LANEY COLLEGE

DREAM.

FLOURISH.

SUCCEED.

LANEY COLLEGE

2022-2023 CATALOG

LANEY COLLEGE
CONTENTS

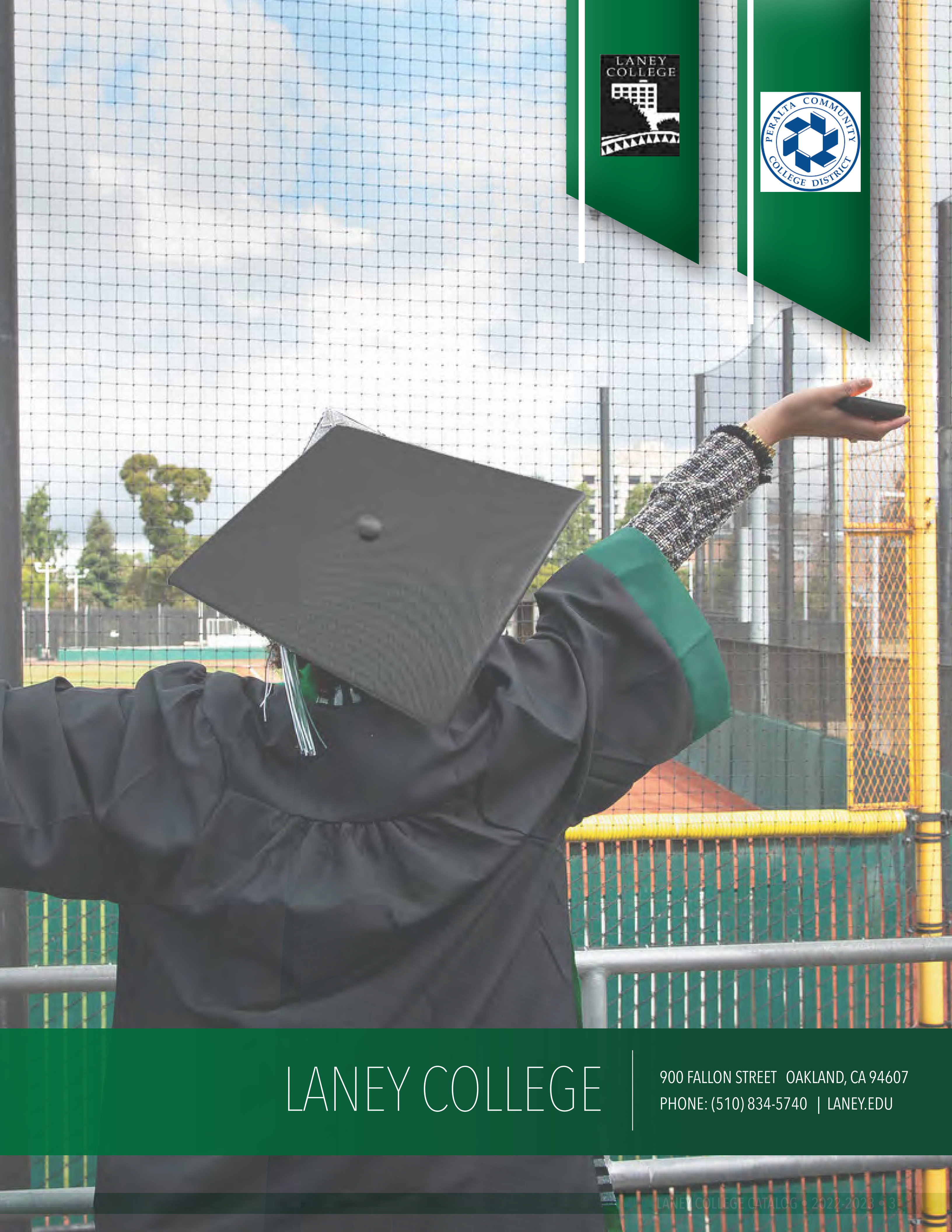
THANKS

Thank you to the members of the Laney Catalog Workgroup: Becky Opsata, Karen Tellegen, Heather Sisneros, Iolani Sodhy-Gereben, Larena Baldazo, Laura Bollentino, John Reager, and Kimberly Blackwell.

Laney College does not discriminate on the basis of age, race, religion, color, gender identity, gender expression, sexual orientation, ancestry, citizenship, national origin, military or veteran status, disability, marital status, pregnancy, medical condition, and immigration status.

PART OF THE PERALTA COMMUNITY COLLEGE DISTRICT

BERKELEY CITY COLLEGE | COLLEGE OF ALAMEDA
LANEY COLLEGE | MERRITT COLLEGE



LANEY COLLEGE

PERALTA COMMUNITY COLLEGE DISTRICT

LANEY COLLEGE

900 FALLON STREET   OAKLAND, CA 94607
PHONE: (510) 834-5740 | LANEY.EDU

LANEY COLLEGE

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LETTER FROM THE PRESIDENT

Welcome to Laney College! Our staff, faculty and administrators are all dedicated to your success in 2022-23. As Laney's President, I would like to invite you to register for classes at Laney.edu, if you have not already done so. Most of our schedule is online, with some lab classes in our science and Career and Technical Education programs scheduled to meet on campus as long as conditions allow us to offer them.

HOW DO WE SUPPORT YOU?

You can also borrow a laptop through Laney's Chromebook Loaner program for the whole semester. You can check one out today at the following link: https://laney.edu/Online-Student-Services/ Laney-College-Chromebook-Lending-Program/.

DO YOU NEED OTHER ASSISTANCE?

Financial Aid remains available. Visit our website at Laney.Edu/Financial_aid for more information.
To view our Campus and Community Resource Guide, along with information about vaccination clinics, health service and more, click here: https://laney.edu/student_activities/student-success-resources/.

WHAT'S YOUR NEXT STEP?

Sign up today at https://laney.edu/classes/. To meet with a counselor by phone, call (510) 464-3152, or to schedule an online Zoom appointment, visit https:// laney.edu/ counseling/schedule-counseling-appointment/ today.

Laney College is a great place where students succeed, and it is our community's college.

Register today to start or continue your educational journey.

Sincerely,

Rudolph J. Besikof

LANEY COLLEGE ADMINISTRATION

Rudy Besikof, Ed.D.
President

Marlon Hall, Ed.D.
Acting Vice President of Student Services & Title IX Coordinator

Rebecca Opsata, Ph.D
Vice President of Instruction

Dettie Del Rosario, Ed.D.
Acting Vice President of Administrative Services

Neil Burmenko
Manager of Food Services

Balamurali Sampathraj
Interim Director of Information Technology

Amy Marshall
Director of Facilities & College Operations

Mark Fields, Ed.D.
Dean of Humanities & Social Sciences

Beth Maher
Dean of Liberal Arts

Ángel G. Fuentes
Dean of Math & Sciences

Alejandria Tomas
Dean of Career and Technical Education

Gary Albury
Associate Dean of Educational Success

Diane Wu Chang
Dean of Student Services

Mildred Lewis, Ed.D.
Dean of Enrollment Services

Jennifer Ma
Director of Financial Aid

David Lee
Director of AANAPISI (APASS)

Atiya Rashada
Director of Student Activities & Campus Life

William Ramos Ochoa
Director Gateway to College Program

ABOUT LANEY COLLEGE

Laney College occupies a beautiful 60-acre campus adjacent to the Oakland Museum and Lake Merritt BART Station. It is a short walk to historic Chinatown, scenic Lake Merritt, and the resurgent downtown Oakland.

Laney was founded in 1953. The college takes its name from Joseph C. Laney (1880-1948), a journalist, businessman, and former president of the Oakland Unified School District Board of Education. Recognizing its former president's major contributions to the city's vocational education programs, the Board created the Joseph C. Laney Trade and Technical Institute in 1953. Laney joined the Peralta Community College District in 1964.

Today, Laney is the largest of the four Peralta colleges, serving 17,000 students per year. Laney offers 63 associate degrees in the liberal arts and science fields, including trans- fer degrees. A significant number of its graduates go on to four-year institutions including campuses in the University of California and California State University systems, local and out-of-state independent institutions, and Historically Black Colleges and Universities. In addition to its commitment to academics, Laney continues to make career and technical education as well as employment development a critical part of its mission, offering 58 certificate programs and numerous short-term courses.

PHOTO: *Michael Mejia. Photography Instructor*

LANEY VISION & VALUES

NON-DISCRIMINATION STATEMENT

Laney College does not discriminate on the basis of age, race, religion, color, gender identity, gender expression, sexual orientation, ancestry, citizenship, national origin, military or veteran status, disability, marital status, pregnancy, medical condition, and immigration status.

LANEY VISION & VALUES

MISSION

Laney College educates, supports, and inspires students to excel in an inclusive and diverse learning environment rooted in social justice.

VISION

Dream. Flourish. Succeed.

VALUES

Respect: We demonstrate a commitment to the value of each individual through trust, cooperation, and teamwork. We recognize the worth of each individual and their ideas and treat each other and those we serve fairly, with compassion and with esteem.

Diversity: We are a multicultural and diverse organization, an enriching blend of people and ideas. This college is a place for all people, an environment devoted to fostering and embracing the diversity of our staff, faculty and student body.

Appreciation: We demonstrate recognition in the value of efforts put forth by all of our faculty, staff, administrators, and students. We will foster employee growth and performance levels through personal development.

Competence: We share a commitment to performing our work assignments with excellence and continuous improvement. We emphasize doing our best in teaching and learning, student achievement, administrative practices, and delivery of support services.

Integrity: We are committed to nurturing campus trust by holding ourselves accountable to the highest standards of professionalism and ethics.

Accountability: We are individually and collectively responsible for achieving the highest levels of performance in helping students acquire the necessary skills and abilities to earn associate degrees, certificates, transfer, and career preparation. We continually evaluate ourselves in an effort to improve our effectiveness and efficiency in meeting the educational needs of our community.

Innovation: We encourage and support creativity, collaboration and risk-taking. We foster and promote innovation in the design, development, support, delivery, and management of all programs and services.

Collaboration: We work cooperatively in a shared governance environment and value individual ability and diversity in thinking as essential to promote open communication, active participation, exchange of ideas, and collaborative decision-making.

GENERAL INFORMATION

PHOTO: Dkong

INSTITUTIONAL LEARNING OUTCOMES

To stimulate a culture of ongoing instructional improvement using assessment to facilitate student success, assessment practices at Laney College ensure quality educational opportunities that respond to the needs of the local and global community. Assessment is an ongoing process that improves student learning and institutional effectiveness through dialogue based on evidence. We value honesty, integrity, curiosity, and the courage to ask deep and interesting questions about student learning, our teaching practices, and our effectiveness as a learner-centered college.

Institutional Learning Outcomes comprise 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.

Communication
Students will effectively express and exchange ideas through various modes of communication.
Critical Thinking and Problem Solving
Students will be able to think critically and solve problems by identifying relevant information, evaluating 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 Laney.edu/catalog for our catalog supplement and the most current, available information.

Career Technical Skills
Students will demonstrate technical skills within the demands of their field of study.

Global Awareness, Ethics, and Civic Responsability
Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.

Personal & Professional Development
Students will develop their knowledge, skills and abilities for personal and/or professional growth, health, and wellbeing.

ACCURACY STATEMENT

Laney College endeavors to accurately and fairly present its programs, course descriptions, schedules and policies, and to ensure that all information presented in this catalog is correct and current as of the date of its release. Laney College assumes no responsibility for administrative or publication errors. In addition, Laney 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 Laney,edu/catalog for our catalog supplement and the most current, available information.

CATALOG RIGHTS

Students completing the requirements for the associate degree, associate degree for transfer, certificate of achievement, or certificate of proficiency have catalog rights. A student's catalog rights are defined as maintaining enrollment in at least one semester per academic year, excluding summer session and intersessions (continuing enrollment), in any of the four Peralta Colleges. The "withdrawal" symbol (W) constitutes enrollment. A student's catalog rights include:

1. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the degree/certificate are completed;

or

The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements for the degree/certificate are completed;

or

1. The regulations current at the time the student files and receives the degree/certificate.

Catalog rights do not apply to CSU GE or IGETC certification. Students must follow the CSU GE or IGETC pattern in effect when they petition for certification. Courses used for certification must be on the approved list at the time they are completed.

ACCREDITATION

Laney College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC), 10 Commercial Boulevard, Suite 204. Novato, CA 94949, (415) 506-0234, an institution accrediting body, recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education (www.accjc.org).

INSTRUCTIONAL PROGRAM AND CERTIFICATES

The Laney College instructional program is designed to provide: general education courses which provide students with knowledge, provides late afternoon, evening, and Saturday classes which permit working members of the community earn an associate degree certificates, to upgrade themselves in their fields, or to learn new skills for personal advancement or satisfaction. All classes start at the time designated in the schedule. A class hour is 50 minutes long, with 10 minutes passing time.

RESPONSIBILITY FOR MEETING REQUIREMENTS

Each student must assume responsibility for compliance with the regulations set forth in this catalog, for satisfying prerequisites for any course the student plans to take, and for selecting the courses which will allow the student to attain their educational objectives. The college does not assume 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.

STUDENT RIGHT-TO-KNOW DISCLOSURE

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Peralta Community College District to make available its completion and transfer rates to all current and prospective students. This information can be found on the website at laney.edu/info.

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.

For more information about the Clery Act, crime statistics, and resources visit http://web.peralta.edu/general-services/clery-act/.

TITLE IX (GENDER EQUITY) AND PROHIBITION OF UNLAWFUL HARASSMENT

Title IX of the Education Amendments of 1972 (Title IX), California Education Code 212.5, and the U. S. Department of Education's implementing regulations prohibits discrimination on the basis of sex in federally financially assisted education programs and activities.

Members of the college community, guests and visitors have the right to be free from sex stereotypes in education, sexual violence, and sexual harassment. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The college believes in zero tolerance policy for gender-based misconduct/harassment. When an allegation is forwarded to the appropriate administrator, and it is found that the policy has been violated, serious sanctions will be used to reasonably ensure that such actions are never repeated.

For more information or to file a Title IX violation complaint, contact the Vice President of Student Services/Title IX Coordinator located in T-815, at (510) 464-3340. In addition, see AP 3430 Prohibition of Harassment at the end of the Catalog. Policy at http://web. peralta.edu/trustees/ bps-aps/

DISCRIMINATION AND HARASSMENT COMPLAINTS AND INVESTIGATIONS

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

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

For more information see the Administrative Procedures at the end of the Catalog or at http://web.peralta.edu/trustees/bps-aps/

SEXUAL AND OTHER ASSAULTS ON CAMPUS

Peralta Police Services shall make available sexual assault awareness information to students & employees.

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.

For more information see AP 3540, Sexual and Other Assaults on Campus at the end of the Catalog or at http:// web.peralta.edu/trustees/bps-aps/

DRUG & ALCOHOL FREE ENVIRONMENT

The unlawful possession, use or distribution of any illicit drugs or alcohol by students on college property or at college-sponsored activities or events is prohibited. Violation may constitute criminal conduct which could result in prosecution under state and/or federal law.

It is the policy of the college to impose appropriate disciplinary sanctions on students for the unlawful possession, use or distribution of illicit drugs or alcohol.

Appropriate disciplinary sanctions may include suspension or expulsion for students or suspension or termination for employees and may also include requiring the completion of a rehabilitation program. The standards of conduct for students and the applicable sanctions for violating the standards are contained in the Peralta Community College District Board Policy on Student Rights and Responsibilities and in AP 5500 policy at the end of the Catalog.

INFORMATION TECHNOLOGY USE

Laney College has a strict technology policy for copyright, network use, abuse of computer privileges, prohibited activities, along with users rights and responsibilities. The Col-

lege recognizes the privacy interests of employees and students and rights to freedom of speech.
For more information, visit http://web.peralta.edu/trustees/bps-aps/

STUDENT STANDARDS OF CONDUCT, DISCIPLINE PROCEDURES, AND DUE PROCESS

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.

For more information see AP 5500, Student Standards of Conduct, Discipline Procedures, and Due Process at the end of the Catalog.

STUDENT RIGHTS AND GRIEVANCE PROCEDURES

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.

For more information, see AP 5530 at the end of the Catalog.

SMOKING

Smoking is prohibited in all indoor and outdoor Peralta Community College District's ("PCCD") campus locations and District Administrative Centers.

For more information see AP 3570 Smoking at the end of the Catalog.

WEAPONS ON CAMPUS

Weapons and other dangerous objects 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 their employment, has been authorized by District Personnel, or is a duly appointed peace officer, who is engaged in the performance of their duties.

For more information see AP 3530 Weapons on Campus at the end of the Catalog.

PERALTA COMMUNITY
BOARD OF TRUSTEES

PDISTRICT
ADMINISTRATION

Jannett Jackson
Chancellor (Interim)

Sasha Amiri-Nair
Asst to the Chancellor

Maisha Jameson
Executive Assistant

Dr. Stephanie Droker
Deputy Chancellor and
Chief Operating Officer (Interim)

Royl R. Roberts
Interim Chief of Staff (Interim)

Adil Ahmed
IVC Finance & Administration

Atheria Smith
IVC General Srvcs

Antoine Mehouelley
Chief Technology and Information
Systems Officer

Ronald McKinley
VC HR (Interim)

Mark Johnson
Exec Dir Public Info Comms & Media

ABOUT PERALTA COMMUNITY COLLEGE DISTRICT

When it created the city's first public trade school in 1915, the Oakland Unified School District (OUSD) held that "the modern school system should serve the needs of all the children of all the people." Oakland's Vocational High School, perhaps the first recognizable ancestor of the Peralta Community College District, was the OUSD's attempt to get modern.

Now in its sixth decade, the Peralta Community College District remains true to Oakland Unified's original commitment to service. Even more, Peralta has evolved into a firstrate academic institution and a tremendous educational resource for people of all ages, interests, and backgrounds.

Long-time East Bay residents may remember the Part-Time School and Central Trade and Technical Institute. It was not until July 1953, however, that the Oakland Board of Education began to shape its higher education facilities into what in retrospect appear clear antecedents of the modern Peralta schools: Oakland Junior College was founded, with Laney as its vocational campus and Merritt as its business campus. A year later, Merritt added a liberal arts division, and by 1955, it began granting associate degrees. Laney and Merritt soon became known collectively as Oakland City College. The residents of Alameda, Albany, Berkeley, Emeryville, and Piedmont voted in November 1963 to join with Oakland to establish a separate junior college system, and the Peralta Community College District was officially formed on July 1, 1964. Taking its name from Luis Maria Peralta, a Spanish military man who was granted 44,800 acres in August 1820, the modern district, situated in six cities, is on these 44,800 acres. The Peralta Community College District determined to make each of its campuses a comprehensive college, offering career and technical education, occupational, and liberal arts courses.

The district's principles are well set out by its mission statement:

We are a collaborative community of colleges. Together, we provide educational leadership for the East Bay, delivering programs and services that sustainably enhance the region's human, economic, environmental, and social development. We empower our students to achieve their highest aspirations. We develop leaders who create opportunities and transform lives. Together, with our partners, we provide our diverse students and communities with equitable access to the educational resources, experiences, and life-long opportunities to meet and exceed their goals. The District provides accessible, high quality, educational programs and services to meet the needs of our multi-cultural communities.

BOARD OF TRUSTEES
DISTRICT AREAS

Bill Withrow
Area 1

Kevin Jenkins
Area 2

Linda Handy
Area 3

Nicky González Yuen
Area 4

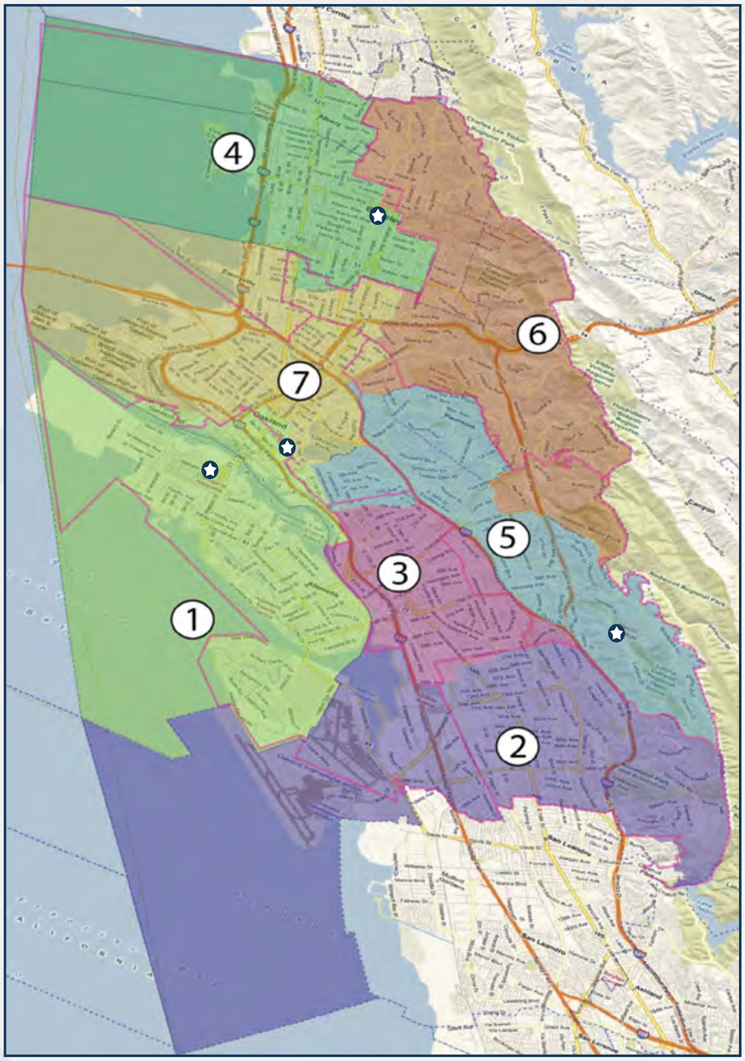
Cynthia Napoli-Abella Reiss
Area 5

Dyana Delfín Polk
Area 6

Julina Bonilla
Area 7

Leesa Hogan
Student Trustee

Micah Cooper
Student Trustee



★ Peralta College Location

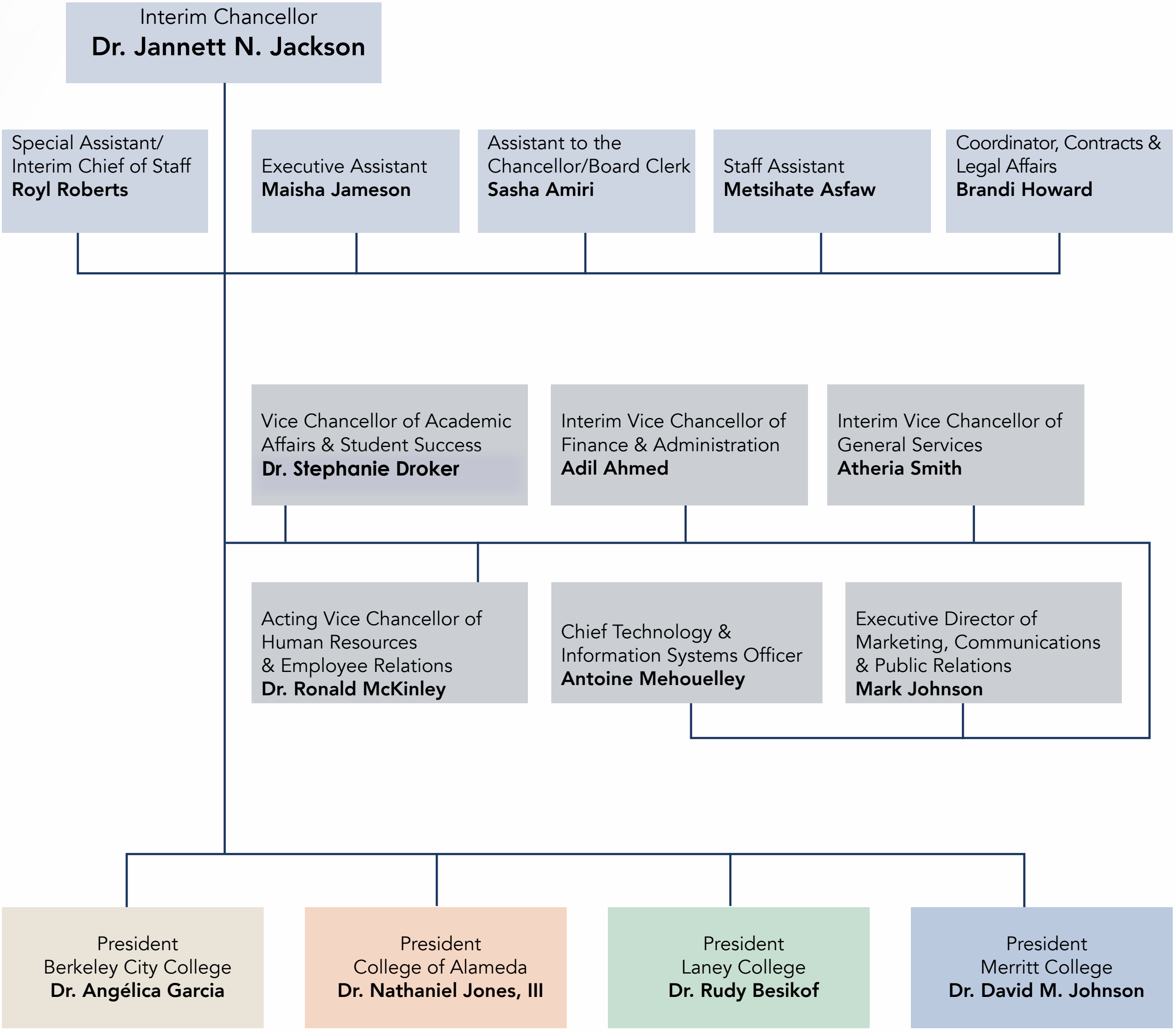
⬚ City Boundaries

□ Area Boundaries (Year 2000)

