquier etapa, en cualquiera de los programas y actividades del Distrito, incluyendo la disponibilidad de los ofrecimientos educacionales; y en otros programas y actividades como la ayuda

financiera y los servicios especiales. Por ello, el Distrito investigará las quejas de discriminación inmediatamente, siguiendo los pasos pertinentes, a fin de eliminar la discriminación actual y evitar discriminación futura. El Distrito prohíbe las represalias contra cualquier individuo que presente una queja o participe en una investigación con relación a discriminación o acoso discriminatorio.

El Distrito de Peralta está sujeto al Título IX de las Enmiendas Educativas de 1972, los Títulos VI y VII del Acta de Derechos Civiles de 1964 y 1972, el Acta de Discriminación por la Edad en Empleo de 1967, el Acta de Discriminación por la Edad de 1975 y la Sección 504 del Acta de Rehabilitación de 1973 y al Acta de 1991 referente a los Americanos incapacitados.

El Coordinador del Título IX y Sección 504 para el Distrito de Peralta es el Funcionario de Oportunidad Igual del Distrito, cuya oficina se encuentra situada en el 333 E. 8th Street, Oakland, CA 94606; teléfono (510) 466-7252.

Los estudiantes, miembros de la facultad, empleados y solicitantes de empleo que crean que hayan sido discriminados pueden presentar una queja de discriminación ante alguno de los siguientes funcionarios: el Presidente del colegio correspondiente, el Vice Presidente de Servicios Estudiantiles (en el caso de los alumnos), el Vice Presidente de Enseñanza (en el caso de facultad o empleados) o el Funcionario de Oportunidad Igual del Distrito. Los formularios de queja y los procedimientos correspondientes se encuentran a su disposición en las oficinas del Presidente, de los Vice Presidentes y de Oportunidad Igual.

Todos los colegios del Distrito de Peralta fomentan la incorporación de alumnos con incapacidades físicas y mentales a las clases regulares. Los colegios ofrecen servicios de apoyo a fin de brindar una educación accesible. Cada colegio tiene un Coordinador cuya función es administrar el programa para estudiantes incapacitados. Los estudiantes que encuentren que una clase no es accesible deben comunicarse con el Centro de Recursos para Estudiantes Incapacitados a fin de recibir asistencia. Los servicios del Centro incluyen asistencia por medio de intérpretes en el aula, personas que puedan tomar los apuntes, lectores, un servicio de asesoramiento especial para el manejo de las incapacidades y un grupo de asesoramiento constituido por personas con problemas similares. También hay libros de texto en sistema Braille, libros de texto grabados y otros equipos especiales.

La falta de fluidez en el idioma inglés no es un obstáculo para el ingreso y la participación en los programas de educación vocacional de los colegios.

**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://web.peralta.edu/translations/>

**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 Associate Vice Chancellor of Student Services.
- C. The request is then reviewed and approved or denied by the Associate Vice Chancellor of Student Services and processed by the Admissions and Records Office.

**III. Student Grievance**

If a student alleges mistake, fraud, bad faith, or incompetence in the academic evaluation of the student's performance, the grievance procedure is as follows:

Both the informal and formal grievance procedure for "Academic (Grade) Grievance" is contained in the "Student Grievance Procedure" (also in AP 5530, Student Rights and Grievances) which was last revised and approved by the Board of Trustees on March 15, 2011.

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

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## Other District and College Policies and Procedures

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### A. Grounds for Filing Student Grievances

The Student Grievance Procedure shall apply only to grievances involving:

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

### B. The Student Grievance Procedure does not apply to:

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

### C. Definitions

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

2. **Student.** A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
3. **Respondent.** Any person claimed by a grievant to be responsible for the alleged grievance.
4. **Observer.** An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.
5. **Written Notice/Written Decision.** Notice sent by personal service or by registered or certified mail with return receipt requested via the U.S. Postal Service.
6. **Day.** Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.

### D. Grievance Process

#### 1. Informal Resolution

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

- a. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the Division Dean of Instruction of the faculty member.

#### D. Grievance Process

(continued)

- 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.

**D. Grievance Process**

*(continued)*

**d. Request for Grievance Hearing**

*(continued)*

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.

**D. Grievance Process***(continued)*

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.
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.

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.

#### **D. Grievance Process**

*(continued)*

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.

## D. Grievance Process

*(continued)*

### c. Board of Trustees' Decision

*(continued)*

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

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

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

### 4. Time Limits

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

## Security of Grade Records

The District has implemented security measures for student records that assure no one without proper authorization may obtain access to student grade records. These measures are installed as part of the computerized grade data storage system in the enterprise management system, PeopleSoft.

The measures implemented by the District include, but are not necessarily limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Vice Chancellor of Educational Services. No more than six (6) [one at each college in A&R and two at district office A&R] District employees may be authorized to change student grades. Only full-time employees of the District may be authorized to change grades. Student workers shall not have access to or change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice Chancellor of Educational Services immediately. The Vice Chancellor of Educational Services immediately shall take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify (1) the student; (2) the instructor who originally awarded the grade; (3) any known educational institution to which the student has transferred; (4) the accrediting agency; and (5) local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any known educational institution to which the student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with the District's policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency.

The correction of an awarded grade shall only be allowed for a student-initiated request brought under the provisions of this procedure.

### **AP 5500: Student Standards of Conduct, Discipline Procedures and Due Process**

- I. The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Standards of Conduct, which ensures to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.
- II. These procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, Education Code Section 76120, and will not be used to punish expression that is protected.
- III. A student excluded for disciplinary reasons from one college in the Peralta Community College District may be denied enrollment into other colleges in the District, depending on the specific form of discipline. The President of a college may also deny admission to a student suspended or excluded for disciplinary reasons from other colleges or universities.
- IV. **Standards of Conduct.** Students are responsible for complying with all laws and college regulations and for maintaining appropriate course requirements as established by the instructors.

A. Disciplinary action may be imposed on a student for violation of college rules and regulations, the California Education Code, California Penal Code, and the California Administrative Code. Student misconduct may result in disciplinary action by the college and prosecution by civil authorities. Student misconduct may also result in disciplinary action that is applicable to other college campuses and central administrative offices at the Peralta Community College District. The college may require restitution as part of the discipline to ensure the return of items or compensation for any loss to the college or district. Misconduct that may result in disciplinary action includes, but is not limited to, the following violations:

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

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

**V. Forms of Discipline**

*(continued)*

**B. Probation.**

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

**C. Loss of Privileges and Exclusion from Activities.**

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

**D. Educational Sanction.**

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

**E. Treatment Requirement.**

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

**F. Group Sanction.**

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

**G. Removal from Class.**

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

**H. Exclusion from Areas of the College.**

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

**I. Withdrawal of Consent to Remain on Campus.**

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

**J. Short-term Suspension.**

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

**K. Long-term Suspension.**

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

**L. Expulsion.**

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

**VI. Disciplinary action may be imposed on a student by:**

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

## **VII. Due Process for Discipline, Suspensions and Expulsions**

### **A. Definitions:**

1. **Student.** Any person currently enrolled as a student at any college or in any program offered by Peralta Community College District.
2. **Faculty Member.** Any instructor (an academic employee of the District in whose class a student subject to discipline is enrolled), counselor, librarian, or any academic employee who is providing services to the student.
3. **Day.** A day during which the District is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.
4. **Written Notice/Written Decision.** Notice sent by personal service or by registered or certified mail with return receipt requested via the United States Postal Service.

### **B. Procedure.**

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

#### **1. Notice.**

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

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

#### **2. Time limits.**

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

#### **3. Conference Meeting.**

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

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

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

**B. Procedure.**

*(continued)*

**4. Meeting Results.**

One of the following scenarios will occur:

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

**5. Short-term Suspension.**

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

**6. Long-term Suspension.**

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

**7. Expulsion.**

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

**VIII. Hearing Procedures:****A. Request for Hearing.**

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

Any recommendation for expulsion by the Vice President of Student Services (or designee) shall be automatically reviewed by the Student Disciplinary Hearing Panel.

**B. Schedule of Hearing.**

The formal hearing shall be held within 10 days after a written request for hearing is received. Student's failure to confirm attendance at hearing or failure to appear at the hearing without reasonable cause constitutes waiver of the student's right to appeal. The formal hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

**C. Student Disciplinary Hearing Panel.**

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

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

**D. Hearing Panel Chair.**

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

**E. Conduct of the Hearing.**

1. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
2. The facts supporting the accusation shall be presented by a college representative who shall be the Vice President of Student Services.
3. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
5. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.

**E. Conduct of the Hearing.**

*(continued)*

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.

### III. Grievance Process

#### B. Formal Complaint Procedures

*(continued)*

##### 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.

**B. Formal Complaint Procedures**

*(continued)*

**5. Hearing Procedure**

- a. The Vice President of Instruction, as Chair, shall provide written notice, including the date, time and place of the hearing to both parties at least ten days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.
- b. The Chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the Chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The Chair of the committee shall inform both parties orally of this fact at the commencement of the hearing.
- c. The decision of the Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The Chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
- d. The Chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
- e. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
- f. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.
- g. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.
- h. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.
- i. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.
- j. Any member of the committee may ask questions of any witness.
- k. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.