🟫 District Area (Color Coordinated)

○ District Area Number

EXECUTIVE LEADERSHIP TEAM



Interim Chancellor
Dr. Jannett N. Jackson

Special Assistant/ Interim Chief of Staff
Royl Roberts

Executive Assistant
Maisha Jameson

Assistant to the Chancellor/Board Clerk
Sasha Amiri

Staff Assistant
Metsihate Asfaw

Coordinator, Contracts & Legal Affairs
Brandi Howard

Vice Chancellor of Academic Affairs & Student Success
Dr. Stephanie Droker

Interim Vice Chancellor of Finance & Administration
Adil Ahmed

Interim Vice Chancellor of General Services
Atheria Smith

Acting Vice Chancellor of Human Resources & Employee Relations
Dr. Ronald McKinley

Chief Technology & Information Systems Officer
Antoine Mehouelley

Executive Director of Marketing, Communications & Public Relations
Mark Johnson

President
Berkeley City College
Dr. Angélica Garcia

President
College of Alameda
Dr. Nathaniel Jones, III

President
Laney College
Dr. Rudy Besikof

President
Merritt College
Dr. David M. Johnson

LANEY COLLEGE
ACADEMIC CALENDAR

2022-2023

AUGUST 8	M	DROP FOR NONPAYMENT OF TUITION AND ENROLLMENT FEES
AUGUST 22	M	DAY AND EVENING INSTRUCTION BEGINS
AUGUST 27	S	SATURDAY INSTRUCTION BEGINS
AUGUST 28	SU	LAST DAY TO ADD WITHOUT A PERMISSION NUMBER OR ADD CARD
SEPTEMBER 2	F	LAST DAY TO ADD REGULAR SESSION CLASSES IN PERSON WITH A PERMISSION NUMBER ON ADD CARD
SEPTEMBER 5	M	LAST DAY TO DROP REGULAR SESSION CLASSES AND RECEIVE A REFUND NOTE: SHORT-TERM AND OPEN-ENTRY CLASSES MUST BE DROPPED WITHIN 10% OF THE FIRST CLASS MEETING TO RECEIVE A REFUND.
SEPTEMBER 5	M	LAST DAY TO DROP REGULAR SESSION CLASSES WITHOUT A "W" APPEARING ON TRANSCRIPTS
SEPTEMBER 5	M	LAST DAY TO ADD REGULAR SESSION CLASSES ONLINE WITH AN INSTRUCTOR ISSUED PERMISSION NUMBER
SEPTEMBER 5	M	LABOR DAY – HOLIDAY OBSERVANCE
SEPTEMBER 5	M	CENSUS ROSTER DUE
SEPTEMBER 9	F	LAST DAY TO FILE FOR PASS/NO PASS GRADING OPTION FOR REGULAR SESSION CLASSES
OCTOBER 14	F	LAST DAY TO FILE PETITIONS FOR AA OR AS DEGREE/CERTIFICATE
OCTOBER 19	W	PROFESSIONAL DEVELOPMENT DAY – NO CLASSES
NOVEMBER 3	TH	SIXTY PERCENT CENSUS DUE FOR NONCREDIT ONLINE CLASSES
NOVEMBER 11	F	VETERAN'S DAY – HOLIDAY OBSERVANCE
NOVEMBER 18	F	LAST DAY TO WITHDRAW FROM REGULAR SESSION CLASSES AND RECEIVE A "W". ALL OUTSTANDING FEES ARE DUE EVEN IF CLASSES ARE DROPPED ON THIS DAY.
NOVEMBER 18	F	ATTENDANCE VERIFICATION DAY – INSTRUCTORS VERIFY ENROLLMENT
NOVEMBER 24-27	TH-SU	THANKSGIVING – HOLIDAY OBSERVANCE
DECEMBER 11-17	SU-S	FINAL EXAMINATIONS
DECEMBER 17	S	SATURDAY INSTRUCTION ENDS
DECEMBER 17	S	FALL SEMESTER ENDS
JANUARY 4	W	FINAL GRADES DUE

I ENROLL @LANEYCOLLEGE

1

☑ Apply Online for Admission and Financial Aid

For Admissions

- Go to https://laney.edu/enroll/ and **select Apply Now**
- Create an OpenCCC account (If you don't already have one)
- Complete and submit a Laney College application
- You will be emailed your 8-digit Peralta student ID number and password **in 24-48 hours**

For Financial Aid

- Go to **Laney.edu/financial_aid** for information on applying for Financial Aid.
- Or, fill-out your FAFSA directly at **fafsa.ed.gov.** For the California Dream Act application, visit **dream.csac.ca.gov.**
- **Laney's school code is 001266**

UNDOCUMENTED STUDENTS SUPPORT

Non-US citizens and/or non-residents may be eligible for in-state tuition as well as some financial aid through the California Dream Act. To learn more. visit **Laney.edu/AB540**

For assistance with applications contact the Welcome Center or Financial Aid Office.

Welcome Center | Building A-101
(510) 464-3540
Laneywelcomecenter@peralta.edu
Laney.edu/welcome_center

Financial Aid Office | Building A-201
(510) 464-3414
Laneyfinancialaid@peralta.edu
Laney.edu/financial_aid

2

☑ Complete the Online Orientation

- Go to **studentpathway.com/peralta/laney**
- English for Speakers of Other Languages (ESOL) students can complete the ESOL orientation and Guided Self-Placement at **laney.edu/esl/**

3

☑ Explore Your Academic & Career Interests

It takes 5 minutes to explore programs and careers that interest you.

- Go to **Laney.edu/explore**
- Sign up or create an account. If asked. Laney's access code is: **Laneycollege-explore**
- Take the SuperStrong Interest Assessment and follow the instructions

4

☑ See a Counselor

See a counselor to complete your Educational Plan and get English, Math and Chemistry classes cleared.

If available, have a copy of your high school or college transcripts.

Schedule an Appointment: Online: Laney.edu/counseling
Phone: (510) 464-3152
Walk-in: Check online for the most up-todate drop-in hours.
Counseling is located on the 3rd floor of the Tower Building

5

☑ Enroll in Classes

Once you have completed Orientation, Academic & Career Interest, and have created an Educational Plan, you are ready to enroll into your classes.

- Go to **sa.peralta.edu**
- Login to add your classes

Or visit the Welcome Center for assistance

6

☑ Pay Your Fees

- Visit the Cashier's Office in Building A-201
- Or go to **sa.peralta.edu**
- Login to pay your tuition and fees

Please note that to avoid your classes from being dropped, pay tuition within two weeks before the semester starts.

7

☑ Student Identification Card

Bring a valid picture ID and your current class schedule as proof of enrollment to the Welcome Center to get your student ID card.

If you require assistance with any of these steps, contact the Laney Welcome Center:
Laneywelcomecenter@peralta.edu
(510) 464-3540

Go to **https://bit.ly/3dPsNS4** to view helpful
How-to Enrollment Videos

updated 05/09/2022

Laney College does not discriminate on the basis of age, race, religion, color, gender identity, gender expression, sexual orientation, ancestry, citizenship, national origin, military or veteran status, disability, marital status, pregnancy, medical condition, and immigration status.

ESSENTIAL LANEY COLLEGE CAMPUS OFFICES & SERVICE CENTERS

Contact Directory

Admissions & Records
A-109| (510) 464- 3101 or 3121

Athletics
Field House| (510) 464-3478

Bookstore
Student Center Lower Level (510) 464-3514

Bursar/Cashier
A-201| (510) 464-3129

Business Office
T-213| (510) 464-3228

Cafeteria
Student Center 2nd Floor (510) 464-3520

CalWORKs
A-106 I 510-464-3129

Career & Technical Education Division (CTE)
T-713| (510) 464-3218

Childcare Center
(510) 464-3575

Counseling
T-301| (510) 464-3326

Employment services
E-257 I (510) 464-3530

Enrollment Services Division
A-109| (510) 986-6939

EOPS/CARE
A-106| (510) 464-3423

Financial Aid
A-201| (510) 464-3414
fax (510) 464-3418

Fitness Center
C-102| (510) 986-6997

Information Technology: Help Desk
(510)464-3235 laneyhelpdesk@peralta.edu

Humanities, Social Sciences & Applied Technologies Division
T-710| (510) 464-3168

James Oliver Community Writing Center (JOCWC)
B-260 https://laney.edu/writingcenter/

Liberal Arts Division
T-714| (510) 464-3221

Library
LIB| (510) 464-3495

Lost & Found
A-102| (510) 464-3540

Math Lab
G 201 I (510) 464-3448 https://laney.edu/tutoring/math-lab/

Math & Science Division
T-707| (510) 464-3224

Public Information
T-807| (510) 986-6923

Recruitment and School Relations Department
A-101| (510) 464-3537

Student Activities & Campus Life
Student Center-412| (510) 464-3188

Student Success Center
(510) 255-4035 https://laney.edu/tutoring/ssc/

Student Accessibility Services (SAS)
E-251 (510) 464-3428

Student Services Division
T-351| (510) 986-6992

Transfer Center
T-201| (510) 464-3140

Tutoring
F-170| (510) 255-4035

Veteran Affairs
E-300 | (510) 986-6994

Vice President of Instruction Office
T-701| (510) 986-3213 or (510) 986-6908

Vice President of Student Services
T-813|(510) 464-3214 or (510) 464-3244 or (510) 464-3240

Welcome Center
A-101| (510) 464-3540 or (510) 464-3341

Wellness Center I
T-250 I (510) 464-3535

Wellness Center II
Student Center-410 I (510) 464-3516

PHOTO: *Faiza Ali*

SERVICES FOR STUDENTS

Program Specific Contacts

Adult Transitions Program
Room A-207
(510) 464-3398
laney.edu/adulttransitions/

Laney Adult Transitions Program serves adults (18+) who are interested in enrolling at Laney campus to further their education and increase their employability. Laney is a safe space that welcomes diversity and fosters respect, and indiscriminate engagement amongst staff and students.

Art Gallery
Tower Administration Building, Lobby
(510) 464-3586
laney.edu/art_gallery

The June Steingart Gallery provides an accessible and professionally managed art gallery, reflecting the rich cultural diversity that exists on the Laney campus and the surrounding Bay Area community. Changing contemporary art exhibitions in various media are shown.

A gallery internship is offered through which interns learn the basics of managing a professional art gallery, including the curatorial, and marketing and funding skills needed for a successful art exhibition program. The gallery is free and open to the public. Hours of operation are subject to change. Consult the gallery website: www.laney.edu/art_gallery.

Athletics
Laney Field House
(510) 464-3478
laney.edu/athletics

The Laney College intercollegiate athletic program provides students the opportunity to participate in men's football, baseball, and women's basketball, swimming, track and field, cross country and water polo. Laney College is a member of the Bay Valley Conference (BVC) and the California Community Colleges Athletic Association (CCCAA).

Bookstore
Student Center, Lower Level
(510) 464-3514
laney.edu/bookstore/ laney@bkstr.com

The Laney College bookstore carries all course materials required for courses at the college, as well as school supplies, imprinted clothing and gift items, course related reference materials, beverages, and snacks.

The bookstore will buy back used textbooks from students during business hours. If the book has been reordered for the upcoming semester, students will be paid up to 50 percent of the purchase price. The best time to sell books is toward the end of the semester after the instructors have placed their orders.

Textbooks are stocked in the bookstore during the first four weeks of each semester. Unsold textbooks are returned to the publishers beginning the fifth week of classes. It is recommended that students purchase their textbooks as early as possible.

CalWORKS
Building A, Room A-106
(510) 464-3129
laney.edu/calworks/

CalWORKS funds are for the purpose of assisting students receiving welfare and those in transition off of welfare to achieve long-term self-sufficiency through coordinated student services including work study, job placement, child care, coordination, curriculum development and redesign, and under certain conditions post-employment skills training, and instructional services.

Cooperative Agencies Resources for Education (CARE)
Building A, Room A-106
(510) 464-3423
laney.edu/eops laneycollegeeops@peralta.edu

Cooperative Agencies Resources for Education (CARE) is an educational program which represents a cooperative effort between the community college, Department of Social Services, and the Employment Development Department to help single parents achieve their educational goals. CARE offers the following services: counseling, orientation, personal development classes, support groups, peer advising, workshops, financial, and childcare assistance.

Child Care
East 10th St. & 2nd Ave.
(510) 464-3575
laney.edu/child_care/

The Peralta Community College District provides free, limited child-care services for pre-school children of qualified full-time students. Students who wish to enroll their children in the campus Children's Center should apply directly at the Center.

Counseling
Tower Building, Room T-301 (510) 464-3326

laney.edu/counseling laneycounseling@peralta.edu

Laney College offers a wide range of professional counseling services for enrolled and prospective students.

These services include:

- Educational planning for degrees, occupational certificates, and transfer to four-year institutions
- Evaluation of transcripts for graduation and transfer
- Career counseling
- Help in developing good study skills
- Advising on academic problems
- Personal counseling and referral to off-campus services
- Classes, and special workshops; e.g., career and life planning

Students must develop their first year "Educational Plan" with a counselor.

Counselors are available by appointment via the Counseling website:
<laney.edu/counseling>
or by phone
(510) 464-3326.

For brief questions or emergency problems, counseling services are available on a drop-in basis.

Student Accessibility Services (SAS)
Building E, Room E-251
(510) 464-3428
laney.edu/SAS

The Student Accessibility Services (SAS) provides assistance designed to facilitate equal educational opportunities for students with disabilities. In order to obtain support from this department, students must be enrolled at Laney College and provide documentation of their disability. The programs to assist students include:

The Disability Resource Center offers services according to individual needs and availability of resources. Services include, advocacy, disability-related counseling, vocational and educational planning, and individually prescribed support services, such as test accommodations, mobility orientation, readers and referrals for special instruction.

Hearing Impaired Services provides interpreting, registration, and other support services for hearing impaired students.

Alternative Media Center provides books and other materials in other formats such as Braille, e-text, and large print.

SAS sponsors specialized educational programs as follows:

- The Learning Skills Program for students with learning disabilities, offering specialized tutoring and test accommodations for Laney classes.
- The High Tech Center Adapted computer technology training and computer aided instruction for students with disabilities as referred by a SAS counselor, using state-of-the art hardware and software. Laboratory time is available for trained students to use the computers for class assignments.

Courses offered through the Learning Resources Department may be repeated based on:

- Need for adequate preparation for other courses
- Enhanced learning and continuing success in academic areas
- Measurable progress

For these programs or services, appointments must be made with a SAS counselor in the Disability Resource Center.

Employment Services Center
(510) 464-3530
laney.edu/employment/

The Employment Services Center assists students with a number of services, including resume building, interview workshops, and employment information. The center also holds job fairs each semester to connect students with potential employers.

Extended Opportunity Programs & Services (EOPS)
Building A, Room A-106
(510) 464-3423
laney.edu/eops laneycollegeeops@peralta.edu

The Extended Opportunity Programs and Services (EOPS) provide educational opportunity for non-traditional students who are educationally and economically disadvantaged. Support services include, registration assistance, orientation, counseling, peer advising, tutoring, transfer assistance, tuition fee waiver for CSU and UC transfers, book vouchers, and financial assistance for eligible fulltime students.

International Education
333 E.8th St., Oakland, CA (510) 587-7834
international.peralta.edu

The Office of International Education provides quality support services to enhance student learning for international students in the following areas: admissions, immigration issues, academic/personal counseling and advising, orientation for new students, tuition issues, housing, activities, trips, health, medical, and safety issues, tax workshops and more.

All international students must first apply through the Office of International Education by completing and submitting the International Student Application Form, along with the $50 application fee, before enrolling at the colleges. The application may be downloaded at http://international.peralta.edu.
Additionally, all new international students are required to attend a mandatory orientation held at the start of each semester. Students will receive information regarding academic matters, immigration issues, health/safety issues, and much more.

Laney Bistro
Building E (510)
464-3405
laney.edu/bistro

The Laney Bistro is located near the Lake Merrit Channel and features meticulously prepared and graciously served contemporary dishes, utilizing fresh locally sourced ingredients. Students create seasonal foods and international cuisine with traditional methods and modern flair. From classic French and Italian cooking to the savory flavors of Mexico and Szechwan China, each week our students prepare a different world cuisine utilizing authentic techniques.

Learning Communities
For detailed information on learning communities, see that section of the Catalog.

Library/Learning Resources Center
L Building
(510) 464-3495
laney.edu/library

Laney College Library houses a wide variety of services and resources for students, faculty, and staff. The library collection includes books, e-books, textbooks, magazines, streaming video, and a variety of electronic databases. Internet access is available at no charge via computers or the library wi-fi. Students may also borrow Chromebooks for home use. The Library offers free scanning and printing for a nominal fee.

Librarians provide individual assistance, class orientations, and non-credit courses (Library Information Studies, Research Skills Certificate) for students who need help with research. Study space is available on all four levels of the building. The 3rd Floor is designed for group study. The 4th Floor is dedicated to quiet study. The library organizes activities and exhibits throughout the year.

For more information and access to current library services visit: https://laney.edu/library

Mental Health Services
Tower Building, 2nd Floor
(510) 464-3535

Mental Health Services include crisis counseling, short-term individual counseling, referrals for mental health services, and access mental health related workshops throughout the year. Mental Health Counseling Staff consists of licensed clinicians, as well as graduate student trainees and interns. This service can provide confidential support for depression, anxiety, trauma related concerns, and counseling for grief and loss.

Phi Theta Kappa
laney.edu/phi_theta_kappa

Phi Theta Kappa, an international community college honor society, promotes scholarship, service, and community leadership. Laney's chapter, Alpha Chi Theta was founded in May 1992. Chapter members participate in numerous campus and community projects. Membership is open to all students who have accumulated 12 semester units with a GPA of 3.50 or higher.

For more information, visit: Laney.edu/phi_thetakappa

Recruitment and School Relations Department
(formerly Assessment Center)
Building A, Room A-101
(510) 464-3537
laney.edu/assessment_center
laneyassessment@peralta.edu

The department is designed to provide a number of services to students and members of the community:
- Orientation to the college.
- Outreach, Recruitment and Campus Tours
- Virtual and In Person Services
- ESOL (English for Speakers of Other Languages) and chemistry assessment tests.

Scholarships and Awards Peralta Colleges Foundation
(510) 587-7890
web.peralta.edu/foundation

The college maintains a limited listing of scholarships and awards sponsored by various alumni, professional groups, and other friends of the college. Most scholarships are special merit awards used to give recognition to individuals who have distinguished themselves in areas of academic performance and cocurricular activities and who demonstrate financial need.

Scholarship announcements are sent

to your Peralta e-mail address, posted on the Peralta Colleges Foundation webpage, and posted on social media.

Student Activities and Campus Life
Student Center, Fourth Floor, Room 412|(510) 464-3188
laney.edu/student_activities/
or
laneystudentactivities@peralta.edu

Student activities are recognized as an integral part of the college curriculum. These activities provide students with an opportunity to develop leadership skills and amplify student voice through shared governance participation. Students build organizational skills for community engagement, careers, and transfer. Students interested in forming new clubs, running for student body office, or other student activities should contact the Student Activities Director at the Student Center.

Resources Available:

- Eagles Pantry & fresh produce
- Book voucher program
- CalFresh application information & assistance

Student Ambassadors
Welcome Center, Building A, Room A-101|(510) 464-3122
laney.edu/outreach/ambassadors

Student ambassadors are members of a team of diverse student leaders in good academic standing who have demonstrated leadership abilities. Working closely with staff and faculty, student ambassadors represent the college both on and off campus, attending educational events, conducting tours and assisting new and returning students with the enrollment and orientation process. Through their work, ambassadors develop important skills, including leadership, communication skills and event coordination. Ambassadors work as a team and are an important part of enrollment services at Laney College.

Student Government: Associated Students of Laney College (ASLC)
412|(510) 464-3188
laney.edu/studentgovernment

Officers elected by the student body comprise the Student Council and senators who serve as the governing body for student affairs. Council meetings are open to all interested students. The Council and its committees provide an opportunity for students to assume leadership roles and actively participate in student activities.

Student Organizations
Student Center, Fourth Floor, Room 412|(510) 464-3536
laney.edu/student_activities

The Associated Students of Laney College (ASLC) charters all student organizations. These organizations must submit a constitution approved by the ASLC. The clubs are governed by the Interclub Council. Any group of students having a common interest may petition the Student Council for recognition as a chartered club. The club must have a faculty sponsor and adhere to the general rules and regulations established by the Student Council and the college administration. These policies require open membership and prohibit hazing or secret initiations. For more information, visit laney.edu/student_activities. All activities and events sponsored by student groups must be supervised by members of the faculty or staff.

Student Publication: The Citizen
G-233
peraltacitizen.com

The Citizen is the Peralta Community College District's only student-run publication. A product of students from Laney's journalism department, The Citizen is an award-winning website with writing from students enrolled in Journalism 18, News Production. To learn more about the department, classes and opportunities, contact instructor Eleni Gastis at eegastis@peralta.edu.

Tech Center
Building F, Room 170
510-986-6972

The Tech Center provides access to systems for all students enrolled at Laney College, with a focus on helping students with learning challenges.

Transfer Center
Tower Building, Room T-201 (510) 464-3140
laney.edu/transfer

The Transfer Center offers a variety of services to help students transfer to the California State University and University of California system, as well as independent colleges and universities.

Supportive Resources & Services Library of college handbooks and reference handbooks, four-year college representative visits, transfer workshops and information sessions, computers for research and applications, field trips to four-year colleges, online calendar of transfer activities, and an annual Transfer Day fair.

Cross Registration Program Laney College provides its students with the opportunity to enroll concurrently in one class per semester/quarter at the University of California, Berkeley; California State University, East Bay and Mills College. To learn more about the program make an appointment at the counseling department, Laney Tower, 3rd floor.

Historically Black Colleges and Universities (HBCUs) Transfer Program for more information, see the transfer section of the Catalog.

Tutoring Centers
Tutoring at Laney College provides instructional support across the college curriculum and is offered in three main strategically-located centers on campus as well as online:

James Oliver Community Writing Center
Building B, Room B-260
(510) 464-3426

The James Oliver Community Writing Center (JOCWC) provides tutoring on a drop-in basis with English peer tutors, writing workshop courses in English and ESOL, access to computers and printers for use in completion of writing assignments, and lab assistants that help students with their service requests. Please see our website https://laney.edu/writingcenter/

Math Lab Building G, G-201 (510) 464-3448

The Math Lab offers drop-in tutoring in mathematical concepts, a productive study environment, access to instructors, and paid work experience for student tutors. Please see website at https://laney.edu/mathematics/math-lab/

Student Success Center
EV-1 F 170 Tech Center,
(510)255-4035

The Student Success Center (SSC) located in Eagle Village 1 (EV-1) F-170 Tech Center is a flexible space for students to study, access technology, work with a tutor in subjects other than math or writing, and get support for their online classes. Please see the website at https://laney.edu/tutoring/ssc/

Veteran Affairs
Building E, E-260
(510 545-4164
laney.edu/veteran_affairs

Laney College is approved by the Council for Private Postsecondary and Vocational Education, and Veterans Administration as a degree granting institution for veterans and eligible dependents seeking educational or vocational training under Title 38, United States Code. Procedures for applying and certifying veterans' benefits are provided by the Veterans Affairs Office in the Student Center.

To receive benefits all veterans are required to consult with a counselor for development of an educational plan as mandated by the Veterans Administration. Non-degree college credit is given for completed courses numbered 250 and higher.

Veterans requesting credit for military experience or courses taken during military service may receive 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.

Standards of Progress for Veterans Receiving Educational Benefits
A veteran student who is on academic probation for two (2) consecutive semesters shall be subject to discontinuance of benefits if the student earned a grade-point average of less than ("C" grade). This directive is separate and apart from Laney College's Standards for Academic Dismissal.

Welcome Center
Building A, Room A-101
(510) 464-3341
laney.edu/welcome_center/

Open for students to receive assistance with online admissions, registration, the Free Application for Federal Student Aid (FAFSA), photo ID services, and class schedule print outs.

Wellness Center

Laney provides on-campus services in two locations of a nurse and mental health counselor to support student health and wellness. Consultation and health services are free to all students.

Wellness Center I Tower Building,
T-250 (510) 464-3335
laney.edu/health_center

- First aid, burns, cuts, abrasions falls
- Medical supplies (Motrin, aspirin, extra strength Tylenol, antacids, condoms, feminine products, band aids, face masks, cough drops, vitamin C)
- Eye exam voucher
- Lactation room
- Pregnancy testing
- Dental resources

Wellness Center II
Student Center, 4th Floor, Room SC-410|(510) 464-3516

- Services Available:
- Mental health counseling
- Birth control
- Family planning
- Health testing, education and referral services
- On site enrollment into public health insurance programs

LEARNING COMMUNITIES

Laney College learning communities are programs designed to promote student success.

Asian Pacific American Student Success (APASS)
Gym 112
(510) 464-3160
laney.edu/apass

APASS is designed to support Asian Pacific Americans in pursuit of academic success by promoting individual growth and personal success through a culturally sensitive environment, recognizing the cultural diversity within the Asian and Pacific Islander communities, and fostering unity within the multicultural college community and beyond.

Latinx Center Cultural Center
Eagle Village 3
(510) 986 6950 or (510) 464 3199
laney.edu/latinx

The Latinx Cultural Center program assists Chicanx/Latinx students to be successful at Laney College. We are located in the Eagle Village 3 (EV3). Some of our services include, group study, tutoring, Indigenous Languages workshops (Mam, Nauatl, & Zapoteco) LCC Club, Soccer Club, ESOL, Empowering Latinx Women, and job opportunities. We also provide help to apply for enrollment, scholarships, and financial aid. In addition, it is a welcome center, an information, and referral source.

The Latinx Cultural Center focuses on the outreach, recruitment, and education of the Latinx community with college credit and non-credit courses. Students can also receive assistance in basic skills, Career and Technical Education (CTE), English for speakers of other languages, and Spanish for bilingual students.

Gateway to College
Building A, Room A-203
(510) 986-6941
laney.edu/gateway

Gateway to College is a scholarship program that provides academically and economically disenfranchised Alameda County residents 16 to 20 years old with an opportunity to experience success in an academically rigorous, supportive and safe environment as they pursue their high school diplomas and transition into college.

NextUp
Building B, Room B-24
(510) 986-6962

NextUp serves current and former foster youth. This is a two-year program designed to support former foster youth as they enter and succeed at Laney College and prepare for satisfying and rewarding careers. NextUp is a collaboration between Laney College's EOPS program and Beyond Emancipation.

Puente Program
(510) 986-6950
Laney.edu/Puente
Eagle Village 3

The Laney Puente Program support students who are interested in transferring to a four-year college. We combine accelerated instruction, intensive academic counseling, and community leadership opportunities with a focus on LatinX literature and topics. The program welcomes students from all ethnic, cultural, and linguistic backgrounds. Students enroll with the same Puente instructor for classes over one academic year. Our counselors provide academic, personal and career counseling to prepare students for transfer. Mentors expose Puente students to the work world so that when they graduate, they are fully equipped for success.

Restoring Our Communities (ROC)
Building E, Room E-203
(510) 464-3176
laney.edu/restoringourcommunities

Restoring Our Communities is a program designed by formerly incarcerated people to serve formerly incarcerated and justice systems impacted students. ROC features a pathways model to support students in career technical education and 4-year transfer pathways.

Umoja-UBAKA Eagle Village II
(510) 464-3412
laney.edu/umoja-ubaka

The Umoja-UBAKA Student Success Community aims to increase the success and graduation and transfer rates of African, African American and other students through tailored classes, academic counseling, tutorial support and activities.
Umoja-UBAKA promotes student and community empowerment through an affirming atmosphere and culturally-responsive curriculum specifically focused on the Black experience. All students are welcome to be part of Umoja-UBAKA.

Industrial Maintenance Program
(510) 464-3444
laney.edu/industrialmaintenance

Laney College offers a 9-month, 29.5 unit certificate program in industrial maintenance that will allow successful students to gain entry to a demanding and rewarding career. This is a multidisciplinary program that provides students hands-on training in machining, welding, electricity and blueprint reading.

Math and English skills are taught in context to support student learning in these core subjects. This stackable certificate will prepare students for entry-level jobs in this industry or ready them for a second-year certificate.

ADMISSIONS & ENROLLMENT INFORMATION

Visit us online at: Laney.edu/admission_records.

ADMISSIONS REQUIREMENTS ELIGIBILITY FOR ADMISSIONS

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

ADMISSIONS PROCEDURES

The student must apply for admission online through https://laney.edu/enroll/. Please follow the Open CCCApply instructions to complete and submit an online admission application. Once an application is submitted, a message is sent to the student's Peralta email, or an email assigned by Open CCCApply giving the student instructions on how to log onto the Passport Student Center where the student can enroll in classes. On campus assistance for online registration is available in the (www.laney.edu/welcome_center).

TRANSCRIPTS

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

ADMISSION OF NON-RESIDENT STUDENTS

Students who are not legal residents of California for one year and one day prior to the first day of the term may enroll as a non-resident. The student will be charged non-resident tuition in addition to the California Community College enrollment fee, campus center use fee, health services fee, and AC Transit Fee.

Please be aware that students can obtain in-state tuition through California Assembly Bill 540 (AB 540). Visit the website for more details, Laney.edu/AB540.

Non-residents who are citizens and residents of a foreign country also pay a Capital Outlay Fee.

Information regarding tuition and refunds is found in the "Fees" section of the catalog. Note: Non-resident students pay all fees unless specifically exempted from paying a particular fee.

ADMISSION OF INTERNATIONAL STUDENTS

International students are eligible for admission but must hold an F-1 or M-1 visa. Special regulations govern the admission of foreign students. International students should contact the Office of International Education for application and admissions information at (510) 466-7380 or by fax at (510) 465-3257 or email globaled@peralta.edu. Upon acceptance, the student must complete the online CCCApply application at www.cccapply.org.

The Office of International Education is located next to the Peralta Community College District main office at 333 E. 8th Street, Oakland, CA 94606.

RESIDENCY REQUIREMENTS

To qualify as an in-state resident for tuition purposes, the student 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. The student must also provide evidence to indicate that they intend to make California their permanent home. If the student is an unmarried minor, their residence is that of their parents or legal guardian.

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

MILITARY RESIDENCY EXEMPTION

If the student is a non-resident U.S. military personnel on active duty in California (except if a student is assigned for educational purposes to state-supported institutions of higher education), they will receive a waiver of non-resident tuition until they are discharged from their military service.

If the student is on active military

duty and is stationed in California for more than one year immediately prior to being separated from the military, they are entitled to resident classification for up to one year after the time they complete active duty within California. This one-year waiver after their military discharge allows the time necessary to establish permanent California residency. If the student is a non-California resident serving in the military who is discharged in California, they must eventually show evidence that they have surrendered out of-state residency. If they are a dependent of someone on active military duty in California, the waivers and procedures also apply to them.

ADMISSION OF VETERANS

Veteran Affairs was established to help process Veterans Administration (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 the required paperwork. Continuing students should check in at Veteran Affairs 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 at Veteran Affairs after completion of registration, and once again the week before final exams begin. All material submitted to the Veterans Administration takes approximately two (2) months to process 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.

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.

For additional residency exemptions visit our website at peralta.edu and review Administrative Procedure 5015, http://web. peralta.edu/trustees/files/2011/04/AP5015-Residence-Determination.pdf

ADMISSION & ENROLLMENT OF SPECIAL ADMIT STUDENTS

In accordance with California Education Code, section 76001, special admit students may enroll as part-time students. Enrollment must be recommended by their principal, with parental consent. Units earned will be granted as college credit.

The high school may grant high school credit for courses taken from the Peralta Colleges. Upon student request, the Office of Admissions and Records will send the college transcript to their high school.

Peralta's concurrent enrollment program provides enrichment opportunities for elementary, middle, and 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 the student can take at the local K-12 school.

Because the student is enrolling in a college-level course, they must complete the assessment for placement process in courses that require assessment.

The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. The college recommends, that they bring their high school transcript to assist their college counselor in determining the correct level of course placement.

All California Community College fees will be waived for special admit students. A high school student whose high school counselor recommends that they enroll in more than six units must have the approval of the Vice President of Student Services at the college of enrollment. However, if they are enrolling in 11.5 units or more they will be responsible to pay full tuition and all other fees.

Homeschooled students must provide approval/clearance from their local high school district.

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

STEPS FOR K-12 SPECIAL ENROLLMENT:

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

ENROLLMENT POLICIES & PROCEDURES

Visit us online at: Laney.edu/admission_records.

ASSEMBLY BILL 705 (AB 705)

AB 705 requires colleges to maximize the probability that a student will enter and complete transfer level coursework in English and math within a one-year timeframe, and use, in the placement of students into English and math courses in order to achieve this goal, one or more of the following measures:

- High school coursework, grades, and/or grade point average (GPA) from transcripts or CalPASS
- Self-reported high school transcript information; or,
- Guided placement, including self-placement for students.

Colleges may elect to provide a variety of additional instructional support and student services assistance to increase course success.

ADDING CLASSES/CHANGE OF CLASSES

The last day to add regular session (full-term) classes is available online at 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.

WAIT LISTS

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

After classes begin, the instructor has the right to drop students who have not attended the first class and replace them with students on the wait list. Students on the wait list should consider attending the first meeting of the class to be considered for late enrollment.

If there is a space available and students are not at the class, they will lose their place on the wait list and another student may be added instead.

Important details students should know:

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

DROPPING CLASSES/ WITHDRAWAL

Students are responsible for dropping classes using Peralta’s Student Admissions Portal (Passport) or at the 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 Census Day 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 Census Day and the end of the fourteenth week of instruction (or between 21 percent to 75 percent 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 withdrew 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 (sub-standard grades are also included in determining the ability to repeat courses).

For short term or dynamically dated courses, please see the semester calendar for Drop/Withdrawal dates. Enrollment fee refund information can be obtained at the following link http://web.peralta.edu/admissions/payment-policies/

STUDY LOAD & EXCESS UNITS

A full-time study load is 12 units. A student may not carry more than 18 units a semester without special permission. Such permission is not usually given to students who have not maintained a grade point average of 3.0 from the previous semester. 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 (VPSS). Advance approval from a counselor or VPSS for carrying in excess of 18 units, including variable units, must be filed in the Admissions and Records Office. Under no circumstances will approval be granted beyond 25 units.

A maximum unit load in summer session is set at 12 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 at their jobs.

ENROLLMENT IN CONFLICTING CLASSES

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

AUDITING CLASSES

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

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. Students are responsible for dropping classes using Peralta's Student Admissions Portal (Passport) or at the Admissions & Records Office.

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.

ATTENDANCE POLICIES

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

1. Instructors may drop a student from class if the number of absences during a semester exceeds the number of times the class meets in two weeks, unless there are extenuating circumstances warranting special consideration by the instructor.
2. All instructors may drop students who do not attend class by Census Day if the student has not contacted the instructor with an explanation satisfactory to the instructor as to why they have not attended. All drops must be recorded on the census rosters and instructors' class records.
3. It is the student's responsibility to drop from classes that they do not wish to attend. Instructors have two opportunities to drop students (1) at Census and, (2) at Attendance Verification Day.
4. The instructor's decision to drop a student for not meeting the attendance requirements of the class is final.
5. Leaves of absence may be granted by the instructor for limited periods to cover illness, hospitalization, or acute emergencies. Requests for such leaves should be made directly to the instructor by contacting the instructor either in person, by phone, or by email.
6. Responsibility for making up work missed because of absence rests with the student.
7. District policy limits attendance in classes to those who are officially enrolled in the class.

REMEDIAL COURSE LIMIT

Per Title 5, section 55035, no student shall receive more than 30 semester units (or 45 quarter units) for remedial coursework. Remedial coursework is defined as "precollegiate basic skill instruction delivered in the non-degree applicable credit mode."

Students enrolled in one or more courses of English For Speakers of Other Languages (ESOL) and students identified by the district/colleges as having a learning disability (defined in section 56036) are exempted from the limitation on remedial coursework.

A student who has exhausted the unit limitation on remedial coursework may apply for a waiver for a specified period of time or for a specified number of units. Waivers will be granted to students who show significant, measurable progress toward the development of skills appropriate to their enrollment in college level courses.

PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

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

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

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

RECOMMENDED PREPARATION means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. Recommended preparation represents a set of skills or a body of knowledge which enable a student to achieve a greater depth or breadth of knowledge of course material but without which the student is still likely to succeed in a course or program.
If a student has not shown evidence of the prerequisite or corequisite, the student will be temporarily enrolled in the course until the last day to add the class. The student will be given ample time to provide proof of prerequisite or corequisite or complete the waiver process for the prerequisite or corequisite at which time they will be officially enrolled.

There are two options:
- Petition for Prerequisite/Corequisite Equivalency
- Prerequisite/Corequisite Challenge

PETITION FOR PREREQUISITE/ COREQUISITE EQUIVALENCY

If a student desires to challenge the prerequisite or corequisite, they 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 they have been dropped from the course. The student shall bear the initial burden of showing that grounds exist for the challenge.

Grounds for challenge shall include the following:

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

PROGRAM PREPARATION

Students should consult college counselors in preparing their programs. Required courses are listed under each vocational and liberal arts major prior to the course descriptions. Certain state university and college requirements are listed in the section “Transfer Information” to aid students who wish to develop a tentative program before meeting with a counselor. Continuing students should consult a counselor as soon as possible for assistance in preparing a program of classes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

In compliance with requirements established by the Family Educational Rights and Privacy Act (FERPA) 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.

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:

- Student records shall be released pursuant to a former or current student’s written consent.
- “Directory information” may be released in accordance with the definitions in Board Policy 5040.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena
- 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.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
- 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.
- 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.
- 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.
- 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 administrating 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.
- 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.

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

- Student names
- Addresses
- Telephone listings
- Dates and places of birth
- Levels of education
- Majors
- Degrees received
- Prior military experience
  And/or the most recent previous educational institutions enrolled in by the students.

CALIFORNIA ASSEMBLY BILL 540 (AB540) & THE DREAM ACT

AB 540 CALIFORNIA Nonresident Tuition Exemption Request for Eligible California High School Graduates

General Information
The government of the State of California has legislation that allows non-US citizens, documented, and undocumented students who are considered "nonresidents" to obtain in-state tuition, these are: Assembly Bill 540 (AB 540), Assembly Bill 2000 (AB 2000), and Senate Bill 68 (SB 68).

In order to become exempt from your non-resident tuition at a California public college or university, the student must complete a non-resident tuition exemption form, also known as an affidavit, and return it to Laney's Admissions & Records Office, Building A, Room A-109. To download the affidavit, go to: https://laney.edu/ab540/affidavit/.

Who should fill out the affidavit?
New incoming students who are individuals without lawful immigration status (undocumented), Deferred Action for Childhood Arrivals (DACA) grantees, students with T or U non-immigrant status, TPS, U.S. Citizens, Lawful Permanent Residents or other lawfully residing students who are classified as non-residents and meet the eligibility criteria for AB 540, AB 2000 or SB 68.

Why should I fill out an affidavit?
If a student is not classified as a state resident, they will be charged non-resident fees until their affidavit and necessary documentation are submitted and processed at the school you plan to attend. Additionally, they will not be eligible to receive your California Dream Act financial aid until your affidavit is processed.

FAQS

What documentation do I have to submit?
There are two types of documentation you may be required to submit with the affidavit:

1. an official copy of your transcripts from a CA High School or the equivalent (GED), a California Community College (credit or non-credit), an Adult School, or a combination of these transcripts.
2. proof that you have or will have graduated with a high school diploma or the equivalent (GED or CHSPE); an Associate's Degree from a California Community College; or proof that you will have completed the minimum requirements for transfer to a CSU or UC. If you have three years of high school coursework and attended a combination of three years at CA elementary & secondary schools, you may also be required to submit your transcripts from these schools.

When should I submit my affidavit?
You should submit your affidavit prior to the deadline listed to the Laney College Admissions & Records Office, Building A, Room A-109. This is usually sometime after you receive your acceptance letter and prior to your new student orientation. Continuing students should not be required to submit a new affidavit, once it's been approved, unless they have not attended classes for a full year and need to reapply to the school.

Where should I submit my affidavit?
You must submit your affidavit to the Laney College Admissions & Records Office, Building A, Room A-109. Once you submit it, you should follow up within the next two (2) weeks to BE SURE that the College received all the necessary paperwork.

How do I complete the affidavit?
address, email, and schools attended, including dates and length of time. You will also be required to attest that you meet the eligibility criteria. You must check the box that pertains to you and sign the form.

1. Students with T or U non-immigrant or refugee status should consult with their school before completing the affidavit. AB 1899 allows individuals who have been granted T or U status to be considered for in-state tuition eligibility without waiting a year, if they meet the criteria described

above. Under AB 343, refugees, T and U visa holders may also be eligible to pay in-state rates immediately, under another exception for these students, if they settled originally in California.
2. Students who do NOT have a current nonimmigrant status, including students who are undocumented, DACA recipients, have TPS, are U.S. Citizens, Lawful Permanent Residents, and other lawfully residing immigrants should check the SECOND box.
3. Students who have been admitted to the U.S. on a temporary nonimmigrant visa (with the exception of T & U Visas holders) are not eligible to apply for the nonresident tuition exemption.

CALIFORNIA DREAM ACT

The California Dream Act (unrelated to DACA) allows some undocumented students to apply for and receive state-based financial aid and institutional scholarships.

The types of aid included in the CA Dream Act are:
Cal Grants, UC Grants, State University Grants, California College Promise Grant, and EOP or EOPS grants. It also includes the Middle Class Scholarships and school-specific scholarships. For the aid you could be eligible for. visit, https:// immigrantsrising.org/wp-content/ uploads/2018/06/IR_ Types_of_Financial_Aid.pdf

Who can apply for the California Dream Act?
Undocumented students must meet the eligibility criteria for AB 540,
AB 2000, SB 68 or U-Visa holders to apply for and receive California state financial aid. The California Dream Act allows students to receive state and institutional grants if they meet income guidelines, apply by the priority deadlines, and complete all necessary paperwork on-time.

STEPS FOR APPLYING FOR THE CALIFORNIA DREAM ACT

PHASE 1: APPLY FOR THE CA DREAM ACT. OCTOBER 1 - MARCH 2

1. Download and Review CA Act Ap- plication Checklist. Link: https:// immigrantsrising.org/wp-content/ uploads/2018/06/Dream-Act- Checklist.pdf
2. Start your CA Dream Act application (Make sure you also have completed your FAFSA!) Application link: https:// dream.csac. ca.gov

PHASE 2: APPLY FOR THE CAL GRANT. OCTOBER 1 - MARCH 2

1. To view the grants list, visit: https://immigrantsrising.org/ wp-content/uploads/2018/06/ Cal-Grant-Checklist.pdf
2. Start your Cal Grant Application by going here: https://www.csac. ca.gov/

PHASE 3: CLAIM YOUR FINANCIAL AID. MARCH - MAY

After you submit your CA Dream Act application, a percentage of students will be required to complete income verification. You must answer all questions, which usually include household size, assets, information for tax filers and non-tax filers as well as specific requirements for dependent or independent students.

PHASE 4: USE YOUR FINANCIAL AID. MAY - SEPTEMBER

Men who are between the age of 18 and 25 years old, even undocumented individuals, must register for the selective service so your CA Dream Act aid is not put on hold. Register early and show proof of registration to your school to ensure you receive state financial aid.

For more information, please visit: https://laney. edu/ab540/califor- niadream-act-ab-130-131/. FOR MORE INFORMATION ON FINAN- CIAL AID FOR AB540 & DREAM ACT STUDENTS, refer to that section of the catalog.

FEES

FEE PAYMENT POLICY

The student must pay all applicable fees no later than two (2) weeks before the beginning of the term. Failure to do so will result in classes being dropped. If the student adds classes after this deadline, they are required to pay their fees immediately or they will be dropped from their classes and a hold will be placed on their account and any debt may be sent to collections. Special admit and dual enrolled students are exempt from all fees if they are enrolled in 11 units or less.

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, and follow appropriate links to Payment Policy.

CALIFORNIA COMMUNITY COLLEGE ENROLLMENT FEE

Students 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 Cam- pus Center Use Fee, Health Services Fee, and AC Transit Fee.

However, full-time high school students enrolling in 11.5 units or more, will be responsible for paying all tuition and other fees.

ENROLLMENT FEE ASSISTANCE– California Promise Grant (ENROLLMENT FEE WAIVER)

The California College Promise Grant (CCPG) is available to assist students if they're unable to pay the Enrollment Fee. Eligibility requirements for this program has been established by the California Community College Board of Governors. Information on this program is available at the Financial Aid Office. Under the California Dream Act, AB 540 students may also apply for the CCPG.

NON-RESIDENT TUITION

If a student is not a legal resident of California for one year and one day prior to the first day of the term, they will be charged non-resident tuition ($258) per semester unit unless they qualify for the non-resident status known as "AB 540." non-resident students must pay non-resident 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: The student will pay all other fees unless specifically exempted from paying a particular fee.

NON-RESIDENT CAPITAL OUTLAY FEE

Non-resident students who are citizens and residents of a foreign country will be charged a non-resident Capital Outlay Fee in addition to the Non-resident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. The Non-resident Capital Outlay fee is $15 per semester unit (subject to change) with a maximum of $144 per year. Note: non-resident students pay all other fees unless specifically exempted from paying a particular fee.

CAMPUS CENTER USE FEE

In addition to the California Community College Enrollment Fee, non-resident tuition and non-resident 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. Non-res- ident students must also pay the Campus Center Use Fee.

AC TRANSIT EASYPASS FEE

All students enrolled in six (6) or more units are required to pay an AC Transit EasyPass Fee per semester, collected at the time of enrollment. The fee entitles eligible students to receive an AC Transit EasyPass bus pass for the semester. The student can waive or get a refund for the AC Transit fee by filling out the form on the Peralta.edu website.

STUDENT HEALTH FEE

Students are required to pay the student Health fee of $18 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); OR
2. Students who are attending college under an approved apprenticeship training program; OR
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 charge on checks returned to the college.

OTHER EXPENSES

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

The student 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 the student 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.

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 the student from attending class.

Regular Session (Full-Term) Classes

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

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

If a student pays an enrollment fee of less than $10 and cancel their 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. For the summer session, please refer to Admissions and Records.

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

Variable-Unit Classes

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

NON-RESIDENT TUITION AND CAPITAL OUTLAY FEE REFUND POLICY

A full refund of non-resident Tuition and Capital Outlay Fee will be made for any class which is canceled by Laney College. Also, a 100 percent refund (minus a $20 processing fee) will be made for any class from which the student withdraws 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 the student after the “no grade record date” for regular session classes. The student may appeal to the Vice President of Student Services to waive restrictions of this refund policy for cases of extreme hardship.

NON-PAYMENT OF FEES AND OTHER OBLIGATIONS

The college, under appropriate rules and regulations, will withhold grades, transcripts, diplomas, and registration privileges, or any combination thereof, from any student or former student who fails to pay the enrollment fee or non resident 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 them.

DROPPING A STUDENT FOR NON-PAYMENT OF ENROLLMENT FEES

Payment Policy

Students must pay all applicable fees no later than two (2) weeks be-for 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 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 they are not attending. If the student does not drop a class, they will be charged and could receive an “F” or “FW” grade that will appear on the student’s permanent record.

PHOTO: *Michael Mejia, Photography Instructor*

CAMPUS PARKING FEE AND TRAFFIC REGULATIONS

Parking in the student lots will be free for Fall 2022. You do not need to get a parking permit for that term. Parking charges will resume in Spring 2023. Students must park their vehicles only in authorized lots on the south side of the campus and must pay a Parking Fee of $2 a day.

Semester parking permits can be purchased at $27.21 for students enrolled in 6 units or more, or $40 for students enrolled in less than 6 units ($20 for students with the California Promise Grant fee waiver). A summer session parking permit is $20.

A semester motorcycle permit is $10 during a regular semester, and $5 in the summer.

THE STUDENT MUST DISPLAY A PARKING DECAL ON THEIR VEHICLE'S WINDSHIELD AND A DAILY PAID PARKING RECEIPT. THE DECAL AND THE PARKING PERMITS ARE ISSUED FROM THE COLLEGE CASHIER'S OFFICE.

Students may 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 must park in a fee lot and pay $2 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.

FEES	
California Community College Enrollment & Tuition Fee	$46 per unit
Campus Center Use Fee	$2
Student Representation Fee	$2
Non-resident Capital Outlay Fee	$15 per unit
Non-resident Tuition Fee	$258 per semester unit
Non-resident Tuition & Capital Outlay Fee Refund Processing Fee	$20
Student Health Fee	$18 per semester (fall and spring semesters) $15 per semester (summer session)
Returned Check Fee	$25
Parking Fee	$2 per day Students $2 per day Visitors Semester Parking Permits: • $40 (students enrolled in less than 6 units) • $27.21 (students enrolled in 6 units or more) • $20 (students with California Promise Grant) • $20 (for students enrolled in summer courses) • $10 Motorcycle (fall & spring semester) • $5 Motorcycle (summer)
AC Transit Fee	All students enrolled in 6 units or more will be charged $42.88 which entitles eligible students to receive an AC Transit EasyPass for the term. A student can waive the fee or receive a refund.

STUDENT FINANCIAL AID

GENERAL INFORMATION REGARDING FINANCIAL ASSISTANCE

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

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

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

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

When to Apply

The application process for financial aid begins with the completion of the Free Application for Federal Student aid (FAFSA) at www.fafsa.gov. The application is available October 1 for the following fall semester. Priority for aid will be given to students who apply early. A complete application and all corresponding documentation must be submitted to the Financial Aid Office.

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?

To qualify for financial aid a student must:

- Be enrolled in an eligible program of study leading to completion of an AA/AA-T/AS/AS-T 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 noncitizen; 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 high school diploma, or GED

For additional information, stop by the Laney Financial Aid Office or refer to the campus financial aid webpage. You may also apply online at www.fafsa.gov. Please read AB540, and AB19 for further information.

Withdrawals & Repayment of Financial Aid Funds

Federal aid recipients who withdraw or are dropped from all classes by the instructor are subject to regulations regarding the Return of Title IV funds.