- l. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
  - m. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.
  - n. The committee shall make all evidence, written or oral, part of the record.
  - o. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.
  - p. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.
  - q. The hearing date may be postponed or continued at the discretion of the Chair of the committee. Both parties shall be given notice of the new or continued hearing date.
  - r. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services.
  - s. The Chair of the committee shall notify the Vice President of Student Services of the committee's recommendation within 10 days.
  - t. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the Vice President of Student Services and shall be available at all times to the accused person. The Vice President of Student Services has the responsibility to ensure that a proper record is maintained and available at all times.
- 6. Final Decision by Vice President of Student Services**
- Based on the grievance hearing committee's recommendations, the Vice President of Student Services (or designee) may accept the recommendation, return it to the committee for further review, or reject it. Within 10 days of receipt of the committee's recommendation, the Vice President of Student Services (or designee) shall send written notification to the parties and committee informing them of:
- a. The committee's recommendation;
  - b. The final decision by Vice President of Student Services; and
  - c. Appeals procedure
- Any decision to reject findings of the committee must be supported by a summary finding of fact. The decision to recommend a grade change must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

**B. Formal Complaint Procedures***(continued)***7. Appeals****a. President's Decision**

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

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

**b. Chancellor's Decision**

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

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

**c. Board of Trustees' Decision**

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

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

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

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

**8. Time Limits**

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

**AP 5140: Disabled Students Programs and Services**

Under federal and State laws, the District and Colleges are required to ensure that academic requirements and practices, facilities, electronic information technology, printed materials, and College services and activities are accessible to individuals with disabilities. The College will make modifications as necessary in order to provide equal access.

**I. Role of Disabled Students Programs and Services**

The role of the Disabled Students 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.
- 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;

**II. Academic Accommodations  
Procedures for Students  
with Disabilities**

*(continued)*

- 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.
    - 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.

**VII. Decision Process****A. Meeting General Education Degree Requirements**

*(continued)*

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.

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.

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

**II. Definitions**

*(continued)*

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

- 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.

**VI. Violations**

*(continued)*

- 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.

- 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.

**IX. Exceptions**

*(continued)*

- 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**

- I. All courses of the Peralta Community College District shall be open to enrollment in accordance with Board Policy 5052 and a district priority registration system consistent with AP 5055, Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and corequisites.
- II. No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in enrollment priorities and college programs which have restrictive enrollment (e.g. allied health programs.)
- III. Students are required to meet prerequisites, 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.
- IV. Students can challenge prerequisites and corequisite for one of the following six (6) reasons:
  - A. The student has acquired through work or life experiences the skills and knowledge that are represented by the prerequisite.
  - B. 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.
  - C. 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.
  - D. 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.

## **AP 5052: Open Enrollment**

*(continued)*

- E. The student believes that the prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- F. 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.
- V. Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except for programs that permit restricted enrollment, e.g. allied health programs.
- VI. A student may challenge an enrollment limitation on any of the following grounds:
  - A. The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
  - B. The District is not following its enrollment procedures; or
  - C. The basis for the limitation does not in fact exist.
- 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.

## **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.

- 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.

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 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. School officials with legitimate educational interest to inspect a record;
2. Schools to which a student is transferring in connection with a student's application for, or receipt of, financial aid;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school provided;
  - a) such studies are conducted in such a manner as will not permit personal identification of students or their parents by persons other than representatives of such organizations; **and**
  - b) Such information will be destroyed when no longer needed for the purpose for which it is conducted.
6. Accrediting organizations carrying out accrediting functions;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies if the knowledge of such information is necessary to protect the health or safety of a student or other persons;

9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Finally, it should be noted that the scope of records maintained for students may vary greatly depending on individual circumstances. In some cases, student files do not contain many of the types of records listed above.

### Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, codified at 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](http://www.peralta.edu), and on the Alameda County Sheriff's Office website: [www.alamedacountysheriff.org](http://www.alamedacountysheriff.org).

Berkeley City College complies with Title IX policies and regulations. To view a full transcript of Title IX, visit [www.berkeleycitycollege.edu](http://www.berkeleycitycollege.edu) and enter Title IX into the search engine located in the upper right hand corner of the web page. For more information, contact the Dean of Student Services at (510) 981-2830.

## AP 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. The student shall be placed on academic probation during the following term of attendance and shall remain on probation until his/her cumulative grade point average is 2.0 or higher (in accordance with provisions of Title 5).
- 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. Academic Probation:** A student on Academic Probation for a grade point deficiency shall be removed from academic probation when the student's cumulative grade point average is 2.0 or higher.
- B. Progress Probation:** A student on Progress Probation shall be removed from probation when the percentage of units with entries of "W", "I", and "NP" drops below 50% of all grades.