Students who withdraw or are dropped from all classes prior to completing more than 60 percent 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 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:

- avoid total withdrawal from all classes;
- successfully complete all units during the semester; and,
- 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

California College Promise Grant (CCPG)

CCPG maximizes student access to need based financial aid by leveraging the CCPG, ensuring students complete the Free Application for Federal Student Aid (FAFSA) and Cal Grant application or Dream Act application, and participating in a federal loan program. The Peralta Community College District is committed to supporting and expanding activities and programs that increase enrollment and success such as

Financial Aid and tuition assistance outreach, learning communities and other peer support, and transition courses from high school to college.

Students are charged an enrollment fee. However, fee waivers are available for qualified California resident students through the CCPG.

Students may be eligible for a CCPG if

1. they or their family members are receiving Temporary Assistance for Needy Families (TANF), General Assistance, Supplemental Security Income (SSI) or State Supplemental Program (SSP) aid;
2. are qualified for and receiving other financial aid;
3. the family's income meets the established guidelines; or
4. qualify under Special Classifications

Enrollment Fee Waivers, see questions on the CCPG. Applications and CCPG-related information are available in the Financial Aid Office or they can download the CCPG application from the Financial Aid website: Laney.edu/financial aid.

Loss of California College Promise Grant (CCPG)

Students who do not maintain minimum academic and/or progress standards for two (2) consecutive primary semesters will be subject to loss of eligibility for the CCPG.

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

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

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

The special categories are:

- Dependents of California National Guard Members
- Dependents of veterans
- Congressional Medal of Honor recipients and their dependents
- Surviving dependents of the September 11, 2001 attacks
- Dependents of law enforcement or fire suppression personnel

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

Student Notifications

Students who are placed on academic probation, warning or CCPG dismissal will be notified by email no later than 30 days following the end of the semester that resulted in the student being placed on academic or progress probation.

How to Regain California College Promise Grant Eligibility

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

- Academic and/or Progress Improvement
  Approval requires significant academic improvement by completing at least six (6) units, a minimum 2.0 term GPA, and more than a 50 percent completion rate in the most recent primary term.

- No Enrollment for Two Primary Terms.
  Approval requires the student was not enrolled within the Peralta Community College District for two consecutive primary terms (fall/spring) since becoming ineligible for the CCPG.

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

AB 19 California College Promise Program (CCPP)

Assembly Bill 19 (AB 19), the California College Promise, provides community colleges with additional resources to improve college readiness, increase persistence and completion rates, and close achievement gaps through College Promise programs. The funds, at the discretion of the college, can be used to cover one year of tuition fees, books and/or retention services for first-time, full-time community college students, as funding permits.

An additional requirement consists of the completion of the FAFSA or a California Dream Act application. For more information about the California College Promise Program, contact the Office of Enrollment Services, A-101 or 510-464-6939.

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

After the FAFSA application is processed, students 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 the 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.

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 and qualifications for these scholarships vary.

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

Chafee Foster Youth Grant
This grant of up to $5,000 is available to current or former California foster youth under 22 years of age who wish to take career training or college courses. The student must also enroll at least half time in an eligible school. Their program of study must be at least one academic year long, and they 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 Native American students in meeting educational costs. To be eligible, the applicant must be at least one fourth Native American, Eskimo, or Aleut heritage, as certified by a Tribal Agency served by the Bureau of Indian Affairs. Tribal G rants are for eligible students who belong to federally recognized Native American 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 (2) forms:

- the FAFSA, www.fafsa.gov and
- the student's verified GPA, . https://www.csac.ca.gov/post/cal-grant-gpa-verification-form
  A student must apply by March 2 to maximize their opportunity to receive an award.

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

NOTE: 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 Aca- demic Progress Policy are available on the financial aid website https://web.peralta.edu/financial-aid/sap/ or in the campus Financial Aid Office.

Remedial Coursework

If f 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.

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

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 the campus financial aid for the Financial Aid Census dates. Courses added (such as late start courses) after financial aid census date will not be aid eligible.

Disbursement

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

Most aid is distributed on a three (3) payment per semester basis. Normally, the first payment is the week before the term begins, the second payment may be expected during the first week of each semester, and the second payment after the midpoint 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 with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Visit this link for more information: https://bankmobiledisbursements.com/refundchoices/.

PHOTO: *Michael Mejia, Photography Instructor*

Dream Act Scholars

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

- California College Promise Grants
- State financial aid like Cal Grants
- and Chafee Grants
- Assistance from EOPS and CARE
- Privately-funded scholarship

Eligible AB 540 students can complete the Dream Act Application by going to the website. https://dream. csac.ca.gov/.

To apply for any or all of the financial aid programs requiring the California Dream Application, you only need to complete and submit ONE application. The California Dream application can be found at https:// dream.csac.ca.gov/

The Chafee Grant application can be found at https://chafee.csac.ca.gov/; GPA Verification can be found at https:// www.csac.ca.gov/post/cal-grant-gpa-verification-form

CALIFORNIA DREAM ACT 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 every January 1	Financial Aid Office	Helps pay for education-related expenses	Institutional application(s)
California College Promise Grant	Registration period Every Summer	Financial Aid Office	Waives community college enrollment fees for eligible students	California College Promise Grant Form or California Dream Application*
Assistance from EOPS and 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 www.calgrants.org	Every October 1 - March 2 for the Fall term	Financial Aid Office or California Student Aid Commission	Grant award covering tuition & education-related expenses when transferring to an eligible Baccalaureate degree granting institution.	California Dream Application* and GPA Verification Form
Cal Grant B - Entitlement www.calgrants.org	Every October 1 - March 2 for the Fall term	Financial Aid Office or California Student Aid Commission	Grant award covering education related expenses for recent high school graduates	California Dream Application* and GPA Verification Form
Cal Grant C www.calgrants.org/	Every October 1 - March 2 for the Fall term	Financial Aid Office or California Student Aid Commission	Grant award covering educationrelated expenses for occupational or career technical programs.	California Dream Application*, Cal Grant C Supplemental Application and High School or Community College GPA Verification Form
Chafee Grant www.chafee.csac.ca.gov	Every October 1 - March 2 for the Fall term	Financial Aid office or the California Student Aid Commission	Grant award covering education-related expenses for foster youth	California Dream Application* & Chafee Grant Application

HOW TO CHOOSE YOUR MATH AND ENGLISH CLASS

Due to state law AB 705, students are no longer required to take an assessment test to decide what math, English, or English as a Second Language class they are required to take. All students have the right to choose what class they want. These are our recommendations to help you decide.

How to choose your English class:

We recommend you take your first English class immediately upon starting at Laney. You can choose whichever of these courses you think is best for you. You do not need to take an assessment test to figure out your placement.

English 1A	4 transferrable units	If you had a high school GPA of 2.6 or higher you should take this class.
English 1A-S	5 transferrable units	If you had a high school GPA below 2.6, we recommend this class which has an extra unit to provide you with extra support.
English 1A plus English 508	4 transferrable units plus 1 ½ hours of lab time	If you had a high school GPA below 2.6, we recommend this class which has an extra hour and ½ every week of lab time.

How to choose your English as a Second Language (ESOL) class:

Who can study English at Laney College?
Anyone can. We have students from all around the world. Some have recently arrived, some international students stay for a short time, and some students have lived here for a long time. They are from ages 16 to 96!
How do I get started?
You can learn about the courses we offer at: https://laney.edu/esl/esl-courses/
Do you want to take free, Basic English classes? See https://laney.edu/esl/gsp/gsp-basic-english/
Do you want to take college-level classes? See https://laney.edu/enroll/
If you are ready to take credit classes, you can find your level in our Guided Self-Placement online tool: https://laney.edu/esl/gsp/

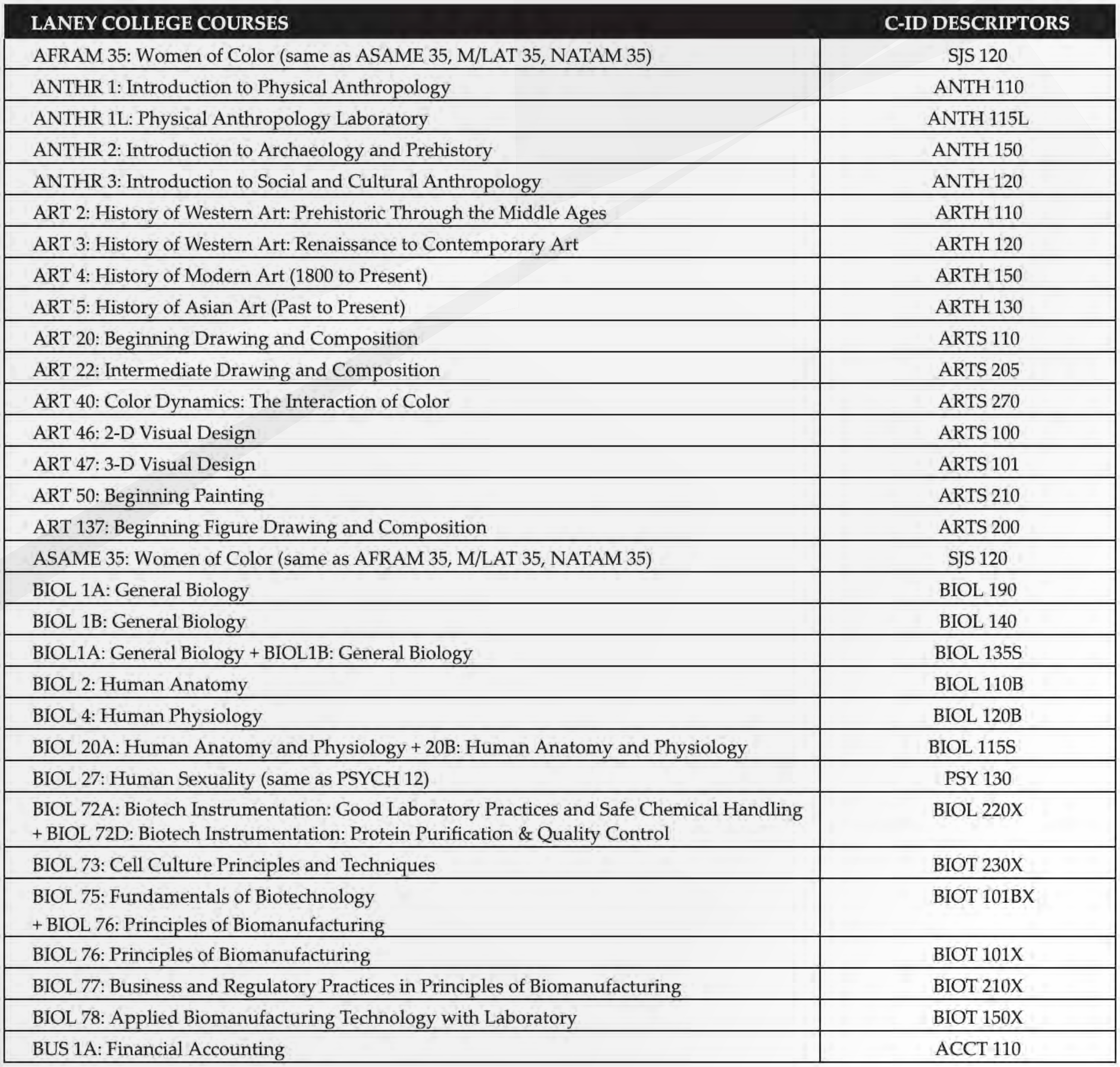
Need help with your application and getting a student ID?
Email the Laney ESOL Coach: laneyesol@peralta.edu.

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.

NOTE: This list changes periodically. Consult a counselor and/or visit www.c-id.net.



LANEY COLLEGE COURSES	C-ID DESCRIPTORS
AFRAM 35: Women of Color (same as ASAME 35, M/LAT 35, NATAM 35)	SJS 120
ANTHR 1: Introduction to Physical Anthropology	ANTH 110
ANTHR 1L: Physical Anthropology Laboratory	ANTH 115L
ANTHR 2: Introduction to Archaeology and Prehistory	ANTH 150
ANTHR 3: Introduction to Social and Cultural Anthropology	ANTH 120
ART 2: History of Western Art: Prehistoric Through the Middle Ages	ARTH 110
ART 3: History of Western Art: Renaissance to Contemporary Art	ARTH 120
ART 4: History of Modern Art (1800 to Present)	ARTH 150
ART 5: History of Asian Art (Past to Present)	ARTH 130
ART 20: Beginning Drawing and Composition	ARTS 110
ART 22: Intermediate Drawing and Composition	ARTS 205
ART 40: Color Dynamics: The Interaction of Color	ARTS 270
ART 46: 2-D Visual Design	ARTS 100
ART 47: 3-D Visual Design	ARTS 101
ART 50: Beginning Painting	ARTS 210
ART 137: Beginning Figure Drawing and Composition	ARTS 200
ASAME 35: Women of Color (same as AFRAM 35, M/LAT 35, NATAM 35)	SJS 120
BIOL 1A: General Biology	BIOL 190
BIOL 1B: General Biology	BIOL 140
BIOL1A: General Biology + BIOL1B: General Biology	BIOL 135S
BIOL 2: Human Anatomy	BIOL 110B
BIOL 4: Human Physiology	BIOL 120B
BIOL 20A: Human Anatomy and Physiology + 20B: Human Anatomy and Physiology	BIOL 115S
BIOL 27: Human Sexuality (same as PSYCH 12)	PSY 130
BIOL 72A: Biotech Instrumentation: Good Laboratory Practices and Safe Chemical Handling + BIOL 72D: Biotech Instrumentation: Protein Purification & Quality Control	BIOL 220X
BIOL 73: Cell Culture Principles and Techniques	BIOT 230X
BIOL 75: Fundamentals of Biotechnology + BIOL 76: Principles of Biomanufacturing	BIOT 101BX
BIOL 76: Principles of Biomanufacturing	BIOT 101X
BIOL 77: Business and Regulatory Practices in Principles of Biomanufacturing	BIOT 210X
BIOL 78: Applied Biomanufacturing Technology with Laboratory	BIOT 150X
BUS 1A: Financial Accounting	ACCT 110

LANEY COLLEGE COURSES	C-ID DESCRIPTORS
BUS 2: Introduction to Business Law	BUS 125
BUS 10: Introduction to Business	BUS 110
CHEM 1A: General Chemistry	CHEM 110
CHEM 1A: General Chemistry +1B: General Chemistry	CHEM 120S
CHEM 12A: Organic Chemistry	CHEM 150
CHEM 12A: Organic Chemistry +12B: Organic Chemistry	CHEM 160S
CHEM 30A: Introductory General Chemistry	CHEM 101
CHEM 30B: Introductory Organic and Biochemistry	CHEM 102
CIS 1: Introduction to Computer Information Systems	BUS 140 and ITIS 120
CIS 6: Introduction to Computer Programming	ITIS 130
CIS 20: Microcomputer Assembly Language	COMP 142
CIS 61: Structure and Interpretation of Computer Programs	COMP 112
CIS 62: Introduction to Systems Analysis and Design	ITIS 140
COMM 2A: The Fundamentals of Oral Interpretation of Literature	COMM 170
COMM 19: Survey of Mass Media (same as JOURN 62)	JOUR 100
COMM 20: Interpersonal Communication	COMM 130
COMM 44: Argumentation	COMM 120
COMM 45: Public Speaking	COMM 110
ECON 1: Principles of Economics (Macro-Economics)	ECON 202
ECON 2: Principles of Economics (Micro-Economics)	ECON 201
ENGIN 10: Introduction to Engineering	ENGR 110
ENGIN 22: Engineering Graphics	ENGR 150
ENGIN 36: Engineering Mechanics of Materials	ENGR 240
ENGIN 45: Properties of Materials	ENGR 140B
ENGL 1A: Composition and Reading	ENGL 100
ENGL 1AS: Composition and Reading with Support	ENGL 100
ENGL 1B: Composition and Reading	ENGL 120
ENGL 5: Critical Thinking in Reading	ENGL 105
ENGL 10A: Creative Writing	ENGL 200
ENGL 30A: Introduction to American Literature	ENGL 130
ENGL 30B: Introduction to American Literature	ENGL 135
ETHST 1: Introduction to Ethnic Studies	SJS 110
GEOG 1: Physical Geography	GEOG 110
GEOG 1L: Physical Geography Laboratory	GEOG 111
GEOG 2: Cultural Geography	GEOG 120
GEOG 3: World Regional Geography	GEOG 125
GEOG 18: California Geography	GEOG 140
GEOG 19: Global Climate Change	GEOG 130
GEOL 10: Introduction to Geology	GEOL 100
HIST 2A: History of Europe to 1500	HIST 170
HIST 2B: History of Europe Since1500	HIST 180
HIST 3A: World History to 1500	HIST 150
HIST 3B: World History Since 1500	HIST 160
HIST 7A: History of the United States to 1877	HIST 130
HIST 7B: History of the United States Since 1865	HIST 140
HLTED 14: First Aid and CPR	KIN 101
HUMAN 30A: Human Values/Ethics	PHIL 120
JOURN 18A: Newspaper Production I	JOUR 130
JOURN 18B: Newspaper Production II	JOUR 131

LANEY COLLEGE COURSES	C-ID DESCRIPTORS
JOURN 20: Photojournalism I (same as PHOTO 20)	JOUR 160
JOURN 21: Newswriting	JOUR 110
JOURN 62: Survey of Mass Media (same as COMM 19)	JOUR 100
KIN 150: Introduction to Kinesiology	KIN 100
MATH 3A: Calculus I	MATH 210
MATH 3B: Calculus II	MATH 220
MATH 3A: Calculus I + 3B: Calculus II	MATH 900S
MATH 3C: Calculus III	MATH 230
MATH 3E: Linear Algebra	MATH 250
MATH 3F: Differential Equations	MATH 240
MATH 11: Discrete Mathematics	MATH 160
MATH 13: Introduction to Statistics	MATH 110
MATH 16A: Calculus for Business and the Life and Social Sciences	MATH 140
M/LAT 35: Women of Color (same as AFRAM 35, ASAME 35, NATAM 35)	SJS 120
MUSIC 51A: Music History I, Antiquity to 1750	MUS 105
MUSIC 51B: Music History II: 1759 to Present	MUS 106
MUSIC 100: Music Fundamentals and Culture	MUS 110
MUSIC 101: Music Theory and Culture I	MUS 120
MUSIC 102: Music Theory and Culture II	MUS 130
MUSIC 103: Music Theory and Culture III	MUS 140
MUSIC 104: Music Theory and Culture IV	MUS 150
MUSIC 121: Music Skills 1	MUS 125
MUSIC 122: Music Skills II	MUS 135
MUSIC 123: Music Skills III	MUS 145
MUSIC 124: Music Skills IV	MUS 155
MUSIC 105: Classical Guitar I 106: Classical Guitar II 107: Classical Guitar III 108: Classical Guitar IV 117: Voice I 118: Voice II 119: Voice III 120: Voice IV 150: Applied Music 125: Chorus 126: Jazz Orchestra 127: Jazz Combos 128: Choral Repertoire 129: Jazz Orchestra Repertoire 142: Instrumental Ensemble 144: Intermediate Jazz Combos 145: Advanced Jazz Combos 146: Advanced Choral Repertoire	MUS 160
MUSIC 151: Pop Music Ensemble	MUS 185
MUSIC-CM 147: Introduction to Electronic Music and MIDI	CMUS 110X
MUSIC-CM 148: Songwriting	CMUS 150X
MUSIC-CM 149: Music Business	CMUS 140X
MUSIC-CM 152: Live Sound	CMUS 120X
NATAM 35: Women of Color (same as AFRAM 35, ASAME 35, M/LAT 35)	SJS 120

LANEY COLLEGE COURSES	C-ID DESCRIPTORS
PHIL 1: Introduction to Philosophy	PHIL 100
PHIL 10: Logic	PHIL 110
PHIL 20A: History of Ancient Greek Philosophy	PHIL 130
PHIL 20B: History of Modern European Philosophy	PHIL 140
PHOTO 20: Photojournalism I (same as JOURN 20)	JOUR 160
PHYS 3A: General Physics	PHYS 105
PHYS 3B: General Physics	PHYS 110
PHYS 3A: General Physics + 3B: General Physics	PHYS 100S
PHYS 4A: General Physics with Calculus	PHYS 205
PHYS 4B: General Physics with Calculus	PHYS 210
PHYS 4C: General Physics with Calculus	PHYS 215
PHYS 4A+4B+4C: General Physics with Calculus	PHYS 200S
POSCI 1: Government and Politics in the United States	POLS 110
POSCI 2: Comparative Government	POLS 130
POSCI 3: International Relations	POLS 140
POSCI 4: Political Theory	POLS 120
PSYCH 1A: Introduction to General Psychology	PSY 110
PSYCH 6: Social Psychology	PSY 170
PSYCH 12: Human Sexuality (same as BIOL 27)	PSY 130
PSYCH 21: Lifespan Human Development	PSY 180
PSYCH 24: Abnormal Psychology	PSY 120
PSYCH 28: Introduction to Research Methods in Psychology	PSY 200
SOC 1: Introduction to Sociology	SOCI 110
SOC 2: Social Problems	SOCI 115
SOC 5: Minority Groups	SOCI 150
SPAN 1A: Elementary Spanish	SPAN 100
SPAN 1B: Elementary Spanish	SPAN 110
SPAN 2A: Intermediate Spanish	SPAN 200
SPAN 2B: Intermediate Spanish	SPAN 210
SPAN 22A: Spanish for Bilingual Speakers I	SPAN 220
SPAN 22B: Spanish for Bilingual Speakers II	SPAN 230
THART 2: Introduction to the Theatre Arts	THTR 111
THART 20: Script Analysis	THTR 114
THART 21: Acting I	THTR 151
THART 22: Acting II	THTR 152
THART 31: Rehearsal and Production I	THTR 191
THART 40: Stagecraft	THTR 171
THART 41: Introduction to Stage Lighting	THTR 173

ARE YOU PLANNING TO TRANSFER?

TRANSFER INFORMATION

Students who wish to enter a four- year college or university after attending Laney College should read the four-year college or university catalog for admissions and other information, including the following:

- Transfer requirements
- Major requirements and degrees offered
- General education or breadth requirements
- Application and financial aid deadlines

Additionally, students should:

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

Please note that degree credit in the major can be expected only for those community college courses which parallel lower-division major courses required at the four-year institution.

2. Identify the courses (lower division prerequisites) which must be taken in preparation for the major as well as those required in the major.
3. Remember that community college courses transfer to four- year colleges for specific majors, general education/breadth requirements, or elective credit depending upon the school and major selected.
4. Check the policies regarding the maximum number of units which may be transferable. A maximum of 70 semester units or 105 quarter units completed at a community college may be applied toward the total number of units required for a bachelor's degree at a campus of the University of California or California State University.

Total units transferable to independent colleges vary. Subject credit for transferable courses in excess of 70 semester units may also be granted to satisfy university graduation requirements.

Courses accepted as equivalent to those offered in lower division by a four-year institution, even if beyond the 70 semester/105 quarter-unit maximum, may be applied where needed to meet specific lower division major and/or general education/breadth requirements.

Students are strongly advised to complete all courses designated as required lower division preparation for the major prior to transfer, especially where admission to the major is contingent upon completion of specific courses (e.g., oversubscribed majors).

With proper planning, a Laney College student can complete the lower division requirements for most majors offered by four-year institutions. Laney College counselors will assist students in the development of an educational plan through group or individual appointments. Students should also confer with faculty in their selected major in planning their programs. Where particular planning problems are present, counselors will assist students through contacts with representatives of the various four-year institutions.

Catalogs to the University of California and the California State University are available in the Transfer Center. The Transfer Center can provide assistance in obtaining catalogs and applications from other institutions.

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

Students completing requirements for the associate degree who plan to transfer to a four-year college or university are reminded that the associate degree alone does not usually qualify students for admission. They should be sure that their Laney College program will meet the course, unit, and grade requirements of the college to which they seek admission.

ASSIST

Articulation System Stimulating Interinstitutional Student Transfer (ASSIST) is California's official state- wide repository of transfer information, offering easy access to a single articulation database. Via 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 agreements and related information: transferable course lists, general education agreements (IGETC, CSU/ GE-Breadth and campus specific), major preparation, and department (course-to course). ASSIST will help you determine 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. ASSIST is accessible via online at www.assist.org.

GENERAL EDUCATION TRANSFER REQUIREMENTS

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

IGETC

primarily used when applying to multiple UCs and CSUs – not advisable for high-unit majors;

CSU GE/Breadth

used when applying to CSUs only;

UC CAMPUS SPECIFIC

an option used to depend on the choice of major and college.

A listing of approved courses in the three general education requirement options is available from a counselor, in the Transfer Center, or via www. assist.org. The approved courses are subject to change on an annual basis. (See current IGETC and CSU GE/ Breadth course list.)

IGETC NOTE: Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous. Consult with a counselor to develop appropriate education plan.

CERTIFICATION OF GENERAL EDUCATION

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

IGETC

Full certification (completing of all requirements in each subject area) or partial certification (maximum of two courses missing and completed after transfer) of IGETC. See IGETC course list. Students should file the certification request at the Admissions and Records Office once course requirements are completed or are in progress and they have accepted an admissions offer.

CSU GE/BREADTH

California State University General Education Breadth (CSU GE/Breadth)
allows full certification (completion of all requirements) or partial certification (completion by area). Refer to the CSU/GE Breadth course list on page 61. Students should file the certification request once course requirements are completed or are in progress, and they have accepted an admissions offer.

Official transcripts of any course work completed outside Peralta District must be on file or accompany the request. The "Request for Certification" form is available and can be filed in the Admissions and Records Office. Once certification is completed, student records (transcript) will reflect the type of certification. Students who transfer without certification will be subject to the general education requirements of the campus or college to which they transfer.

ARTICULATION AGREEMENTS

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

Copies of the updated articulation agreements between Laney College and the campuses of the California State University (CSU), the University of California (UC) campuses and some independent colleges, both in and out of state are available in the counseling department. Articulation agreements with CSU and UC campuses are available on online at www.assist.org. A student working closely with a counselor will be able to complete the first two years of a four-year college degree at Laney College and then transfer as a junior.

Any student experiencing difficulty with the transfer of courses from Laney College should contact the counseling department for assistance.

TRANSFER REQUIREMENTS FOR NON-RESIDENTS

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

TRANSFER CREDITS 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 occurs when the graduation petition is submitted to the college Admissions and Records office. External transcripts become the property of Peralta Community College District. Transcripts submitted to the Peralta District will not be released to students, other colleges, or other agencies.

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 occurs when the graduation petition is submitted to the college Admissions and Records Office. External transcripts become the property of the Peralta Community College District.

HIGH SCHOOL PROFICIENCY EXAMINATION

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

Please contact the Adult Transitions Program (ATP) for additional information on obtaining your Certification of Proficiency.

HISTORICALLY BLACK COLLEGES & UNIVERSITIES

The Historically Black Colleges and Universities (HBCUs) Transfer Program was developed to offer a smooth and seamless student pathway from California Community Colleges to partnered HBCUs. Students, by preparing to transfer to the University of California or the California State University systems may also be eligible for admissions to targeted HBCUs.

By completing the Intersegmental General Education Transfer Curriculum requirements (IGETC or CSU GE) and obtaining a transfer-level associate degree (60 units) with a 2.5 or higher grade point average, students are guaranteed admissions with junior standing to participating HBCUs.

Students may also opt to transfer with 30 or more University of California or California state University transferrable units and a 2.5 or higher grade point average. Units will be accepted for general education, pre major or elective units

Visit http://extranet.cccco.edu/ HBCU Transfer.aspx for more in- formation regarding participating HBCUs Universities.

Education upon successful completion of the California High School Proficiency Examination. The college also will also accept proficiency examinations from other states, and the General Education Development (GED) Certificate, in place of a diploma.

Please contact the Adult Transitions Program (ATP) for additional information on obtaining your Certification of Proficiency.

GENERAL EDUCATION/BREADTH REQUIREMENTS

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

Each school and college at every UC campus has its own set of requirements. They are described in the campus catalogs and articulation agreements. With careful planning the student can meet many of the requirements while attending Laney College. At some campuses and in some majors, transfer students must fulfill all the major preparation and a portion of the general education/ breadth requirements before transferring.

Since 1991, transfer applicants can satisfy General Education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). Students should consult their counselor for information pertaining to restrictions.

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 occurs when the graduation petition is submitted to the college Admissions and Records Office. External transcripts become the property of the Peralta Community College District.

UNIVERSITY OF CALIFORNIA GENERAL TRANSFER REQUIREMENTS

TRANSFER REQUIREMENTS FOR UC

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

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.

Three Parts to prepare for transfer:

- 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 transfer- able 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 (2.8 for nonresidents) 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.

UNIVERSITY REQUIREMENTS FOR THE BACCALAUREATE DEGREE

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

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 Writing Section of the SAT Reasoning Test.

   - Score of at least 5 on theInternational Baccalaureate Higher Level Examination in English Literature (formerly IB HL English 1A).
   - Score of 6 or higher on the International Baccalaureate Standard Level Examination in English (Language A)
   - 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: http://www.universityofcalifornia.edu/ admissions.

UC TRANSFER ADMISSIONS GURANTEE (TAG) PROGRAM

AG is a program that offers students guaranteed admissions to participating University of California. University of California campuses offer guaranteed admissions to students who meet specific requirements.
Meet with a Laney Counselor to see if you meet UC TAG requirements.

University of California participating in TAG:

- UC Davis
- UC Irvine
- UC Merced
- UC Riverside
- UC Santa Barbara
- UC Santa Cruz

Keep in mind: You can only apply for TAG to one UC campus. Visit http://admission.universityofcalifornia.

UNIVERSITY OF CALIFORNIA BERKELEY CAMPUS

College of Letters and Science and Haas School of Business: Breadth Requirements

The Berkeley campus of the University of California is on the semester system. Transfer students with 60 or more transferable semester units who are admitted to the College of Letters and Science must have satisfied the essential skills in: (1) reading and composition, (2) foreign language, and (3) quantitative reasoning, prior to admission. Also, the seven course breadth requirement for courses outside the field of the major is required of all junior transfers.
Students should make every effort to complete as many of the seven requirements as possible. Transfer students with 60 or more transfer-able semester units who are admitted to the Haas School of Business must have satisfied seven-course breath requirement and major prerequisites.
Information on the current breadth requirements and the listing of Laney College courses that are approved for meeting the breadth requirements are available from a counselor, in the Transfer Center, or via www.assist.org. This list is subject to revision and is updated annually.

PHOTO: *Faiza Ali*

CALIFORNIA STATE UNIVERSITY SYSTEM
ALL CAMPUSES

The following information applies to the 23 campuses of the California State University System (CSU): Bakersfield, Chico, Channel Island, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus.

TRANSFER REQUIREMENTS for CSU

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

1. Eligibility 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. Eligibility as a freshman except for the college preparatory subject requirements and completion of appropriate college courses in the missing subjects; OR
3. Completion of at least 60 transferable semester units and appropriate college courses to make up any missing college preparatory subjects (nonresidents must have a 2.4 grade point average or better).

A maximum of 70 transferable semesters (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 the Counseling Office or any CSU Admissions Office for further information about alternative ways to satisfy the subject requirements. Laney College counselors will provide assistance to determine which Laney courses satisfy the CSU lower-division General Education requirements.
NOTE: Refer to the CSU application for freshman eligibility and subject requirements.

Making up Missing College Preparatory Subject Requirement

1. Undergraduate transfer applicants who did not complete the subject requirements while in secondary school, may make up missing subjects in any of the following ways:
   a. Complete appropriate courses in college with a “C” or better (one course of three semester (four quarter) units will be considered equivalent to one year of high school study); or
   b. Earn acceptable scores on specified examinations.

2. Transfer applicants with 56 or more semester units (84 or more quarter units) can satisfy the preparatory subject requirements by completing, with a “C” or better, one of the following alternatives:
   a.1987 or earlier high school graduates: Meeting the eligibility requirements listed for lower division transfer, or successful completion of written communication and mathematics courses on the approved CSU list of transferable general education courses.
   b.1998 and later high school graduates: Meeting the eligibility requirements listed for lower division transfer or successful completion of 30 semester or 45 quarter units of general education courses to include all of Area A and mathematics requirement on the CSU General Education Certification List.

All transfer applicants with 60 or more transferable semester units must complete all CSU General Education requirements in the English Language Communication and Critical Thinking area (Area A1, 2 and 3) and in Mathematics/Quantitative Reasoning (Area B4).

UNITED STATES HISTORY, CONSTITUTION, AND AMERICAN IDEALS CERTIFICATION

To complete this CSU graduation requirement before transfer, any of the following combinations are acceptable: POSCI 1 and HIST 7A or HIST 7B, or AFRAM 30 or AFRAM 31 or ASAME 2 or M/LAT 34 OR POSCI 1 and POSCI 6 and HIST 7A, or HIST 7B or AFRAM 30 or AFRAM 31 or ASAME 2 or M/LAT 34 OR POSCI 6 and POSCI 16 and HIST 7A or HIST 7B or AFRAM 30 or AFRAM 31 or ASAME 2 or MLAT 34.

General Education Certification and Course Requirements for California State Universities

Laney College (Peralta Community College District) may certify to a California State University completion of 39 units of lower division general education requirements when the student completes the acceptable courses.

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

A total of 48 units is required to meet the general education requirements for the California State University System. The additional nine (9) required units must be upper division courses and must be completed after the student transfers to a CSU campus.

For general education certification see transfer information section.

ASSOCIATE DEGREES FOR TRANSFER (AD-T) TO A CALIFORNIA STATE UNIVERSITY

California Community Colleges are now offering Associate Degrees for Transfer (AD-T) to California State Uni-

versities. 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 AD-T (AA-T or AST) 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 Laney College ADTs and to find out which CSU campuses accept each degree, please go to https:icangotocollege.com/associate-degree-for-transfer. 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.
3. Completion of a minimum of 18 semester units in an “AA-T” or “AST” major. All courses in the major must be completed with a grade of C or better or a “P” if the course is taken on a “Pass- No Pass” basis (Title 5 § 55063).
4. Certified completion of the California State University General Education Breadth pattern (CSU GE Breadth); OR Intersegmental General Education Transfer Curriculum (IGETC) pattern.
5. Residency Requirement: at least 12 units must be taken at Laney College where the student is petitioning.

Please consult with a counselor for more information.

Students are encouraged to complete the CSU graduation requirement in United States History, and the Constitution and American Ideals requirement in their educational planning prior to transfer.

AVAILABLE ASSOCIATE DEGREES FOR TRANSFER (ADT)

Anthropology	AA-T
Art: Studio Arts	AA-T
Business Administration (2.0)	AS-T
Communications Studies	AA-T
Economics	AA-T
English	AA-T
Geography	AA-T
Global Studies	AA-T
History	AA-T
Journalism	AA-T
Kinesiology	AA-T
Mathematics	AS-T
Music	AA-T
Philosophy	AA-T
Physics	AS-T
Political Science	AA-T
Psychology	AA-T
Social Justice Studies: African American Studies	AA-T
Social Justice Studies: Chicanx & Latinx Studies	AA-T
Social Justice Studies: Ethnic Studies	AA-T
Sociology	AA-T
Spanish	AA-T
Theatre Arts	AA-T

6'-9"
3'-9"

CREDIT FOR PRIOR LEARNING

COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS, INTERNATIONAL BACCALAUREATE (IB), AND THE COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

In order to receive credit for either AP, IB, or CLEP:

Students must be enrolled in the Peralta Community College District to apply for such credit.
Students are not required to have completed any specific number of units in the Peralta Community College District prior to applying for such credit.

1. Students may use units earned through any of these exams to meet certificate and associate degree requirements (to see the unit values awarded by the Peralta District for any of these exams, please see the charts that follow each section).
2. Students may not use units from these exams to satisfy financial aid, veterans, or EOPS eligibility criteria.
3. Students 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.
4. If students have earned credit from an AP, IB, or CLEP exam, they should not enroll in a comparable college course because credit will not be granted for both the exam and the course.

ADVANCED PLACEMENT TESTS

You will be granted credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) tests with scores of 3, 4, 5 (see the AP chart which follows) in specific subject areas for certificates, Associate Degrees, CSU General Education Breadth certification and IGETC certification.
The unit/credit value granted for a college certificate or Associate Degree may vary from the unit/credit value given by a UC or a CSU.

You may use units earned by AP examinations toward CSU General Education Breadth Certification, (partial or full), according to the CSU approved list below and you may use units earned by AP examinations to meet Intersegmental General Education Transfer Curriculum (IGETC) as per the approved list below. Each AP exam may be applied to one IGETC area as satisfying one General Education 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 towards 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.universityof-cal-ifornia.edu/counselors/files/ap- sat-isfy- ad-mission-and-igetc-req.pdf

The California State University Advanced Placement Policy can be found at their website: https://calstate.policys- tat.com/policy/7800250/latest/

ADVANCED PLACEMENT PROCEDURES

If you wish to apply for AP credit having received a score of 3, 4, 5 on any of the exams listed below, you should:

1. Obtain a "Petition for Advanced Placement Examination Credit" from the Admissions and Records Office;
2. Attach official copies of AP score reports from the College Board or an official copy of your high school transcript (if it reports Advanced Placement Examinations);
3. Take the completed petition and supporting documentation to a Counselor for review.
4. If you wish to receive credit for an AP examination not on this list, you should obtain a petition from the Admissions and Records Office and submit it to the Vice President of Instruction, who will evaluate requests on a case-by- case basis.

AP Exam	PCCD Course[1]	PCCD GE Area	PCCD Units	CSU GE Area and/or A.I.	CSU GE Units	IGETC Area	IGETC Units
Art History	ART 1 or 4	3	3	C1 or C2	3	3A or 3B	3
Biology	BIOL 10	1	4	B2+B3	4	5B and 5C	4
Chemistry	CHEM 30A	1	4	B1+B3	4	5A and 5C	4
Chinese Language and Culture	CHIN 1 or 10A	3	5	C2	3	3B and 6A	3
Computer Science A[2]	Clears GE Area 4c	4c	3	N/A	0	N/A	0
Computer Science Principles	Clears GE Area 4c	4c	3	N/A	0	N/A	0
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]	Clears GE Area 1	1	3	B1+B3	4	5A+5C	3
French Language	FREN 1A	3	5	C2 (if completed prior to Fall 2011)	3	3B and 6A (if completed prior to Fall 2014)	3
French Language and Culture	FREN 1A	3	5	C2	3	3B and 6A	3
French Literature	Clears GE Area 3	3	3	C2 (if completed before Fall 2009)	3	3B and 6A	3
German Language	GERM 1A	3	5	C2 (if completed prior to Fall 2011)	3	3B and 6A (if completed prior to Fall 2014)	3
German Language and Culture	GERM 1A	3	5	C2	3	3B and 6A	3
Government/Politics: Comparative	POSCI2	2	3	D8	3	4H	3
Government/ Politics: U.S.	POSCI 1	2	3	D8 + US 2	3	4H + (US 2)	3

[1] The Peralta Community College District (PCCD) course or General Education Area associated with the Advanced Placement examination. Where courses are noted, they will only be used to establish PCCD prerequisites and/or course equivalencies. Please see a Counselor for specific info.

[2] If a student passes more than one AP exam in Calculus or more than one AP exam in Computer Science, only one examination may be used.

AP Exam	PCCD Course[1]	PCCD GE Area	PCCD Units	CSU GE Area and/or A.I.	CSU GE Units	IGETC Area	IGETC Units
History: European	HIST 2A or 2B	2	3	C2 or D6	3	3B or 4	3
History: U.S.	HIST 7A or 7B	2	3	(C2 or D6)+US 1	3	3B or 4+(US 1)	3
History: World History	HIST 3A or 3B	2	3	C2 or D6	3	3B or 4F	3
Human Geography	GEOG 2	2	3	D5	3	4E	3
Italian Language and Culture	N/A	3	5	C2	3	3B and 6A	3
Japanese Language and Culture	JAPAN 1A	3	5	c2	3	3B and 6A	3
Latin	Clears GE Area 3	3	S	C2	3	3B and 6A	3
Latin Literature	Clears GE Area 3	3	3	C2 (if completed prior to Fall 2009)	3	3B and 6A	3
Latin: Vergil	Clears GE Area 3	3	3	C2 (if completed prior to Fall 2012)	3	3B and 6A	3
Mathematics: Calculus AB[2]	MATH3A	4B	S	B4	3	2A	3
Mathematics: Calculus BC[2]	MATH 3A or 3B	4B	S	B4	3	2A	3
Mathematics: Calculus BC/AB Subscore[2]	MATH 3A	4B	S	B4	3	2A	3
Mathematics: Statistics	MATH13	4B	4	B4	3	2A	3
Music Theory	MUSIC 101	3	3	C1 (if completed prior to Fall 2009)	3	N/A	N/A
Physics 1[4]	Clears GE Area 1	1	S	B1 + B3	4	SA and SC	4
Physics 2[4]	Clears GE Area 1	1	S	B1 + B3	4	SA and SC	4
Physics B[4]	PHYS 2A or PHYS 3A	1	S	B1 + B3 (if completed prior to Fall 2013)	4	SA and SC	4
Physics C: Electricity/ Magnetism[4]	PHYS 4B	1	S	B1 + B3	4	SA and SC	3
Physics C: Mechanics[4]	PHYS 4A	1	S	B1 + B3	4	SA and SC	3
Psychology	PSYCH 1A	2	3	D9	3	4	3

For CSU GE Breadth certification:

[3] 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.

[4] 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.

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

AP Exam	PCCD Course[1]	PCCD GE Area	PCCD Units	CSU GE Area and/or A.I.	CSU GE Units	IGETC Area	IGETC Units
Spanish Language	SPAN 1A	3	S	C2 (if completed prior to Spring 2014)	3	3B and 6A (if completed prior to Fall 2014)	3
Spanish Language and Culture	SPAN 1A	3	S	C2	3	3B and 6A	3
Spanish Literature	SPAN 38	3	3	C2 (if completed prior to Spring 2013)	3	3B and 6A (if completed prior to Fall 2014)	3
Spanish Literature and Culture	SPAN 2A	3	S	C2	3	3B and 6A	3

INTERNATIONAL BACCALAUREATE EXAMINATION PROGRAM

The Peralta Community College District may award International Baccalaureate Examination (IB) credit towards 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 they are intending to transfer to a four-year institution, they should consult with a counselor or the individual institution regarding its IB credit policy for major course work.

A score of 5, 6, or 7 on Higher Level exams is required to grant credit for IGETC and CSU GE Breadth certification (exception: a score of 4 on the following IB subjects is considered a passing score for CSU GE Breath certification: Language A1 HL, Language A2 HL, Language B HL, Mathematics HL, and Theatre HL). An acceptable IB score for IGETC or CSU GE Breadth equates to either three (3) semester or four (4) quarter units for certification purposes.

If students wish to apply for IB credit, they should:

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

AP Exam	PCCD GE Area	PCCD Units	CSU GE Area and/or A.I.	CSU GE Units	IGETC Area	IGETC Units
Biology HL	1	3	B2	3	5B w/o lab	3
Chemistry HL	1	3	B1	3	5A w/o lab	3
Economics HL	2	3	D2	3	4B	3
Geography HL	2	3	D5	3	4E	3
History HL (any region)	2	3	C2 or D6	3	3B or 4F	3
Language A1 (any language, except English) HL	3	3	C2	3	3B and 6A	3
Language A2 (any language, except English) HL	3	3	C2	3	3B and 6A	3
Language A1 (any language) HL	3	3	C2 (if completed prior to Fall 2013)	3	3B	3
Language A2 (any language) HL	3	3	C2 (if completed prior to Fall 2013)	3	3B	3
Language B HL (any language)[1]	3	3	N/A	0	6A	3
Mathematics HL	4B	3	B4	3	2A	3
Physics HL	1	3	B1	3	5A w/o lab	3
Psychology HL	2	3	D9	3	4I	3
TheatreHL	3	3	C1	3	3A	3

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

COLLEGE-LEVEL EXAMINATION PROGRAM (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. Students 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 students have earned credit from a CLEP exam, they 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 they plan to transfer.

If students wish to apply for CLEP credit, they 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;
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*
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	B1
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	D9
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

*and/or American Institutions
** Unit awarded based on the minimum required for PCCD General Education Area 4c.

CREDIT BY EXAMINATION

1. A registered student who is attending classes, is in good standing (not on probation), and has completed at least six units at Laney College may request by petition to take an equivalency examination in certain designated courses. The petition, which may be obtained in the Admissions and Records Office, should be accompanied by evidence of knowledge or experience in the content of the course. Final determination of eligibility to challenge a course by examination is made by the department chairperson for the course involved.

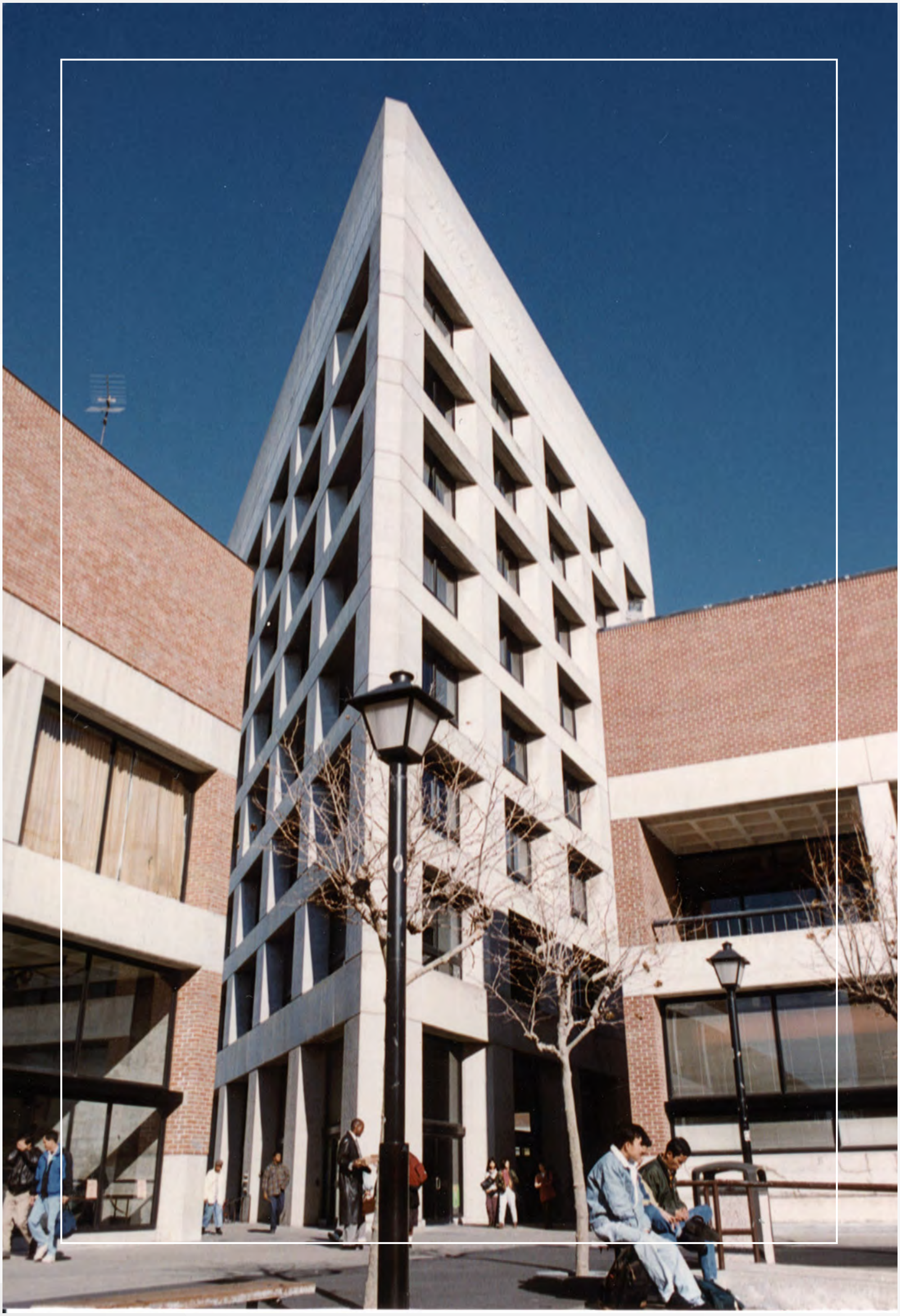
2. Credit by examination may be accrued by a student up to a maximum of 15 units. Units earned will be recorded on a student's record as a letter grade or P as determined by each department and grading policy. Students are not permitted to challenge by examination any course of lower level than a course previously completed.

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

4. Since the approved course list is updated annually, confer with a counselor regarding any changes.

Credit by Examination Courses:

COSM 210
COSM 211
COSM 212
COSM 213
COSM 214
COSM 215
COSM 220
COSM 221
COSM 222
COSM 223
COSM 224
COSM 225
COSM 230
COSM 231
COSM 232
COSM 233
COSM 234
COSM 235
FREN 2A
GEOG 1
JOURN 62
MACH 210
MACH 211
MACH 212
MATH 201
MATH 203
MATH 208
MATH 210A
MATH 210B
MATH 210C
MATH 210D
MATH 211A
MATH 211B
MATH 211C
MATH 211D
MEDIA 104
MEDIA 108
MEDIA 111
MEDIA 112
SPAN 40



ACADEMIC POLICIES

TEN PRINCIPLES OF FACULTY ACADEMIC INTEGRITY

1. AFFIRM THE IMPORTANCE OF ACADEMIC INTEGRITY.

Institutions of higher education are dedicated to the pursuit of truth. Faculty members need to affirm that the pursuit of truth is grounded in certain core values, including honesty, civility, and diligence.

2. FOSTER A LOVE OF LEARNING.

A commitment to academic integrity is reinforced by high academic standards. Most students will thrive in an atmosphere where academic work is seen as challenging, relevant, useful, and fair. Faculty have a special responsibility to maintain currency in their field and in teaching methods that fully engage the diversity of students.

3. TREAT STUDENTS AS UNIQUE INDIVIDUALS.

Faculty and staff members are expected to provide individual attention and consideration. Students will generally reciprocate by respecting the values of their teachers, including a commitment to academic integrity.

4. PROMOTE AN ENVIRONMENT OF TRUST IN THE CLASSROOM.

Many students are mature adults who value an environment free of arbitrary rules and trivial assignments, where trust is earned and given. Faculty are expected to keep scheduled office hours, make accommodations for students who cannot attend regular office hours, reply promptly to student inquiries, emails and phone calls, administer final examinations according to scheduled timelines, and begin and end classes on time. Additionally, faculty should foster a classroom environment where diverse, and sometimes divergent, ideas are welcomed and respected.