## III. Units Attempted

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "F," or "FW" from any college or combination of; (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

## AP 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.

### **IV. 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.

### **V. Attendance Policies**

Instructors may drop students who do not attend class by Census Day if the student has not contacted the instructor with an explanation satisfactory to the instructor as to why he/she has not attended. All drops must be recorded on the Census Rosters and Instructor's Class Records.

## **AP 2430: Delegation of Authority to the Chancellor's Staff**

### **A. Delegation of Authority**

The Chancellor delegates the overall administration of the district to the following positions listed. The employees assigned are responsible to the Chancellor for successful performance. With respect to the Board of Trustees Policies and the Chancellor's Administrative Procedures, the following specific assignments apply:

### **B. Presidents**

Administer compliance of all their assigned college personnel with all Board Policies and Administrative Procedures. The Presidents shall provide leadership to their campus community shared governance process in a systematic annual review of Board of Trustees Policies, District Administrative Procedures, and college operating procedures with the expectation that recommendations for improvement will be made.

### **C. Deputy Chancellor**

The Deputy Chancellor serves as the principal management support to the Chancellor in handling a range of operational matters related the district service centers, and faculty, staff, students and public affairs issues; directly handles matters of institutional importance on behalf of the Chancellor, as appropriate; oversees all facets of the daily operations of the District, and develop findings and makes recommendations to the Chancellor to ensure compliance with all relevant national, state, and local policies and regulations; coordinates and integrates the activities of the Chancellor's Cabinet in the development and implementation of established core initiatives for the Office of the Chancellor. Directly oversees the Vice Chancellor of Finance and Administration, the Vice Chancellor of General Services, the Vice Chancellor of Human Resources and Employee Relations, the Associate Vice Chancellor of Information Technology, General Counsel and Risk Management.

### **D. Vice Chancellor, Finance and Administration**

Represent the Chancellor and the Deputy Chancellor for the financial affairs of the district. Administers compliance with all financial laws, regulations, and chapter 6 board policies and administrative procedures. Supervises the Bond Legal Counsel contract(s) and administers the appropriate financial controls over the bond construction funds and the OPEB bond funds. Responsible for the following General Institution policies and procedure: Gifts, Foundation and Information Technology.

**E. Vice-Chancellor, Educational Services**

Represent the Chancellor for the academic affairs and student affairs of the district. For academic affairs administer compliance with all academic laws, regulations, and chapter 4 board policies and administrative procedures. Responsible for the following General Institution policies and procedures: Accreditation, Admissions and Records, Institutional Planning, and Grants

For student affairs administer compliance with all student services laws, regulations, and chapter 5 board policies and administrative procedures including: financial aid, international and out-of-state students (residency), concurrent-enrollment, student grievances, health services, student discipline, and district-wide student government.

**F. Vice-Chancellor, Human Resources**

Represent the Chancellor and the Deputy Chancellor for the human resources function of the district. Administer compliance with all human resources laws, regulations, and chapter 7 board policies and administrative procedures. Serves as Chief Negotiator. Supervise the Human Resources Legal Counsel contract(s). Responsible for the following General Institution policies and procedures: Nondiscrimination, Equal Employment Opportunity, and Prohibition of Harassment.

**G. Vice-Chancellor, General Services**

Represent the Chancellor and the Deputy Chancellor for the general services function of the district. Administer compliance with all general services and construction laws, regulations, board policies and administrative procedures. Administer the safety, security, construction and maintenance of facilities. Responsible for the following General Institution policies and procedures: Capital Construction Planning, Citizens Oversight Committee, Use of Facilities, Campus Safety, Campus Security and Access, Emergency Response Plan, Workplace Violence Plan, Reporting of Crimes, Child Abuse Reporting, Local Law Enforcement, Weapons on Campus, Sexual and other Assaults on Campus, Drug Free Environment and Drug Prevention Program, and Alcoholic Beverages.

**G. General Counsel**

Within the parameters of California Rules of Professional Conduct, including but not limited to, Rule 3-600, represent the Chancellor for the legal services function of the district. Advises the Chancellor with respect to the legal issues. Responsible for the following General Institution policies and procedures: District Records Access and Conflict of Interest.

**H. Other Policies and Administrative Procedures**

The Chancellor will administer the other policies and administrative procedures not enumerated above.