5. ENCOURAGE STUDENT RESPONSIBILITY FOR ACADEMIC INTEGRITY.

With proper guidance, students can be given significant responsibility to help protect and promote the highest standards of academic integrity. Students want to work in communities where competition is fair, integrity is respected, and cheating is punished. They understand that one of the greatest inducements to engaging in academic dishonesty is the perception that academic dishonesty is rampant and tolerated.

6. CLARIFY EXPECTATIONS FOR STUDENTS.

Faculty members have primary responsibility for designing and cultivating the educational environment and experience. They must clarify their expectations in advance regarding honesty in academic work, including the nature and scope of student collaboration. Most students want such guidance, and welcome it in course syllabi, carefully reviewed by their teachers in class. Instructors should inform students of the academic requirements of each course. Such information may appropriately include, but is not limited to (a) notice of the scope of permitted collaboration, if any; (b) notice of the conventions of citation and attribution within the discipline of the course; and (c) notice of the materials that may be used during examinations and on other assignments.

7. DEVELOP FAIR AND RELEVANT FORMS OF ASSESSMENT.

Students expect their academic work to be fairly and fully assessed. Faculty should comment on student work, praise that which is well done, and show students where their work does not meet academic standards. Also, faculty members are responsible for using, and continuously revising, forms of assessment, including rubrics, portfolios, examinations, and essays that require active and creative thought and promote learning opportunities for students.

8. REDUCE OPPORTUNITIES TO ENGAGE IN ACADEMIC DISHONESTY.

Prevention is a critical line of defense against academic dishonesty. Faculty will not tempt or induce students to engage in acts of academic dishonesty by having ambiguous policies, undefined or unrealistic standards for collaboration, inadequate classroom management, overly consistent assignments and exams, whose answers do not change from year to year, or poor examination security.

9. CHALLENGE ACADEMIC DISHONESTY WHEN IT OCCURS.

Faculty and staff are to teach and model academic integrity and to ensure student integrity in performance of their assignments. Students observe how faculty and staff members behave with their colleagues and with other students, and what values they embrace. Faculty and staff members who ignore or trivialize academic dishonesty send the message that the core values of academic life, and community life in general, are not worth any significant effort to enforce.

10. HELP DEFINE AND SUPPORT CAM- PUS-WIDE ACADEMIC INTEGRITY STANDARDS.

Responsibility for defining, promoting, and protecting academic integrity is a community-wide concern, and must be applied consistently with due process procedures, in affirmation of the shared values that help make Laney College a true learning community.

(Adapted from Ten Principles of Academic Integrity by Donald L. McCabe and Gary Pavela)

FIVE PRINCIPLES OF STUDENT ACADEMIC INTEGRITY

1. RESPONSIBILITY

Each student is responsible for their own education. Each student is expected to strive for excellence, adhere to the principles of academic integrity, and be proactive when their needs are not being met, through all channels (counselors, teaching faculty, staff, deans, and student government).

2. HONESTY

Each student will present their own work at all times: quizzes, exams, assignments and research papers. Each student will present accurate information and data, and will not falsify or invent information.

3. RECOGNITION

Students working in collaboration with others, will make the appropriate attributions for the contributions from others to the work—whether the source of the contribution be student colleagues, teachers, or published resources.

4. SUPPORT

Each student will support the integrity of source materials, fellow students, faculty, library materials, primary sources, and any other source material used. Students will preserve learning materials and resources, and ensure the availability of these resources for future use by the college community.

5. PRIVACY

Students will protect the security of confidential or private information. Students will not seek or take advantage of any knowledge of administrative records, computerized records, etc. that give access to confidential or private information.

DISCIPLINARY ACTION AND PROCEDURES

Violations of the Laney College Academic Integrity policy will be handled according to Title 5 regulations and the Laney College and Peralta Community College District policies and procedures. Refer to AP 5500 for more information.

SCHOLASTIC STANDARDS

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

CLASSROOM RECORDING (AUDIO/VIDEO TAPE)

Students must have permission from the instructor(s) to record (audio/video tape) in the classroom.

COURSE REPETITION AND REPEATABLE COURSES

Course repetition and repeatable courses are regulated by state guidelines (§ 55042, 58161, 55024, 55045).

Courses can be repeated for the following reasons:

- Alleviate substandard academic work [55040(b)(2), 55042]
- Withdrawal (55024)
- Significant lapse of time [55040(b)
- (3), 55043]
- Legally mandated [55040(b)(8)]
- Significant change in industry or licensure standards [55040(b)(9)]
- Extenuating circumstances [55040(b) (5), 55045]
- Occupational Work Experience [55040(b)(6), 55253]
- Variable unit open-entry/open-exit courses [55040(b)(4), 55044]
- Special classes for students with disabilities [55040(b)(7)]
- Courses required by CSU or UC for completion of a bachelor's degree [§55040(b)(1), 55041(a)(1)]
- Intercollegiate athletics [55040(b)(1), 55041(a)(2)]
- Intercollegiate academic or vocational competition [55040(b)(1), 55041(a)(3)]
- Active participatory courses in physical education, and visual or performing arts that are related in content [55040(c)]
- Intercollegiate academic or vocational competition [55040(b)(1), 55041(a)(3)]
- Recency requirement at an institution of higher education [55040(b) (3), 55043]
- Courses designated repeatable per Title 5 (§ 55041):
- Cooperative Work Experience Education [55040(b)(6), 55253
- Variable unit open-entry/open-exit course [55040(b)(4), 55044]
- Special classes for students with disabilities [55040(b)(7)]
- Courses required by CSU or UC for completion of a bachelor's degree [§55040(b)(1), 55041(a)(1)]
- Intercollegiate athletics [55040(b)(1), 55041(a)(2)]
- Intercollegiate academic or vocational competition [55040(b)(1), 55041(a)(3)]
- Active participatory courses in physical education, and visual or performing arts that are related in content [55040(c)]

Students may not enroll in the same course for more than a total of three times, including substandard grades and Withdrawal grades (W's) (per §55040 and §58161). Students may repeat any course for which they have earned an F, D, or NP twice (a total of three times) provided they have not earned any W's for that course (§ 55042) The previous grade and credit will be disregarded in the computation of the grade point average.

Repeated courses are part of the student's permanent academic record. The student's record is legibly annotated to reflect true and complete academic history and is compliant with Education Code §76224. The 'W" shall not be used in calculating GPA, but must be used in determining probation and dismissal. If the student does not complete the course on the third attempt, the course must be completed at another college (not Laney) or another course chosen to meet the transfer or graduations requirements (if one exists).

Military withdrawals, withdrawals due to extraordinary conditions (58509), and withdrawals where the district determines discriminatory treatment has occurred, do not count toward these enrollment limits [55040(b) (5), 55045].

Students may not repeat a course if they have earned a passing score unless there is documented proof that the student needs the course after a significant lapse of time, (§55040(b), §55043) of no less than 36 months with the current prerequisite for the course (Title 5 §55003).

If a student wishes to transfer to another institution of higher education where there is an established recency requirement which the student will not be able to satisfy without repeating the course in question [55040(b) (3), 55043], to upgrade as part of a skill necessary because of a Significant change in industry or licensure standards 55040(b) (9)], the course is legally mandated for a student to maintain a paid or volunteer position [55040(b)(8)].

Active participatory courses limitations:

Courses that are designed specifically for participation in nonathletic competitive events between students from different colleges may be repeated. The outcomes of the course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing board.

Enrollment 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 is limited to four (4) times [four courses]. A course related in content, includes any course with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.

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 provided in Title 5, §55045. The grade each time shall be included for calculating the student's grade point average.

GRADING SYMBOLS, DEFINITIONS, AND POLICIES

EW Excused Withdrawal

1. "Excused Withdrawal" (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the District's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the Governing Board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW."

2.Excused withdrawal shall not be counted in progress probation and dismissal calculations.

3.Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. However, an EW grade will count as an attempt for financial aid satisfactory academic progress evaluation and count against cumulative completion rate, term completion rate, and maximum time frame.

4.In no case may an excused withdrawal result in a student being assigned an "FW" grade. (f) Not withstanding the limits set forth above, apportionment will be limited as set forth in Title 5. section 58161

FW Failing.

The FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline. The FW grade is treated in the same manner as an F grade for the purposes of calculating grade point average, course repetition, and academic standings for probation/ dismissal. Upon petition original F will remain but will not be computed in grade point average.

I Incomplete
Incomplete academic work for unforeseeable and justifiable reasons at the end of the term. The grade of "I" is only appropriate when the student has completed a minimum of two thirds of the work for the course with a passing grade. Conditions for removal of the "I" and the grade assigned shall be filed with the Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The "I" symbol must be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A time extension beyond one year but not to exceed one semester or quarter may be granted by petition. If the stipulation has not been met by the allotted time the incomplete symbol will revert to an assigned incomplete grade.

Incomplete defaults:
I-B: The I-B grade defaults to an assigned grade of a B
I-C: The I-C grade defaults to an assigned grade of a C
I-D: The I-D grade defaults to an assigned grade of a D
I-F: The I-F grade defaults to an assigned grade of a F

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

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.

RD Report Delayed
The "RD" symbol may be assigned by the Admissions and Records Office 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 student. 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.

SP Satisfactory Progress
Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)

W Withdrawal
A withdrawal reported to the Admissions and Records Office during the first four weeks of instruction 30 percent 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 4th week of instruction and the end of the 14th week of instruction (or between 30-75 percent 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 they reasonably believed that remaining in the course would subject them 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 Admissions and Records Office.

GRADING POLICIES AND GRADE SYMBOL DEFINITIONS

Each Peralta college uses the following evaluative and non-evaluative symbols in the grading of a student in conformance with those related provisions of the California Administrative Code, Title 5.

Symbol	Points	Definition	Policy for Repeating Course with this Grade
A	4	Excellent	Not Permitted.
B	3	Good	Not Permitted.
C	2	Satisfactory	Not Permitted.
D	1	Passing, less than satisfactory	Permitted. Upon petition original D will remain but will not be computed
EW	0	Excused Withdrawal	Permitted.
F	0	Failing	Permitted. Upon petition original F will remain but will not be computed
FW	0	Failing. The FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline.	Permitted. Upon petition original F will remain but will not be computed
NP	0	No Pass. NP means student did not fulfill the academic requirements of the course.	Permitted. Upon petition original NP will remain but will not be computed.
P	0	Pass. At least satisfactory. Units awarded are not counted in GPA. Only assigned for courses with P/NP option.	Not Permitted.
W	0	Withdrawal. W is assigned for students who withdraw officially from a class between the 5th and 14th weeks.	Permitted. Original W will remain but will not be computed.
MW	0	Military Withdrawal. MW shall be assigned 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. The MW shall not be counted in determining progress probation or in calculating grade points for dismissal.	Permitted. Original MW will remain but will not be computed.
I	0	Incomplete. Incomplete academic work for unforeseeable and justifiable reasons at the end of the term.	Not Permitted.
IP	0	In Progress	Permitted. Original IP will remain but will not be computed.
RD	0	Report Delay	Not Permitted.
SP	0	Satisfactory progress. Awarded by instructor 500 classes only.	Permitted.

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.

EXAMPLE (below)
A student who earns five (5) units of A, four (4) units of B, three (3) units of C, two (2) units of D and two (2) units of P would compute the GPA as follows:
Units for which the FW, W, CR, MW, NP, or I were assigned, are not counted in units attempted.

Units Attempted	Units Completed	Grade/Points	Units	Grade Points
5 units	5 units	A=4x	5	20 grade pts
4 units	4 units	B=3x	4	12 grade pts
3 units	3 units	C=2x	3	6 grade pts
2 units	2 units	D=1x	2	2 grade pts
0 units	2 units	P=0x	2	0 grade pts
TOTAL				
14 units	16 units			40 grade pts

DEFINITION OF A UNIT OF CREDIT

One unit of credit is defined as one hour of recitation or lecture which requires two hours of outside preparation for each hour of recitation or lecture, or three hours of laboratory work each week for a semester of 18 weeks.

Pass/No Pass Option: Each Peral- ta 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 the 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 4th week of instruction (30 percent 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 regarding the use of courses in which a "P" grade was received.

ACADEMIC RECOGNITION – HONOR ROLL

Students who have completed 12 or more units with a semester grade point average (GPA) of 3.25 or better are placed on the Honor Roll. The honor status GPA is computed on the basis of units attempted and completed districtwide. The student's honor status is assigned to the college where the majority of units were completed for a particular semester (Units awarded in "P" graded classes are not counted in the GPA calculation).

ACADEMIC RECOGNITION ASSOCIATE DEGREE HONORS

Students who receive the Associate Degree are graduated "With Honors" if they have an overall cumulative grade point average (GPA) of 3.25 to 3.49. Those with an overall cumulative GPA of 3.50 to 3.74 are graduated "With High Honors" and those with 3.75 to 4.0 are graduated "With Highest Honors."

The honor status GPA is computed on the basis of units attempted and completed districtwide, excluding non-degree-applicable courses numbered 250-299, 400-899, and 950-999. The student's honor status is assigned to the college awarding the Associate Degree. (All lower-division units from regionally accredited degree granting institutions outside of Peralta District Colleges are included in the GPA calculation).

ACADEMIC GOOD STANDING

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

There are two conditions of scholastic deficiency:

Academic Probation: A student who has attempted at least 12 semester units and has a cumulative GPA of less than 2.0 district-wide shall be placed on Academic Probation.

A student on academic probation due to a cumulative grade-point average of less than 2.0 shall receive special counseling, including consideration of possible reduction of their study load. A student who has a cumulative grade point average of less than 2.0 at the end of any term, either semester or summer session, shall be placed on probation during the following term of attendance and shall remain on probation until their cumulative grade-point average is 2.0 or higher.

Progress Probation: A student who has enrolled in a total of at least 12 semester units as indicated on the total academic record district-wide shall be placed on Progress Probation when the percentage of W, I, and NP's recorded reaches at least fifty (50) percent of all grades recorded.

The probation status GPA is computed on the basis of units attempted and completed district-wide. The student's probation status is assigned to the college where the majority of units were attempted.
The Office of Vice President of Student Services will notify the student by mail when they have been placed on academic and/or progress probation.

STANDARDS FOR ACADEMIC DISMISSAL

A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade-point average of less than 1.75 in all units attempted in each of three (3) consecutive semesters. Summer session shall be considered a semester. A student who has received an academic dismissal will be required to remain out of the college for one semester.

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units which the student has taken, reaches or exceeds fifty (50) percent in at least three (3) consecutive semesters for which entries of W, I, and NP are recorded.

Appeals of dismissal and requests for reinstatement are handled by the Vice President of Student Services or designee. Circumstances that warrant exceptions to the standards for dismissal are evaluated by the petition committee and submitted to the Vice President of Student Services or designee for final action.

Students will be notified via Peralta email when they are subject to dismissal.

ACADEMIC RENEWAL POLICY

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

- A period of one year must have elapsed since the work to be alleviated was completed;
- The student has requested the action formally and has presented evidence that work completed in the term(s) under consideration is (are) substandard and not representative of present scholastic ability and level of performance.

Since the most recent work to be disregarded was completed, the student must have completed 15 lower-division semester units with at least a 2.5 GPA, at either any of the Peralta Community Colleges or another regionally accredited institution.

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.

GRADE CORRECTIONS

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. No grade will be changed later than two years after the calendar date ending the semester in which the grade was assigned. Grades are not subject to change by reason of a revision of judgment on the instructor's part. 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.

DEGREE REQUIREMENTS

ASSOCIATE DEGREE

Requirements for graduation with an associate degree are prescribed by the State Chancellor's Office and the Board of Trustees of the Peralta Community College District. Degrees are conferred when students have met the prescribed requirements. It is the student's responsibility to file a "Petition for an Associate Degree" by the deadline specified in the college calendar (see Table of Contents for page numbers). Students should file the petition once all course requirements are completed or are in progress. Official transcripts of any course work completed outside Peralta district must be on file prior to requesting the evaluation or accompany the petition. Petitions are available in the Admissions and Records Office and must be filed by appointment with a counselor.

OVERALL REQUIREMENTS

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

1. At least 19 units must be completed in general education. (See below for details.)
2. A minimum number of 18 units is required for the major. The specific number of units varies with the major. Students should refer to the individual curriculum patterns for this information. NOTE: When the units from the general education and major do not total 60 units, students must complete any degree applicable course(s), referred to as electives, until the total of at least 60 units is obtained.
3. At least 12 units must be taken at Laney College.
4. A minimum grade-point average of 2.0 (C) is required in EACH of the following:
   - Overall grade-point average
   - General education requirements
   - A (C) grade or better is required in:
   - Area 4a – English Composition
   - Area 4b – Mathematics
   - Each course in the major

ASSOCIATE DEGREE PROGRAM GENERAL EDUCATION 2021-2022

General Education Requirements for the Associate in Arts and Associates in Science degrees (not for the AA-T or AS-T) are listed below.

Students must complete a minimum of 19 units distributed among Areas 1, 2, 3, 4a, 4b, 4c, 4d and 5.

Minimum grade point average of 2.0 ("C") must be achieved.

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

Area 1 – Natural Science

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

One course with a minimum value of 3 semester units from the following:

Anthropology: 1
Astronomy: 10
Biology: 1A, 1B, 2, 3, 4, 10, 11, 20A, 20B, 24, 76, 43, 78
Chemistry: 1A, 1B, 12A, 12B, 30A, 30B
Engineering: 100
Environmental Control Technology: 1, 101
Geography: 1, 9, 18, 19
Geology: 10
Physics: 3A, 3B, 4A, 4B, 4C, 10

Area 2 – Social And Behavioral Sciences

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral sciences. 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).

One course with a minimum value of three (3) semester units.

African American Studies: 1, 2, 5, 8, 11, 12, 14A, 16, 18+, 23,30, 31, 32, 35*, 38, 45
Anthropology: 2, 3, 7, 14, 19, 20
Asian/Asian-American Studies: 2, 21, 26, 30, 32, 35*, 42, 45A, 45B
Biology: 27**
Business: 5 Communication: 19*** Counseling: 30, 230
Culinary Arts: 88
Economics: 1, 2
Engineering: 100
Ethnic Studies: 1, 3, 12, 13, 14, 30, 50
Geography: 2, 3, 18
Health Education: 1, 5, 6
History: 2A, 2B, 3A, 3B, 7A, 7B, 19
Journalism: 62***
Labor Studies: 10, 13, 21
Mexican and Latin-American Studies: 12, 19, 23, 31, 32+, 33,
34, 35*, 38
Native American Studies: 1, 2, 35*
Political Science: 1, 2, 3, 4, 6, 16, 21
Psychology: 1A, 6, 7A, 12**, 21, 24, 26, 28
Social Science: 19, 20
Sociology: 1, 2, 5, 8, 13, 120

* Students receive credit for one course only.
** Students receive credit for one course only.
*** Students receive credit for one course only.
+ Students receive credit for one course only.

Area 3 – Humanities

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

One course with a minimum value of three (3) semester units.

Anthropology: 7
Architecture: 107
Art: 1, 2, 3, 4, 5, 7, 40, 141, 144, 145
Asian/Asian-American Studies: 10, 30
Chinese: 1, 2, 3, 4, 8#, 22A
Communication: 2A Culinary Arts: 88
Dance: 1, 7
English: 1B, 10A, 10B, 17A, 17B, 30A, 30B, 31, 43, 210A, 210B, 217A, 217B, 230A, 230B, 231, 243
English for Speakers of Other Languages: 52
French: 1A, 1B, 2A
Humanities: 6, 7, 16, 30A, 30B, 31A, 40
Japanese: 1A, 1B, 2A, 50A, 50B
Mexican and Latin-American Studies: 30A, 30B, 32+, 36, 37, 38 Music: 8A, 8B, 8C, 8D, 10, 14A, 15A, 15B, 51A, 51B, 53A, 53B, 100, 101, 102, 103, 104
Philosophy: 1, 2, 4, 6, 10, 14, 20A, 20B, 37
Photography: 25
Spanish: 1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 33A, 33B, 33C, 36A, 36B, 40, 53A, 53B, 53C
Theatre Arts: 2, 11, 31

# Students must take 3 units to satisfy Area 3.
+ Students receive credit for one course only.

Area 4 – Language And Rationality

Courses fulfilling the written composition requirement shall include both expository and argumentative writing (AP 4100).

One course with a minimum value of three (3) semester units.
English: 1A, 1AS, 1B, 5
English for Speakers of Other Languages: 52

4B. MATHEMATICS:
Minimum level of intermediate algebra or an equivalent course (AP 4100).

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

Plan I: Completion of one course, three (3) semester units minimum:
Mathematics: 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B,50, 202, 203, 211ABCD*, 220 CDEFG**, 221

Plan II: Credit by Examination of Mathematics 203 (effective Fall 2009 unless student has prior catalog rights, see a counselor for more information).

1. Examination will be offered twice each semester - dates to be announced by Mathematics Department.
2. Examination may be repeated one time only when grade is less than "C."

*four units required
**three units required

4C. COMPUTER LITERACY:
A broad understanding of computer concepts (AP 4100).

One course with a minimum value of one (1) semester unit.
Architecture: 104A, 121A, 125
Biology: 28
Business: 24, 38, 43A, 43B, 219, 239
Computer Information System: All courses numbered 1- 248
Construction Management: 31A, 31B
Digital Fabrication Technology 103
Engineering: 22, 77
Electricity/Electronics Technology: 37*
Environmental Control Technology: 37*
Graphic Arts: 32, 34, 35, 36, 42, 43, 111, 114, 115, 150, 230
Journalism: 69
Learning Resources: 211
Machine Technology: 20, 30, 31
Media Communications: 70, 72, 75, 77, 80, 115, 130, 131, 132,140, 150
Music-Commerical: 1A

* Students will receive credit for one course only.

4D. ORAL OR WRITTEN COMMUNICATION, OR LITERATURE:
Requirement shall include written communication, oral communication, literature, or selected English for Speakers of Other Languages (ESOL) (AP 4100).

One course with a minimum value of three (3) semester units.
Biology: 74
Business: 201
Communication: 1A, 2A, 19*, 20, 44, 45
English: All courses numbered 1 through 247, except 48, 49, 205, 206AB, 209
English for Speakers of Other Languages: 50A, 50B, 52
Journalism: 21, 62*
Media Communications: 100A, 100B
Mexican/Latin-American Studies: 36
*Students will receive credit for one course only.

Area 5 – Ethnic Studies:
Ethnic Studies is an intensive and scholarly study of African American, Hispanic, Asian, and/or Native American experiences in the United States involving an examination of these cultures and the history, social, economic, and political influences on them (AP 4100).

One course with a minimum value of three (3) semester units.
African American Studies: 1, 2, 5, 8, 11, 12, 14A, 16, 23, 26, 29,30, 31, 32, 35*, 38, 45
Anthropology: 14
Art: 7
Asian and Asian-American Studies: 2, 10, 21, 30, 32, 35*, 42, 45A, 45B
English: 31, 231
Ethnic Studies: 1, 3, 12, 13, 14, 30, 50
History: 19
Mexican/Latin-American Studies: 12, 19, 23, 30A, 31, 33, 34,35*, 36, 37, 38
Music: 15A, 15B
Native American Studies: 1, 2, 35*
Psychology: 26
Sociology: 5

* Students receive credit for one course only.

Ethnic Studies courses can be double-counted to fulfill a subject- requirement in one other General Education Area,(although the units are counted only once).

ASSOCIATE DEGREES AND CERTIFICATES 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.

Associate Degree (AA/AS)

The Associate in Arts (AA) and the Associate in Science (AS) degrees require the completion of Laney College General Education graduation requirements and specified degree major requirements. Students completing degree requirements are responsible for filing all official transcripts of previous college work and for filing a "Petition for AA/AS Degree or Associate Degree For Transfer to CSU (AA-T/AS-T)" with the Admission and Records Office by the deadline date during the semester in which they plan to complete the requirements. (See the college calendar in the Schedule of Classes for deadline dates.)

Associate Degree for Transfer (AA-T/AS-T)

The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees are intended for students who plan to complete a Bachelor's degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to the CSU system with junior status into a similar major; students are not guaranteed admission to a particular campus or major. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. For additional information on AA-T/AS-T degrees, refer to the Transfer Information section of the catalog. Students completing degree requirements are responsible for filing all official transcripts of previous college work and for filing a "Petition for AA/AS Degree or Associate Degree for Transfer to CSU (AA-T/AS-T)" with the Admission and Records Office by the deadline date during the semester in which they plan to complete the requirements. (See the college calendar in the Schedule of Classes for deadline dates.)

Certificate Of Achievement (CA)

The Certificate of Achievement is granted in those programs for which 16 or more units are required in the major. It is also granted for certain programs of 8-15.5 units which have been state approved. The student may petition the Admissions and Records Office for the Certificate of Achievement upon completion of all the requirements specified for the certificate (see requirements under the specific department headings in the Course Announcements section of the catalog). In addition to the unit requirements, a Certificate of Achievement requires a grade of "C" or better in each course. The Certificate of Achievement is indicated on the student's transcript.

Certificate Of Proficiency (CP)

A Certificate of Proficiency is granted in certain programs for which up to and including 15.5 units are required. A grade of "C" or better is required in each course. The student may petition the Admissions and Records Office for the certificate upon completion of all the requirements specified for the certificate (see requirements under the specific department headings in the Course Announcements section of the catalog). The Certificate of Proficiency is not indicated on the student's transcript and is not considered a financial aid-eligible program.

Certificate of Completion

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

Certificate of Competency

A Certificate of Competency is a prescribed pathway of noncredit courses that prepares a student in a set of competencies to progress in a career path and to take appropriate credit courses, including Basic Skills and ESOL.

Certificate of Accomplishment

A Certificate of Accomplishment is an organized sequence of noncredit courses that prepares a student for a set of competencies in educational areas geared towards immigrants, health and safety, persons with substantial disabilities, parenting, home economics, and older adults. The Certificate of Accomplishment is not indicated on the student's transcript.

Licensure

The college program in Cosmetology is designed to prepare students to take the State examination for a license to practice in this field.

DEGREE REQUIREMENTS

LIBERAL ARTS: CSU-GE BREADTH REQUIREMENTS (CAE)

These requirements are subject to change. Please see a counselor each semester to stay current.

If you plan to transfer to the California State University system (CSU), you are encouraged to pursue a Certificate of ***Achievement in Liberal Arts***. You should consult with a counselor to develop your own program of study.

CSU TRANSFER

You are encouraged to pursue this certificate if you plan to apply to transfer to the California State University system and want to complete and have certified the CSU General Education Breadth Requirements. You will select courses that fulfill the CSU General Education Breadth Requirements (completing at least 39 units with a “C-” or better to include areas A-1, A-2, A-3 and B-4 and an overall GPA of 2.0), for a total of 39 transferable semester units. Upon completion of these requirements, you will file both a “Petition for a Certificate of Achievement” form and a “Request for CSU General Education Certification” form with the Admissions and Records Office.

COMPLETE THE FOLLOWING REQUIREMENTS:

Area A: Communication in the English Language, and Critical Thinking
Minimum of 9 semester (12-15 quarter) units, one 3-unit course from each subgroup (A1, A2, and A3) with a grade of “C-” or better.

A1: Oral Communication
Communication 1A, 20, 44, 45
English for Speakers of Other Languages 50A, 50B

A2: Written Communications
English 1A, 1AS

A3: Critical Thinking*
English 5
Philosophy 10
*For some Engineering majors, exceptions may apply (see a counselor for details).

Area B: Physical Universe and Its Life Forms
Minimum of 9 semester (12-15 quarter) units, one from Physical Science, one from Life Sciences, and one from Mathematics/ Quantitative Reasoning. One lab activity required from either Physical Science or Life Sciences (/ L=with Lab)

B1: Physical Science
Astronomy 10
Chemistry 1A/L, 1B/L, 12A/L, 12B/L, 30A/L, 30B/L
Geography 1#, 19
Geology 10
Physics 3A/L, 3B/L, 4A/L, 4B/L, 4C/L, 10

B2: Life Sciences
Anthropology 1
Biology 1A/L, 1B/L, 2/L, 3/L, 4/L, 10/L, 11, 20A/L, 20B/L, 24/L, 76

B3: Laboratory Activity
One course from either B-1 or B-2 with laboratory (/L), or one of the following:
Anthropology 1L Geography 1L

B4: Mathematics, Quantitative Reasoning
(Must be completed with a grade of “C-” or better.)
Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 50
Physics 4A, 4B, 4C

Area C: Arts, Literature, Philosophy, and Foreign Languages
Minimum of 9 semester (12-15 quarter) units, with units divided between the C1 and C2 subgroups.

C1: Arts
African American Studies 26 Architecture 107
Art 1, 2, 3, 4, 5, 7
Asian/Asian-American Studies 10

Dance 1, 5
Mexican/Latin-American Studies 37
Music 8A, 8B, 8C, 8D, 10, 14A, 15A, 15B, 53A, 53B, 100, 101
Photography 25
Theatre Arts 2, 11

C2: Humanities
African American Studies 18^, 29^, 45
Asian/Asian-American Studies 30
Chinese 1, 2, 3, 4, 22A Communication 2A
English 1B, 10A, 10B, 17A, 17B, 30A, 30B, 31, 43 French 1A, 1B, 2A
Humanities 6, 7, 16, 30A, 30B, 31A, 40
Japanese 1A, 1B, 2A
Mexican/Latin-American Studies 30A, 30B, 32^, 36, 38
Philosophy 1, 2, 4, 6, 14, 20A, 20B, 37
Spanish 1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 33A, 33B, 33C, 36A, 36B, 40

Area D: Social Sciences – Social, Political, and Economic Institutions and Behavior, and Historical Background
Minimum of 6 semester (8 quarter) units from at least two disciplines, but not required. Continuing students, please see Area D notation below.
African American Studies 1, 2, 5, 8, 11, 12, 14A, 16, 18^, 23, 29^, 30, 31, 32, 35*, 38
Anthropology 2, 3, 7, 14, 19
Asian/Asian-American Studies 2, 21, 26, 29, 32+, 35*, 42, 45A, 45B Biology 27**++
Communication 19***
Culinary Arts 88
Economics 1, 2
Ethnic Studies 1, 3, 12, 13, 14, 30^, 50
Geography 1#, 2, 3, 18
History 2A, 2B, 3A, 3B, 7A, 7B, 19
Journalism 62*** Labor Studies 10
Mexican/Latin American Studies 12,19, 23, 31, 32^, 33, 34, 35*
Native American Studies 1, 2, 35*
Political Science 1, 2, 3, 4, 6, 16
Psychology 1A, 7A, 12**, 21, 24, 26, 28
Social Science 19, 20
Sociology 1, 2, 5, 8, 13, 120

Area E: Lifelong Understanding and Self-Development
Minimum of 3 semester (or 4 quarter) units. Underlined and italicized courses are less than 3 units; a course or courses totaling 3 units are required to clear this area. Also, this area cannot be cleared using only ATHL, DANCE, KIN or SPFT activity courses.
For certification, DD-214 documentation will clear this area. Asian/Asian-American Studies 32+
Athletics 1, 2, 11, 12, 17, 18, 41, 42, 43, 44, 45, 51, 53, 54, 59, 60, 66, 67, 72, 73
Biology 27*++, 28
Counseling 24, 30, 57
Dance: 60-63, 64-67, 68-71, 72-73, 76-79, 80-83, 92
Ethnic Studies 30^ Health Education 1, 5, 6
Kinesiology: 1A-D, 2, 3, 4, 5, 14B-C, 19A-D, 47A-D, 51A-D, 58A-D, 70A-D, 74A-D, 76A-D, 77A, 80A-D, 89A-B, 90A-B, 95, 96, 103A-C, 107A-B, 110A-D, 111A-D, 120AB
Psychology 6, 12**++, 21+++
Sports Fitness 7A-D, 9, 33, 34, 35, 36, 37A-D, 54A-D, 59A-D, 67A-D, 86A-D

Area F: Ethnic Studies
Minimum of 3 semester (or 4 quarter) units. New students entering Fall 2021, please see Area F notation below.
African American Studies 38
Ethnic Studies 30
Mexican/Latin American Studies 31, 33

Total Minimum Required Units: 39

*or **or *** Students receive credit and certification for one course only.
^or # or + or ++ or +++ Course will be certified for one area only.

Area D: Continuing students (entering before Fall 2021) that maintain continuous enrollment (or catalog rights) are not required to complete Area F. However, continuing students will need to complete 9 semester (or 12 quarter) units from Area D (from at least two different departments) for full GE certification and transfer degrees. Please see a counselor for more information.

Area F: New students entering Fall 2021 and thereafter will be required to complete this area for full GE certification and transfer degrees. Please see a counselor for more information.

Note: Students must request certification of CSU General Education Requirements from Admissions and Records prior to transfer.

PROGRAM LEARNING OUTCOMES

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

- Communication: Students will effectively express and exchange ideas through various modes of communication.
- Critical Thinking and Problem Solving: Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings and implementing effective solutions.
- Global Awareness, Ethics and Civil Responsibility: Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.

LIBERAL ARTS: INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) (CA)

These requirements are subject to change. Please see a counselor each semester to stay current.

If you plan to transfer to the California State University system (CSU) or the University of California system (UC), you are encouraged to pursue a ***Certificate of Achievement in Liberal Arts***. You should consult with a counselor to develop your own program of study.

UC or CSU Transfer

You are encouraged to pursue this certificate if you want to apply to transfer to either the University of California system or the California State University system and want to fulfill lower-division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). You will select courses that fulfill the IGETC requirements (with a grade of "C" or better in each course), to total 37 transferable semester units (with an overall GPA of 2.0). Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" and a "Request for General Education or IGETC Certification" with the Admissions and Records Office.

Complete the following requirements:

- You must complete the course requirements for all areas to qualify for the Liberal Arts: IGETC Certificate of Achievement.
- You must complete all courses with grades of "C" or better.

Area 1: English Communication
CSU: Three courses required, one each from Groups A, B and C below.
UC: Two courses required, one each from Groups A and B below.
Group A: English Composition: One course, 3 semester (4-5 quarter) units.
English 1A
Group B: Critical Thinking – English Composition: One course, 3 semester (4-5 quarter) units.
English 5
Group C: Oral Communication (CSU requirement only): One course, 3 semester (4-5 quarter) units.
Communication 1A, 20, 44, 45

Area 2: Mathematical Concepts and Quantitative Reasoning
One course, 3 semester (4-5 quarter) units.
Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B

Area 3: Arts and Humanities
At least three courses, with at least one from the Arts and one from the Humanities, 9 semester (12-15 quarter) units.

3A Arts:
African American Studies 26 Architecture 107
Art 1, 2, 3, 4, 5, 7
Asian/Asian-American Studies 10
Dance 1
Mexican/Latin American Studies 37
Music 8A, 8B, 8C, 8D, 10, 15A, 15B, 100, 101
Photography 25
Theatre Arts 2

3B Humanities:
African American Studies 18^, 29
Asian/Asian-American Studies 30
Chinese 2+, 3+, 4+
English 1B, 12, 17A, 17B, 30A, 30B, 31, 43
French 1B+, 2A+, 2B+
Humanities 6, 7, 16, 30A, 30B, 31A, 31B, 40
Japanese 1B+, 2A+
Mexican/Latin-American Studies 30A, 30B, 32^, 36
Philosophy 1, 2, 4, 6, 14, 20A, 20B, 37
Spanish 1B+, 2A+, 2B+, 22B+, 36B+, 40

Area 4: Social and Behavioral Sciences

At least three courses from at least two disciplines or an interdisciplinary sequence, 9 semester (12-15 quarter) units.

African American Studies 1, 2, 5, 8, 11, 12, 14A, 16, 18^, 23, 30, 31, 32, 35*, 38

Anthropology 2, 3, 7, 14, 19

Asian/Asian-American Studies 2, 21, 26, 29, 32, 35*, 42, 45A, 45B

Biology 27**

Communication 19***

Economics 1, 2

Ethnic Studies 1, 3, 12, 13, 14, 30, 50

Geography 2, 3, 18

History 2A, 2B, 3A, 3B, 7A, 7B, 19

Journalism 62***

Labor Studies 10

Mexican/Latin American Studies 12, 19, 23, 31, 32^, 33,

Area 4: Social and Behavioral Sciences

At least three courses from at least two disciplines or an interdisciplinary sequence, 9 semester (12-15 quarter) units.

African American Studies 1, 2, 5, 8, 11, 12, 14A, 16, 18^, 23, 30, 31, 32, 35*, 38

Anthropology 2, 3, 7, 14, 19

Asian/Asian-American Studies 2, 21, 26, 29, 32, 35*, 42, 45A, 45B

Biology 27** Communication 19***

Culinary Arts 88

Economics 1, 2

Ethnic Studies 1, 3, 12, 13, 14, 30, 50

Geography 2, 3, 18

History 2A, 2B, 3A, 3B, 7A, 7B, 19

Journalism 62*** Labor Studies 10

Mexican/Latin American Studies 12, 19, 23, 31, 32^, 33, 34, 35*

Native American Studies 1, 2, 35*

Political Science 1, 2, 3, 4, 6, 16

Psychology 1A, 6, 7A, 12**, 21, 24, 26, 28

Social Science 19, 20

Sociology 1, 2, 5, 8, 13, 120

Area 5: Physical and Biological Sciences

At least two courses, one from Physical Sciences and one from Biological Sciences; at least one course must include a laboratory (indicated by "L" in parentheses); 7-9 semester (9-12 quarter) units.

5A Physical Sciences:

Astronomy 10#

Chemistry 1A(L), 1B(L), 12A(L)#, 12B(L)#, 30A(L)#, 30B(L)#

Geography 1, 19

Geology 10

Physics 3A(L)#, 3B(L)#, 4A(L)#, 4B(L)#, 4C(L)#, 10#

5B Biological Sciences:

Anthropology 1

Biology 1A(L), 1B(L), 2(L)#, 3(L), 4(L)#, 10(L)#, 11#, 20A(L)#, 20B(L)#, 24(L)#

Area 6A: Language other than English

(Language other than English

(UC Requirement Only) – Completion of one course (4-5 semester units) at college level, that is considered equivalent to 2 years of high school language, with a grade of C or better; OR Completion of the second semester, second level (i.e. 4th semester) or higher of high school instruction in a language other than English with a C- or better (official transcript required); OR 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 (documentation required); OR Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English (see a counselor for required scores); OR Score of 3 or better on the College Board Advanced Placement Examination in a language other than English; OR Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English; OR Satisfactory completion of a proficiency test administered by a community college or university in a language other than English. Proficiency met by:

Laney course(s) that meet the proficiency level (or more advanced level)

Chinese 1,

22A French

1A Japanese

1A Spanish 1A, 22A, 36A

TOTAL REQUIRED UNITS: 37

Courses designated with an "+" may be counted in Language other than English and one additional area, i.e. Area 3: Humanities.

^ Course will be certified for one area only.

*or**or***or**** Students receive credit for one course only.

# Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for complete information on course/unit limitations or check www.assist.org.

Designates courses with a laboratory.

PROGRAM LEARNING OUTCOMES

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

- Communication: Students will effectively express and exchange ideas through various modes of communication.
- Critical Thinking and Problem Solving: Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings and implementing effective solutions.
- Global Awareness, Ethics and Civil Responsibility: Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.

Laney College

DEGREES
& CERTIFICATES

Associate in Arts (AA) degree, Associate in Artfor Transfer (AA-T) degree, Associate in Science (AS) degree, Associate in Science for Transfer (AS-T) degree, Certificates of Achievement (CA) and Certificates of Proficiency (CP).

ASSOCIATE DEGREES FOR TRANSFER: ADT/AA-T/AS-T:

1. Anthropology
2. Business Administration
3. Communication Studies
4. Economics
5. English
6. Geography
7. Global Studies
8. History
9. Journalism
10. Kinesiology
11.Mathematics
12. Music
13. Philosophy
14. Physics
15. Political Science
16. Psychology
17. Social Justice Studies:
18. African American Studies
19. Social Justice Studies:
20. Ethnic Studies
21. Social Justice Studies:
22. ChicanX & LatinX Studies
23. Sociology
24. Spanish
25. Studio Arts
26. Theatre Arts

African-American Studies	AA
Social Justice African American Studies	AA-T
Anthropology	AA-T
Architecture	CA, AS
Art	
Ceramics	AA
Digital Fabrication Technology - Art	CA
Studio Arts	AA-T
Asian and Asian-American Studies	AA
Biological Sciences	
Biomanufacturing	CA
Biomanufacturing Production	AS

Biomanufacturing Skills	CP
Quality and Regulatory Practices	CCt
Banking and Finance	CA, AS
Business	
Accounting	CA, AS
Bookkeeping	CA
Business Administration	CA, AS
Business Administration 2.0	AS-T
Business Information Systems	CA, AS
Entrpreneurship	CA
Management and Supervision	CA, AS
Marketing and Sales	CA, AS

Retail Management	CA
Carpentry	CA
Advanced Carpentry	CA, AS
High Performance Building	CA
Chinese	CA, AA
Commercial Music	
Music Industry	CA, AA
Communication Studies	CA, AA-T
Computer Information Systems	
Android Programming	CA
Computer Information Sciences	AS
CIS/Computer Programming	AS
Computer Programming With C++	CA
Computer Programming With Java	CA
Computer Systems Analysis	CA
Database Management with SQL	CA
iOS Programming	CA
Construction Management	CA, AS
Building Codes & Inspections	CP
California Green & Sustainable Building Standards	CA
Cosmetology	CA, AA
Counseling	
College Preparation and Orientation	CCy
Culinary Arts	
Advanced Culinary Techniques	CA
Baking & Pastry	CA, AS
Culinary Arts & Restaurant Management	CA, AS
Culinary Foundations	CA
Dance	AA
Economics	AA-T
Electricity/Electrical Technology	
Electrical Technology	CA, AS
Residential Automated Cloud Based	CA
Robotics & Mechatronics Controls	CA
Solar Photovoltiac Profesionals	CA
Engineering	
Digital Fabrication Technology - Design & Engineering	CA
English	AA-T
"Academic Composition Skills	CCy
English for Speakers of Other Languages (ESOL)	
Advanced	CP
Bridge to Credit	CCy
ESOL Advanced	CCy
ESOL Advanced Reading and Writing	CCy
ESOL College Ready Skills	CCy
ESOL High Beginning	CCy
ESOL High Intermediate	CCy
ESOL Intermediate	CCy
ESOL Intermediate Reading and Writing	CCy
Intermediate	CP
High Intermediate	CP
Program Readiness for Multilingual Students	CA
Vocational English for Speakers of Other Languages (VESOL)	CCy
Environmental Control Technology	
Building Automated Systems	CA, AS
Commercial HVAC Systems	CA, AS
Refrigeration Technology	CP
Residential & Light Commercial HVAC & Refrigeration	CA, AS
Ethnic Studies	AA
Community Change Studies	CP
Social Justice Studies: Ethnic Studies	AA-T
Geography	AA-T

Graphic Arts	
Applied Graphic Design/Digital Imaging	CA, AA
Graphics in Motion	CP
History	AA-T
Humanities	AA
Journalism	AA, AA-T
Digital Newsgathering	CA
Newsgathering and Reporting	CA
Kinesiology	AA-T
Personal Trainer -Prep Certification	CP
Labor Studies	CA
Language Arts	AA
Learning Resources	
Quantitative Preparation for Skilled Trades	CCy
Quantitative Preparation for Workforce	CCy
Skilled Trades Apprenticeship and Civil Service Preparation	CCy
Legal and Community Interpretation	
Translation and Interpreting--Spanish	CA
Liberal Arts: CSU GE Breadth	CA
Liberal Arts: IGETC	CA
Machine Technology	CA, AS
Digital Fabrication Technology - Machine Technology	CA
Industrial Maintenance	CA
Quality Control	CA
Management and Supervision	CA, AS
Mathematics	AS, AS-T
Preparation for Success in Calculus	CCy
Preparation for Success in Statistics	CCy
Media Communication	
AR/VR Immersive Design	CA
Audio Visual Technology	CA
Offline and Online Editing with DaVinci Resolve	CCt
Performance and Production for Video, Broadcast, and Digital Cinematography	CA, AA
Video Production for Video, Broadcast, and Digital Cinematography	CA, AA
Mexican and Latin-American Studies	
Chicana/o and Latina/o Studies	AA
Social Justice Studies: Chicanx and Latinx Studies	AA-T
Music	CA, AA, AA-T
Chinese Music	CA, AA
Jazz	CA, AA
Music History	CA
Music Theory	CA
Musicianship and Performance	CA
Philosophy	AA-T
Photography	CA, AA
Dark Room Photography	CP
Political Science	AA-T
Physics	AS-T
Psychology	AA-T
Science	AS
Social Sciences	AA
Global Studies	AA-T
Sociology	AA-T
Spanish	AA-T
Indigenous Languages and Cultures - Mam	CA
Theatre Arts	AA, AA-T
Welding Technology	CA, AS
Wood Technology	CA, AS
Digital Fabrication Technology - Wood Technology	CA

COURSES & PROGRAMS

CURRICULUM PATTERNS /ANNOUNCEMENT OF COURSES

All departments are listed alphabetically in the catalog. Curriculum patterns that are required for the Certificate of Achievement and/or the major in the associate degree are shown at the beginning of each department listing. Unless specifically stated (e.g. prerequisites), courses may be taken out of the stated sequence in the curriculum pattern. Not all courses listed in the schedule of classes are offered every semester.

- 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 the student's academic background is sufficient for success in the course
- Corequisite: Means a condition of enrollment consisting of a course that the student must take con- currently
- Recommended Preparation (Advisory): Means a condition of enrollment that the colleges advises, but does not require you to meet before or in conjunction in a course or educational program.
- 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 nondegree 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 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 Laney's general education requirement area(s) that the course meets.
- Cooperative Work Experience: Program in which students are awarded credit for knowledge gained through on-the-job experience.
- Independent Study: Designed to permit study not covered by regular catalog offerings; allows you to pursue projects under faculty advisement and supervision (see next column).
- Course Student Learning Out- comes: Student learning out- comes for the following courses are maintained in the CurricUNET curriculum 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 or 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.

TAXONOMY OF PROGRAMS (T.O.P.)

The numbers at the end of the course descriptions are Taxonomy of Programs code numbers. This classification provides standard course definitions for all California Community College Districts.

INDEPENDENT STUDY

Independent study allows students to pursue projects under faculty advicement and supervision.
Courses can range in unit value from 0.5 to 5 units.

PREREQUISITES FOR INDEPENDENT STUDY:

(1) Consent of the instructor and department chairperson. Student must submit written request, including outline of the project to instructor and obtain written approval prior to the end of the second week of the semester.
(2) Meet prerequisites as outlined by individual departments.

NOTE: The granting of transfer credit for courses of this kind is contingent upon an evaluation of the course by the receiving UC institution after admission.

Regulations governing Independent Study 49 courses are as follows for Laney, CSU, and UC:

I. LANEY COLLEGE
Maximum units earned in one department may be repeated for up to a maximum of five (5) units per department (individual departments may choose a lower maximum).

During any one semester, the total number of units earned in all 49 courses attempted may not exceed five (5) units.

II. CALIFORNIA STATE UNIVERSITY SYSTEM-WIDE:
Accepted as elective credit for a maximum of six (6) units.

III. UNIVERSITY OF CALIFORNIA SYSTEM-WIDE:
Various unit limitations apply; see a counselor for details.

DISTANCE EDUCATION

Distance education takes place when a teacher and student(s) use technology often in concert with face-to-face communication, to bridge the instructional gap. Distance education is provided via four major categories: voice, video, data, and print. Courses at the college include hybrid and fuly online.

The purpose of distance education is to provide educational opportunities to adult learners who are unable to attend traditional on-campus classes because of geographical distance, scheduling conflicts, family and/or career constraints, or physical disability. Many of the courses offered each semester fulfill associate degree and transfer requirements.

CAREER EDUCATION

Career Education (formally CTE) courses lead directly to employment or advancement in a field after intensive training in theory and practical application in trade, technical, business, and service occupations.
Transfer Education courses paralleling freshman and sophomore years at four-year institutions. Also included are courses, which prepare students for transfer to four-year colleges or universities.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

is offered at Laney College for those whose English is not their native language. The courses assist students in developing the following language skills in English: listening, speaking, reading, writing, and job readiness. Description of the courses are given in the course announcements, listed as English for Speakers of Other Languages (ESOL).
For mor infromation visit: https://laney.edu/esl/

COOPERATIVE WORK EXPERIENCE

Education is a joint effort of the college and the community to provide students with opportunities to relate college education to a “real” employment situation. In this program, students can receive income, experience, and college credits. The business community becomes the classroom. Through the combined program of employment and classroom study, students learn the relationship between theory and practical application. Any student may enroll in a Cooperative Work Experience Education course. It constitutes a regular and essential element in the educational process. The following symbols are used in this cataloG (SEE NEXT PAGE)

COURSE SYMBOLS

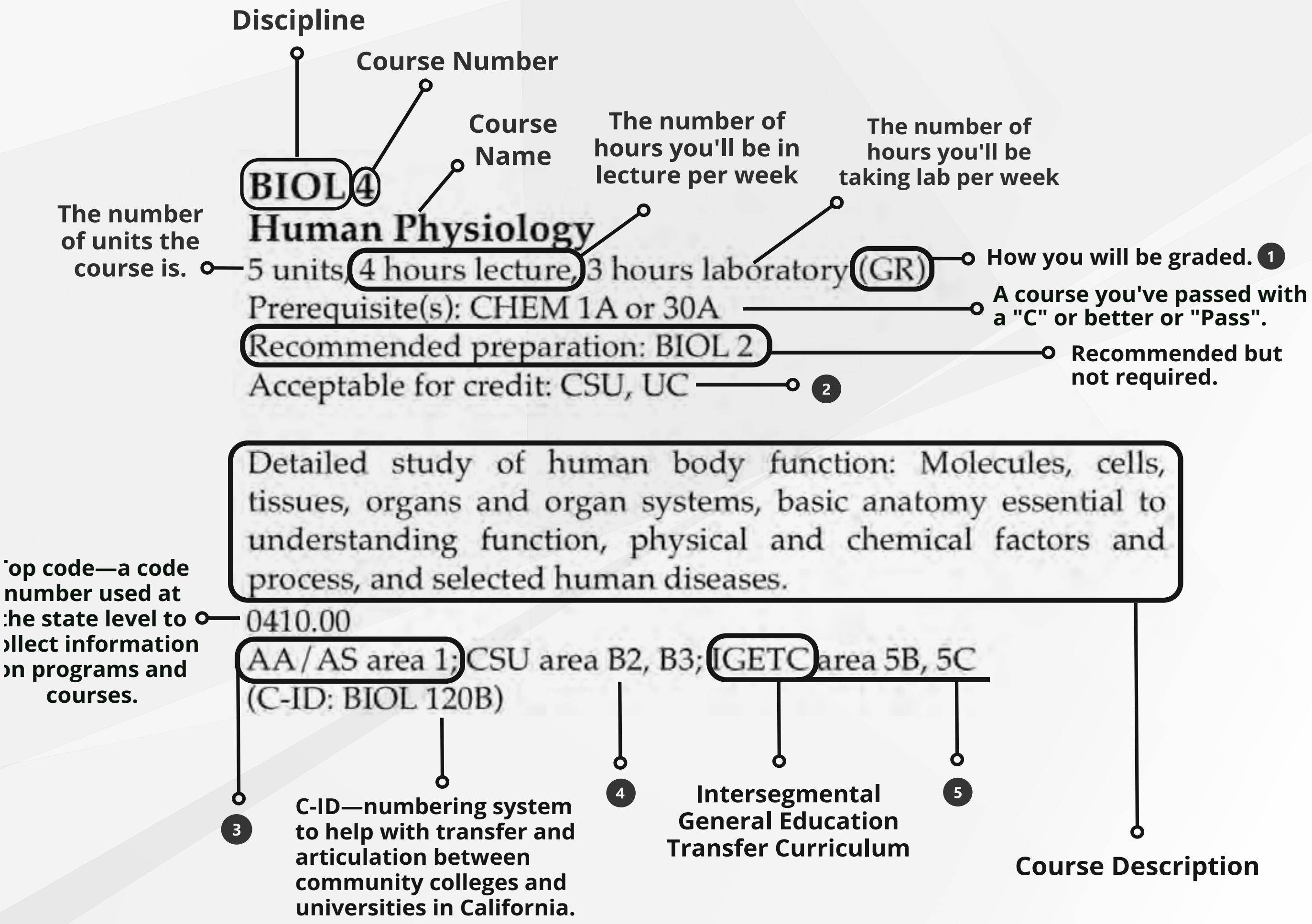
GR	Designates course may be taken for letter grade.
P/NP	Designates the course may be taken on a pass/no pass basis.
SP	Satisfactory progress.
UC	Transfer credit for selected topic courses (48's) and independent study courses (49's) is contingent upon an evaluation of the course by the receiving University of California institution after admission.