**AP 3430: Prohibition of Unlawful Harassment**

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

**I. Definitions****A. General Harassment**

Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or military or veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

**A. General Harassment**

*(continued)*

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

**B. Verbal**

Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

**C. Physical**

Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status.

**D. Visual or Written**

The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

**E. Environmental**

A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**F. Sexual Harassment**

In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

1. submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress;
2. submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or

4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.
5. This definition encompasses two kinds of sexual harassment:
  - a. **“Quid pro quo”** sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual’s willingness to engage in or tolerate unwanted sexual conduct.
  - b. **“Hostile environment”** sexual harassment occurs when unwelcome conduct based on a person’s gender is sufficiently severe or pervasive so as to alter the conditions of an individual’s learning or work environment, unreasonably interfere with an individual’s academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

## **II. Consensual Relationships**

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student’s or employee’s work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees.

A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

## **III. Academic Freedom**

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

## **AP 3540: Sexual and Other Assaults on Campus**

- A. Peralta Police Services shall make available sexual assault awareness information to students and employees.
- B. Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

## AP 3540: Sexual and Other Assaults on Campus

(continued)

C. **“Sexual assault”** includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

D. **“Dating violence”** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

E. **“Domestic violence”** includes felony or misdemeanor crimes of violence committed by:

- (1) a current or former spouse of the victim;
- (2) a person with whom the victim shares a child in common;
- (3) a person who is cohabitating with or has cohabitated with the victim as a spouse;
- (4) a person similarly situated to a spouse of the victim under California law; or
- (5) any other person against an adult or youth victim who is protected from that person’s acts under California law.

F. **“Stalking”** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

G. It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

**“Affirmative consent”** means affirmative, conscious, and voluntary agreement to engage in sexual activity.

H. These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information.

I. All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Peralta Police Services, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until Peralta Police Services is authorized to release such information.

J. Peralta Police Services shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with a copy of the District’s policy and administrative procedure regarding domestic violence, dating violence, sexual assault, or stalking upon request, and the importance of preserving evidence and the identification and location of witnesses.

## AP 3560: Alcoholic Beverages

A. The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the District’s campus police or responsible security officers. The campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the District’s campus police or responsible security officers. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.

It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

**B. Alcoholic beverages on campus are permitted if:**

- (1) The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume it by the College President.
- (2) A student of at least 18 years of age tastes, but does not swallow or consume, beer or wine for educational purposes as part of the instruction in an enology or brewing degree program, and the beer or wine remains in the control of the instructor.
- (3) The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
- (4) The alcoholic beverage is wine produced by a bonded winery owned or operated as part of an instructional program in viticulture and enology.
- (5) The alcoholic beverage is wine that is for use during an event sponsored by the District or the Peralta Colleges Foundation in connection with the District's instructional program in viticulture or the District's instructional program in enology.
- (6) The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district as delegated for approval by the College President (if the special event is held at the college) or by the Chancellor (if the special event is held at the district office) that are festivals, shows, private parties, concerts, theatrical productions, and

other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.

- (7) The alcoholic beverage is acquired, possessed, or used during an event sponsored by the District or the Peralta Colleges Foundation at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility.

**C. The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit organization that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.**

## **AP 5013: Students in the Military**

### **A. Residence Determinations for Military Personnel and Dependents**

1. A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.
2. An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

**A. Residence Determinations for Military Personnel and Dependents**

*(continued)*

3. A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
4. A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
5. A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

**B. Withdrawal Procedure for Members of the Military**

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals.

In no case may a military withdrawal result in a student being assigned an "FW" grade. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

**AP 5015: Residence Determination**

**A. Residence Classification.** Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

1. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
2. Residence classification is the responsibility of the District Office of Student Services. Initial residence classification is determined by the District Office of Admissions and Records through a student's self-reporting in CCCApply (online application).

**B. Definition of Residence.**

1. A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.
2. A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

**C. Rules Determining Residence.** The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

1. Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
2. A person may have only one residence.
3. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
4. A residence cannot be lost until another is gained.
5. The residence can be changed only by the union of act and intent.
6. A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.
7. The residence of the parent with whom an unmarried minor child maintains his/her place of dwelling is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of dwelling was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
8. The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

**D. Determination of Resident Status.** A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

1. A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
2. A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.
3. A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
4. A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
  - a. He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
  - b. He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.

**D. Determination of Resident Status***(continued)*

- c. He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
- d. A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
5. A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.
6. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transferred on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his or her resident classification so long he/she remains continuously enrolled in the District.
7. A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his or her resident classification, so long as he or she remains continuously enrolled in the District.
8. A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
9. A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
10. A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
11. A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

12. A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.
  13. A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.
  14. Students who attended high school in California for three or more years and graduated from a California high school or attained the equivalent thereof. In the case of a person without lawful immigration status, the student must file an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. (Education Code 68130.5).
  15. A student demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District saying that he or she intends to establish residency in California as soon as possible.
- E. Right To Appeal.** Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Office of Admissions and Records, may make written appeal to the Vice Chancellor of Student Services within 30 calendar days of notification of final decision by the college regarding classification.
- F. Appeal Procedure.**
1. The appeal is to be submitted to the District Office of Student Services. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.
  2. The appeal will be forwarded to the Vice Chancellor of Student Services within five working days of receipt by the office.
  3. The Vice Chancellor of Student Services shall review all the records and have the right to request additional information from either the student or the District Office of Admissions and Records.
  4. Within 30 calendar days of receipt, the Vice Chancellor of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.
- G. Reclassification.** A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
1. Petitions for reclassification are to be submitted to the District Office of Student Services.
  2. Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

**G. Reclassification***(continued)*

3. Written documentation may be required of the student in support of the reclassification request.
4. A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District (Education Code Section 68044).
5. A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:
  - a. Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made;
  - b. Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.
6. A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.
7. Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.
8. Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

9. The Vice Chancellor of Student Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.
10. Students have the right to appeal according to the procedures above.

**H. Non-Citizens.** The District will admit any non-citizen who is 18 years of age or a high school graduate. If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

1. If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.
2. Any students who are US citizens, permanent residents of the US, and aliens who are not non-immigrants (including those who are undocumented) may be exempt from paying nonresident tuition if they meet the following requirements:
  - a. high school attendance in California for three or more years;
  - b. graduation from a California high school or attainment of the equivalent thereof;
  - c. registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002;
  - d. completion of a questionnaire form prescribed by the Chancellor and furnished by the District of enrollment, verifying eligibility for this nonresident tuition exemption; and
  - e. in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.

3. The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Vice Chancellor of Student Services. Students may appeal the decision.

### **AP 4225: Course Repetition and Repeatable Courses**

This procedure addresses all options per Title 5 regarding course repetition and repeatable courses, including:

- student repetition when a satisfactory grade was received;
- student repetition when a satisfactory grade was not received;
- courses per Title 5 which are determined to be repeatable; and
- active participatory credit courses in physical education and visual or performing arts that are related in content.

#### **A. Alleviate Substandard Academic Work [55040(b)(2), 55042]**

- (1) A student may petition for approval to repeat a course when a student was awarded a substandard grade (less than "C", and including "FW") or received a "W". Per Title 5 regulations, the student can only repeat the course twice (thus can only take the course three times).
- (2) When a student repeats a course to alleviate substandard academic work, the previous grade and credit will be disregarded in the computation of the grade point average.
- (3) Courses that are repeated shall be recorded on the student's permanent academic record using the appropriate symbol.
- (4) Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.
- (5) Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

#### **B. Withdrawal (55024)**

- (1) As noted above in section A, when a student withdrew from a course and received a "W" the student may petition to enroll again in the credit course. The maximum a student can repeat a course when a "W" or when a substandard grade was received is twice (thus a student can only take the course three times)
- (2) The "W" shall not be used in calculating GPA, but must be used in determining probation and dismissal.
- (3) Military withdrawal, withdrawals due to extraordinary conditions (58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward these enrollment limits.

#### **C. Significant lapse of time [55040(b)(3), 55043]**

- (1) A student may petition to repeat a course when the student received a satisfactory grade the last time the student took the course but where there has been a "significant lapse of time" of no less than 36 months.
- (2) However, repetition of a course for "significant lapse of time" can occur only if there is a properly established recency prerequisite for the course or program pursuant to Title 5 section 55003, or
- (3) Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating a specific course. Repetition is allowed even where less than 36 months has elapsed, if the student provides documentation that repetition is necessary for the student to transfer to the institution of higher education.
- (4) The previous grade and credit will be disregarded in computing the student's GPA.

**D. Recency Requirement at an Institution of Higher Education [55040(b)(3), 55043]**

- (1) As noted above in section C, a student may petition to repeat a course when “another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.”
- (2) The student must provide documentation that repetition is necessary for the student to transfer to the institution of higher education.
- (3) The previous grade and credit will be disregarded in computing the student’s GPA.

**E. Legally Mandated [55040(b)(8)]**

- (1) A student may petition to repeat a course not marked as repeatable “in instances when such repetition is necessary for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.”
- (2) Such courses may be repeated for credit any number of times as legally required.
- (3) Students must certify or provide documentation that course repetition is legally mandated.
- (4) The grade received each time shall be included for purposes of calculating the student’s grade point average.

**F. Significant Change in Industry or Licensure Standards [55040(b)(9)]**

- (1) A student may petition to repeat a course “as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student’s employment or licensure.”
- (2) The student must certify or provide documentation that there has been a significant change in industry or licensure necessitating course repetition.
- (3) The grade received each time shall be included for purposes of calculating the student’s grade point average.

**G. Extenuating Circumstances [55040(b)(5), 55045]**

- (1) A student who has earned a satisfactory or substandard grade may petition to repeat a course due to an extenuating circumstance – verified cases of accidents, illness, or other circumstances beyond the student’s control.
- (2) The previous grade and credit will be disregarded in the computing of the student’s grade point average.
- (3) This does not apply to courses designated as repeatable.

**H. Occupational Work Experience [55040(b)(6), 55253]**

- (1) Students may repeat all types of Cooperative Work Experience Education, but shall not exceed 16 semester units, subject to the following limitations:
  - a. General Work Experience Education: a maximum of 6 semester credit hours may be earned during one enrollment period in general work experience education.
  - b. Occupational Work Experience Education: a maximum of 8 semester credit hours during one enrollment period in occupational work experience education.
- (2) The grade each time shall be included for the purpose of calculating the student’s grade point average.

**I. Variable Unit Open-Entry/Open-Exit Courses [55040(b)(4), 55044]**

- (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 petition to repeat a portion of such a course if the student has received a substandard grade. See section A above.
- (3) Under no circumstances may a portion of a physical education course be repeated.

**J. Special Classes for Students with Disabilities [55040(b)(7)]**

- (1) 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.
- (2) The previous grade and credit may be disregarded in computing the student's grade point average each time the course is repeated. All prior work must remain legible on the student's academic record to ensure a true and complete academic history.

**K. Courses Required by CSU or UC for Completion of a Bachelor's Degree [55040(b)(1), 55041(a)(1)]**

- (1) A course may be designated as repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.
- (2) The district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of the bachelor's degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by Title 5, 59020 et seq.
- (3) In most cases, the limit will be four (4) semesters.
- (4) The grade received each time shall be included for calculating the student's grade point average.

**L. Intercollegiate athletics [55040(b)(1), 55041(a)(2)]**

- (1) A student may repeat a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.
- (2) There is a limit of 350 contact hours per year per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in courses that focus on conditioning or skill development for the sport) or the participation of a student for up to four.
- (3) Semester enrollments in the course [58161(d), 58162].

- (4) The grade received each time shall be included for calculating the student's grade point average.

**M. Intercollegiate Academic or Vocational Competition [55040(b)(1), 55041(a)(3)]**

- (1) A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges.
- (2) The outcomes of the course must be tied to the student's participation in the competition.
- (3) The event must be sanctioned by a formal collegiate or industry governing board.
- (4) A student is permitted four (4) semesters of enrollment in one single course or a combination of courses that are related in content.
- (5) The enrollment limits apply even if the student receives a substandard grade or a 'W' during one of the enrollments or petitions due to extenuating circumstances as provide in Title 5, 55045.
- (6) The grade each time shall be included for calculating the student's grade point average.

**N. Active Participatory Courses in Physical Education, and Visual or Performing Arts That Are Related in Content [55040(c)]**

- (1) A student is not permitted to enroll in active participatory courses (those courses where individual study or group assignments are the basic means by which learning objectives are obtained) in physical education, visual or performing arts that are related in content more than four (4) times [four courses].
- (2) A course related in content includes any course with similar primary educational activities in which skill levels or variation are separated into distinct courses with different student learning outcomes for each level or variation.
- (3) The limitation on enrollment applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstance.
- (4) All grades and credits received count in calculating the student's grade point average.

# ***Advisory Committees, Faculty, Staff and Administration***



**B**erkeley 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.

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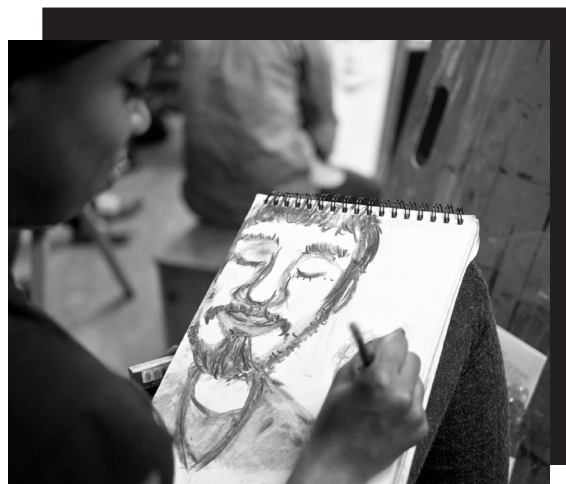
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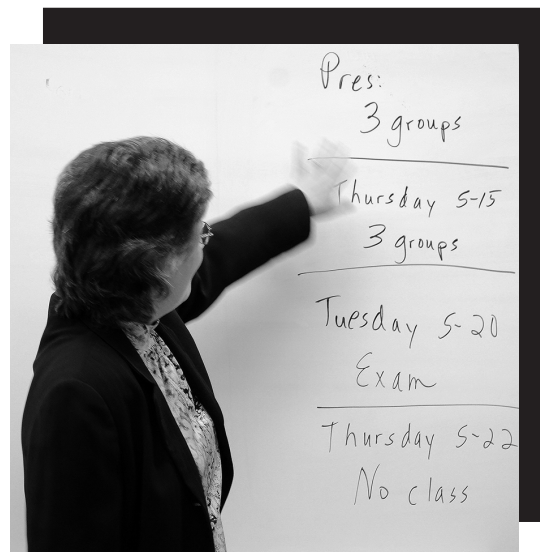
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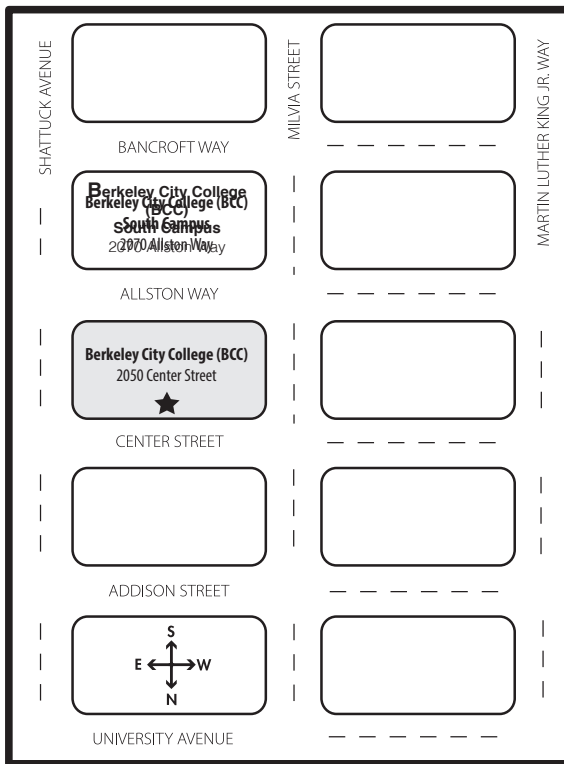
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# Welcome to Berkeley City College



Berkeley City College is located in downtown Berkeley at 2050 Center St., between Shattuck Ave. and Milvia St., 1-8/2 blocks west of the UC Berkeley campus. One of California's 112 community colleges, it is part of the Peralta Community College District. The college's mission is to contribute to the success of all students and to the well-being of the community by offering the best possible education which promises intellectual growth, social mobility, economic development and an understanding of diverse ideas and peoples. The college is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

Berkeley City College offers transfer and occupational training classes, associate degree and certificate programs. The college is an active partner in local economic development and employment training endeavors. BCC faculty are respected academicians and successful entrepreneurs. The college maintains a strong and unique community college/university collaboration with the University of California at Berkeley.

As one of California's top transfer institutions, Berkeley City College consistently ranks among the highest in transfers to UC Berkeley and other Northern California UC campuses.

A number of Berkeley City College's classes are taught evenings 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.

## 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 if you are driving from Oakland or take the Telegraph Ave. exit if you are driving from Highway 980. Proceed north. Consult your GPS for instructions on how to reach BCC at 2050 Center St. between Shattuck Ave. & Milvia St.
3. To reach BCC's South Campus, at 2070 Allston Way between Shattuck Ave. & Milvia St., consult your GPS for directions.

## 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.

## By AC Transit

Visit [www.actransit.org](http://www.actransit.org) for the AC Transit routes and schedules nearest you.



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If you complete an Associate Degree for Transfer (Associate in Arts for Transfer—AA-T—or Associate in Science for Transfer—AS-T—with a 2.0 GPA), you are guaranteed admission in your major or in a similar major at a California State University.

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- Mathematics

## **Associate in Arts for Transfer (AA-T)**

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- English
- History
- Philosophy
- Political Science
- Psychology
- Sociology
- Spanish
- Studio Arts

## **Under Development**

- Computer Science

Call (510) 981-2811 or visit our Web site at [www.berkeleycitycollege.edu](http://www.berkeleycitycollege.edu)  
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