DEPARTMENT ABREVIATIONS

African American Studies	AFRAM
Anthropology	ANTHR
Apprenticeship	APPR
Architecture	ARCH
Art	ART
Asian and Asian-American Studies	ASAME
Astronomy	ASTR
Athletics	ATHL
Banking & Finance	BNK/F
Biological Sciences	BIOL
Business	BUS
Carpentry	CARP
Chemistry	CHEM
Chinese	CHIN
Commercial Music	MUSIC-CM
Communication	COMM
Computer Information Systems	CIS
Construction Management	CONMT
Cooperative Education	COPED
Cosmetology	COSM
Counseling	COUN
Culinary Arts	CULIN
Dance	DANCE
Dance Folk	DANCFOLK
Digital Fabrication	DIGFAB
Economics	ECON
Electrical and Electronics Technology	E/ET
Engineering	ENGIN
English	ENGL
English for Speakers of Other Languages	ESOL
Environmental Control Technology	ECT
Ethnic Studies	ETHST

French	FREN
Geography	GEOG
Geology	GEOL
Graphic Arts	GRART
Health Education	HLTED
History	HIST
Humanities	HUMAN
Japanese	JAPAN
Journalism	JOURN
Kinesiology	KIN
Labor Studies	LABST
Learning Resources	LRNRE
Legal and Community Interpretation	LCI
Library and Information Studies	LIS
Machine Technology	MACH
Management & Supervision	M/SVN
Mathematics	MATH
Media Communications	MEDIA
Mexican and Latin-American Studies	M/LAT
Music	MUSIC
Native American Studies	NATAM
Philosophy	PHIL
Photography	PHOTO
Physics	PHYS
Political Science	POSCI
Psychology	PSYCH
Social Sciences	SOCSC
Sociology	SOC
Spanish	SPAN
Sports Fitness	SPFT
Theatre Arts	THART
Welding	WELD
Wood Technology	WDTEC

COURSE LEGEND



BIOL 4
Human Physiology
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): CHEM 1A or 30A
Recommended preparation: BIOL 2
Acceptable for credit: CSU, UC

Detailed study of human body function: Molecules, cells, tissues, organs and organ systems, basic anatomy essential to understanding function, physical and chemical factors and process, and selected human diseases.

0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C
(C-ID: BIOL 120B)

Discipline
Course Number
Course Name
The number of hours you'll be in lecture per week
The number of hours you'll be taking lab per week
The number of units the course is.
How you will be graded. ①
A course you've passed with a "C" or better or "Pass".
Recommended but not required.
②
op code—a code number used at he state level to llect information n programs and courses.
③
C-ID—numbering system to help with transfer and articulation between community colleges and universities in California.
④
Intersegmental General Education Transfer Curriculum
⑤
Course Description

① **Grading: There are 2 types of grading:**

- **GR= A, B, C, D, or F**
- **P/NP= Pass or No pass**

For some courses, you can choose how you want to be graded.

② **CSU, UC: This course is accepted at California State Universities and at University of California institutions.**

③ **AA/AS area #: This course satisfies the General Education requirement for your Associate degree.**

④ **CSU area B2, B3: This course satisfies the subject area requirement for California State Universities transfer.**

⑤ **IGETC area 5B, 5C: This course satisfies an area requirement for University of California transfer.**

AREAS OF INTEREST

BUILDING & SKILLED TRADES

Have you been saying “I can do it myself” since you were two years old? Did you wake up with a hammer in your hand? Do you love to DIY? Then Building and Skilled Trades need you. Be part of a career that helps create a better community. #LaneyDIYers

BUSINESS, ENTREPRENEURSHIP, & MANAGEMENT

Do you enjoy solving problems? Are you a self-starter who knows the value of teamwork? Does leadership appeal to you? Are calculated risks exciting? Laney’s Business Entrepreneurship and Management classes are the place to put your dreams into action. #MindYourBusiness

COMPUTER & INFORMATION TECHNOLOGY

Do you love to use Information Technology in innovative and practical ways to solve society’s problems? If you want to develop both digital and team-building skills with relevant, cutting edge hands-on training, CIT can help you grow your passion for computer technology as you program your future. #iLoveTech

CULTURE & SOCIETY

Do you have a passion for cultural awareness, community organizing, and social justice? Fuel your curiosity while developing research and analytical skills. Learn how to connect the past with the present and turn interests and concerns into action. #LetsMakeHistory

HUMAN SERVICES

Do you want to help people and make the world a better place? Do the ideas of collaboration, working to empower others, and serving your community excite you? Gain confidence and develop effective interpersonal skills while changing lives. #BeTheLight

LANGUAGES & COMMUNICATION

Are you interested in using language to advocate for yourself and connect with others? In a multicultural society, it’s important to connect with everyone. We want to empower you to raise your voice and help others do the same. #SpeakYourTruth

SCIENCE, ENGINEERING, & MATH

Are you naturally curious? A problem solver? Do you want a rewarding career addressing social, environmental, and civic challenges in a technologically driven world? Come study science, engineering, and math at Laney College. Let’s build the future together. #BuildYourFuture

VISUAL & PERFORMING ARTS

Do you love to tell stories, perform, or create? Let your talent and passion shine. Here in the heart of artistic Oakland, you can make your mark. Connect with industry, develop your talent, and meet others who share your passions. Imagine, visualize, compose, and jam. #ImagineAndCreate

AFRICAN AMERICAN STUDIES (AFRAM)

AFRICAN AMERICAN STUDIES ASSOCIATE OF ARTS (AA)

The African American Studies program prepares students with the comprehensive knowledge base, critical skills and social consciousness necessary to function as effective leaders in an increasingly globalized and diverse society. Our program is grounded in the decolonization and liberation projects of African Americans and their allies in the civil rights, gender, and sexual liberation movements of the 1960s that continue through the present in new forms that address new conditions. The aim of African American Studies is to support students in developing a critical consciousness and an understanding of social, political, cultural, and economic forces that have shaped the histories and current day realities of African Americans. Our studies are centered in the principles of social justice and self-determination of oppressed communities. This program utilizes the knowledges, epistemologies, and critical thinking produced by racially and sexually oppressed subjects, and we endeavor to examine the entangled intersectionality of racialized sexuality, gender, and class in complex socio-historical processes.

Career Opportunities

Health care, social work, mental health, law, historical societies, education, non-profit organizations, community organizing.

COURSE SEQUENCE

Core Courses (15 units)

AFRAM 1	Introduction to African American Studies	3
AFRAM 5	The African American Family in the United States	3
AFRAM 14A	Social Psychology of African American Male/ Female Relationships	3
AFRAM 30	African American History: Africa to 1865	3
AFRAM 31	African American History: 1865-1945	3

Electives (6 units)

AFRAM 2	Black Economics	3
AFRAM 8	African-American Politics	3
AFRAM 11	Perceptions of the African American Male in America	3
AFRAM 12	Psychology of African Americans	3
AFRAM 16	The Prison Industrial Complex: African American Incarceration	3
AFRAM 23	Perceptions of African American Women	3
AFRAM 26	African American Culture: Black Music, Art, and Literature	3
AFRAM 29	African American Experience Through Films	3
AFRAM 32	African American History: 1945 to the Present	3
AFRAM 38	Environmental Racism and Justice	3
AFRAM 45	Religion and the African American Church in America	3
AFRAM 35 or	Women of Color	3
ASAME 35 or	Women of Color	3
M/LAT 35 or	Women of Color	3
NATAM 35	Women of Color	3
TOTAL MAJOR UNITS:		**21**

* Courses may be applied to Associate Degree General Education requirement

** For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Research: Evaluate the development of the field of African American Studies, and utilize research methodologies and scholarship within the field to produce research papers.
- Analysis of issues: Effectively employ social science methodologies in the analysis of issues related to African Americans.
- Identify and describe the general history of African American people in the U.S. and the Diaspora (i.e., West Africa, Middle passage, North American slavery, Civil War, Reconstruction, Jim Crow Era, and Civil Rights Movement).

ASSOCIATE OF ARTS DEGREE IN SOCIAL JUSTICE: AFRICAN AMERICAN STUDIES FOR TRANSFER (AA-T)

The Associate in Arts in Social Justice: African American Studies for Transfer Degree, (AA-T AFRAM) is designed to prepare students for a seamless transfer with junior status and priority admission to their CSU campus to a program or major in African American Studies or similar major for completion of a baccalaureate degree.

Students are required to complete:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

  (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

  (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- Obtainment of a minimum grade point average of 2.0. Students must earn a C or better for each course in the major or area of emphasis.

- No more than 60 semester units are required.

The Associate in Arts in Social Justice: African American Studies, (AA-T AFRAM) will also assist Ethnic Studies major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities

Program is geared in future careers in teaching, social work, public health, community organizing, as well as working in higher education or graduate school.

COURSE SEQUENCE

Required Core 1: Introduction to Ethnic Studies (3 units):

ETHST 1	Introduction to Ethnic Studies	3

Required Core 2: Intersections of Race and Gender (3 units):

AFRAM 35 or	Women of Color	3
ASAME 35 or	Women of Color	3
M/LAT 35 or	Women of Color	3
NATAM 35	Women of Color	3

Required Core 3: Introduction to African American Studies (3 units):

AFRAM 1	Introduction to African American Studies	3

List A: Select three courses from at least two of the following areas (9-12 units):

Area 1: History or Government (3-4 units):
Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.

AFRAM 8	African-American Politics	3
AFRAM 30	African American History: Africa to 1865	3
AFRAM 31	African American History: 1865-1945	3
AFRAM 32	African American History 1945 to the Present	3

Area 2: Arts and Humanities (3 units):
Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.

AFRAM 26	African American Culture: Black Music, Art, and Literature	3
AFRAM 29	African American Experience Through Films	3
AFRAM 45	Religion and the African American Church in America	3

Area 3: Social Science (3 units):
Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.

AFRAM 2	Black Economics	3
AFRAM 5	The African American Family in the United States	3
AFRAM 11	Perceptions of the African American Male in America	3
AFRAM 12	Psychology of African Americans	3
AFRAM 14A	Social Psychology of African American Male/Female Relationships	3
AFRAM 16	The Prison Industrial Complex: African American Incarceration	3
AFRAM 23	Perceptions of African American Women	3
AFRAM 38	Environmental Racism and Justice	3

AFRAM 45	Religion and the African American Church in America	3

Area 4: Quantitative Reasoning and Research Methods (4 units):
Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.

MATH 13	Introduction to Statistics	4
TOTAL MAJOR UNITS:		**18-21**

IGETC or CSU GE-Breadth Education pattern	37-39
CSU Transferable General Elective Courses to meet 60 units	
Total Units	60

***AFRAM 35 is preferred**

PROGRAM LEARNING OUTCOMES

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

- Evaluate and Research: Evaluate the development of the field of African American Studies, and utilize research methodologies and scholarship within the field to produce research papers.
- Analysis: Effectively employ social science methodologies in the analysis of issues related to African American Studies.
- Identify and describe the social, economic, and political forces that have shaped the historical and contemporary realities of people of African descent in the United States, Africa, as well as the African diaspora.

AFRICAN AMERICAN STUDIES (AFRAM)

The African American Studies program provides a wide range of courses through which students can develop an understanding of the historical and cultural development of African Americans. The program is interdisciplinary in scope, involving examinations of African American history, politics, economics, sociology, philosophy, psychology, religion, and popular culture.

AFRAM 1
Introduction to African American Studies
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

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. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 2
Black Economics
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Concentration on those areas of the U.S. economy that affect African Americans the most: Economic contributions of slave labor; the connection between race, gender and wages, Black entrepreneurs, philosophies of economic empowerment, globalization, and a critical examination of capitalism and socialism from an African centered perspective. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 5
The African American Family in the United States
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

History related to the formation of the black family: From slavery to current debates about the structure of black families. Examination of effects of larger demographic, political and social changes on African American families. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 8
African-American Politics
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Analysis and understanding of major trends and developments in the politics of African-Americans: Emphasis on African-American politicians within the two-party system. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 11
Perceptions of the African American Male in America
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

The African American male in the history of the United States: Roles in sports, economics, entertainment, military, politics and family structure. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 12
Psychology of African Americans
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Principles of psychology related to African American racial identity: Examination of mental health services; coping strategies; African centered theories of black psychology; and the impact of race, class and gender upon psychological states of being. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 14A
Social Psychology of African American Male/ Female Relationships
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Exploration of the dynamics of African American male-female relationships: Self-actualization, handling conflict in relationships, building a foundation for healthy relationships. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 16
The Prison Industrial Complex: African American Incarceration
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Overview of the criminal justice system and the growth of the prison industrial complex in the United States as it affects the African American community including: Arrest, trial, sentencing, incarceration and private industry profits. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 18
African Heritage of Latin America

3 units, 3 hours lecture (GR)
Also offered as M/LAT 32. Not open for credit to students who have completed or are concurrently enrolled in M/LAT 32.
Acceptable for credit: CSU, UC

Survey of the influence of African people through Latin America: Culture; music, language, religion and dance; examination of slavery, colonialism, resistance and independence in the region. 2203.00
AA/AS area 2, 3; CSU area C2, D; IGETC 3B, 4

AFRAM 23
Perceptions of African American Women
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Study and application of the historical role African American women have played in the development of this country from its inception. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 26
African American Culture: Black Music, Art, and Literature
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Survey of current major black works and themes: Analysis of new styles and themes in poetry, music and art forms of Africa and the United States. 2203.00
AA/AS area 3, 5; CSU area C1; IGETC area 3A

AFRAM 29
African American Experience Through Films
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

African-American historical and cultural experience in the United States: Films explored and evaluated as to its content, artistic quality, and relevance for African-Americans in the modern world. 2203.00
AA/AS area 3, 5; CSU area C2, D; IGETC area 3B

AFRAM 30
African American History: Africa to 1865
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Survey of the experience of African Americans from their origins to the end of the Civil War: Emphasis on political, social and cultural development, and change. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 31
African American History: 1865 - 1945
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Survey of the experience of African Americans in the United States from 1865 to 1945: Emphasis on Black Reconstruction, African American nationalism, racism, and the impact of the Depression and World War II. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 32
African American History: 1945 to the Present
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Survey of the experience of African Americans in the United States from 1945 to the present: Emphasis on the Civil Rights movement and other contemporary issues. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

AFRAM 35
Women of Color
3 units, 3 hours lecture (GR or P/NP)
Also offered as ASAME 35, M/LAT 35 or NATAM 35. Not open for credit to students who have completed or are concurrently enrolled in ASAME 35, M/LAT 35 or NATAM 35.
Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African American, Asian-American, Chicana/ Latina, and Native-American women in the U.S. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4
(C-ID: SJS 120)

AFRAM 38
Environmental Racism and Justice
3 units, 3 hours lecture (GR or P/NP)
Also offered as ENVMT 12 at Merritt College. Not open for credit to student who have completed or are currently enrolled in ENVMT 12.
Acceptable for credit: CSU, UC

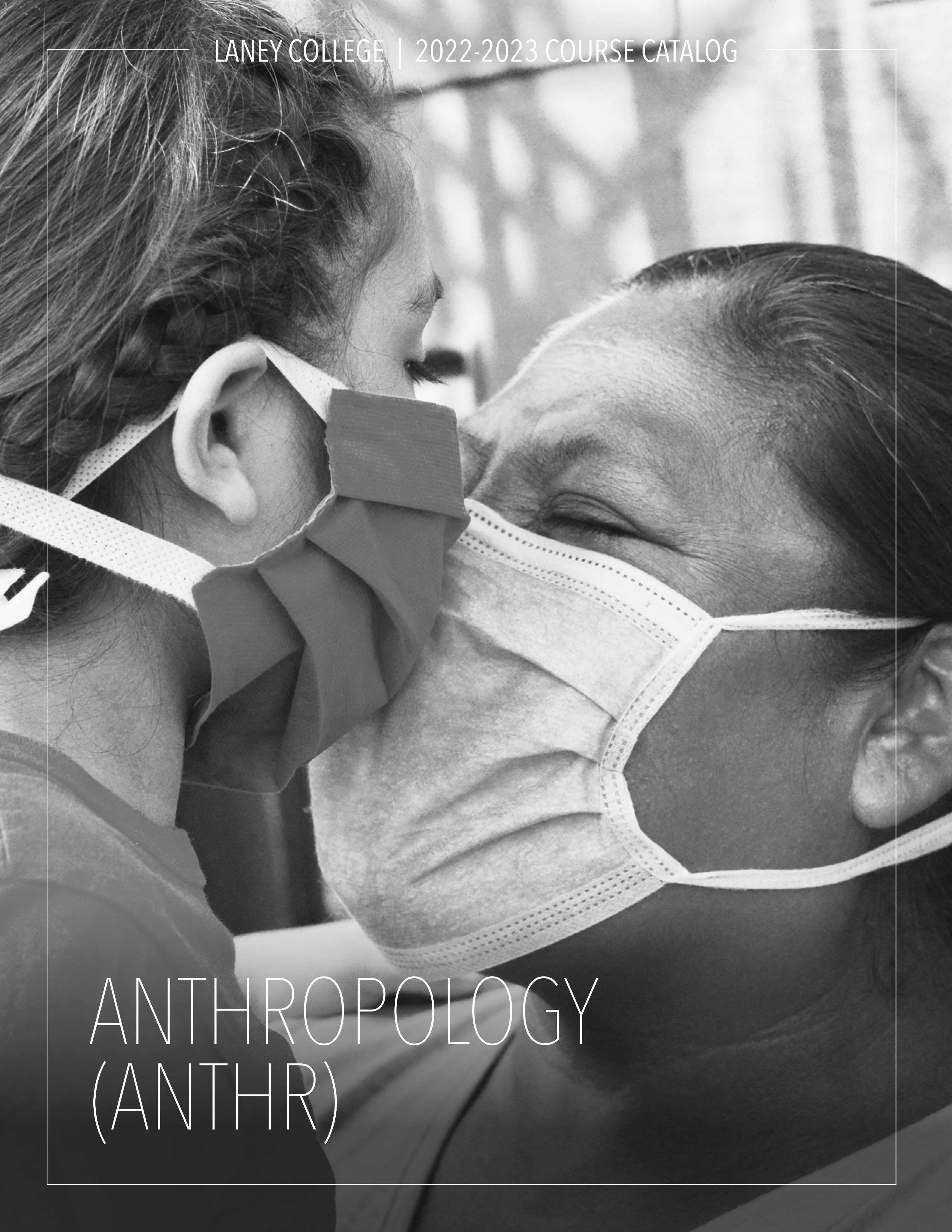
American and global environmental policy and ethics concentrating on their impact on minorities and people of color: Unequal environmental protection; the politics of pollution, race and waste dumping; and the intersection of the Civil Rights and Environmental Justice Movements with an emphasis on civil rights, social justice, white supremacy, and the impact of the Environmental Movement on people of color. 2203.00
AA/AS area 2, 5; CSU area D, F; IGETC area 4

AFRAM 45
Religion and the African American Church in America
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Survey and analysis of the role of the church in the African-American community: Impact on social, political, economic, and psychological development of African-Americans. 2203.00
AA/AS area 2, 3, 5; CSU area D; IGETC area 4

AFRAM 49
Independent Study in African American Studies
0.5-5 units, 0.5-5 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student’s choice not covered by regular catalog offerings in African-American studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2203.00



ANTHROPOLOGY (ANTHR)

ASSOCIATE IN ARTS DEGREE IN ANTHROPOLOGY FOR TRANSFER (AA-T)

The Associate in Arts Degree in Anthropology for Transfer (AA-T ANTHR) is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Anthropology or similar major for completion of a baccalaureate degree. Students are required to complete:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

  (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

  (B) A minimum of 20 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- Obtainment of a minimum grade point average of 2.0. Students must earn a C (or "P") or better for each course in the major or area of emphasis.

- No more than 60 semester units are required.

The Associate in Arts Degree in Anthropology for Transfer (AA-T ANTHR) will also assist Anthropology major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities

Health care, social work, mental health, law, historical societies, education, non-profit organizations, community organizing.

COURSE SEQUENCE

Core Courses (9 units):

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

Select three courses (min 8 units):

ANTHR 1L	Physical Anthropology Laboratory	1
MATH 13	Introduction to Statistics	4
SOC 120	Introduction to Research Methods	3

Select 1 course from the following (min 3 units):

ANTHR 7	Magic, Religion and Witchcraft	3
ANTHR 14	Introduction to the Anthropology of Race, Class, Ethnicity, and Society	3
ANTHR 19	Anthropology of Sex and Gender	3
ETHST 13	Introduction to Community Based Research in Urban America	3
HUMAN 40	Religions of the World	3
SOC 1	Introduction to Sociology	3
TOTAL MAJOR UNITS:		**20**

IGETC or CSU GE-Breadth Education Pattern	37-39
CSU Transferable General Elective Courses to meet 60 units	
Total Units:	60

PROGRAM LEARNING OUTCOMES

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

- Analyze cultural aspects of human prehistory, including American cultural diversity and traditions of past civilizations world-wide
- Apply knowledge of genetics and evolutionary forces to analyze diversity in human populations.
- Apply holistic analysis to social phenomena.

ANTHROPOLOGY (ANTHR)

Anthropology is the holistic study of human, from biological, socio-cultural, historical, political-economic perspectives. Courses in Physical Anthropology focus upon the biological/ physical aspects of humans, tracing our origins, evolutionary development, genetic diversity and relationship to other species. Courses in Archaeology emphasize understanding human behavior through the study of the material artifacts that people have left behind. Courses in Cultural Anthropology study how people construct their social and cultural lives in different societies around the world. Through Anthropology courses, students learn to understand the human experience across cultures and through time, developing a greater appreciation for cultural diversity as well as a better understanding of our own society and culture.

ANTHR 1
Introduction to Physical Anthropology
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Study of human beings and their ancestors: Emphasis on relationships to other mammals, physical record of evolution, and processes responsible for evolution. 2202.00
AA/AS area 1; CSU area B2; IGETC area 5B
(C-ID: ANTH 110)

ANTHR 1L
Physical Anthropology Laboratory
1 unit, 4 hours laboratory (GR)
Prerequisite(s) or corequisite(s): ANTHR 1
Acceptable for credit: CSU, UC

Adjunct laboratory to ANTHR 1: Emphasis on working with replicas of bones and visits to museums and zoos to study primate behavior and hominid evolution. 2202.00
CSU area B3; IGETC area 5B
(C-ID: ANTH 115L)

ANTHR 2
Introduction to Archaeology and Prehistory
3 units, 3 hours lecture (GR)
Recommended preparation: ENGL 1A
Acceptable for credit: CSU, UC

World prehistory as reconstructed from the archeological and physical evidence of cultural beginnings through the early agricultural civilizations of Africa, American, and Euro-Asia: Archeological methods, techniques, and problems. 2202.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: ANTH 150)

ANTHR 3
Introduction to Social and Cultural Anthropology
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Cross-cultural analysis of social and cultural factors of human behavior in the recent past and present. 2202.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: ANTH 120)

ANTHR 7
Magic, Religion and Witchcraft
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Comparative study of religion, magic, and supernatural beliefs and practices: Dynamics and function of religion and magic in human societies. 2202.00
AA/AS area 2, 3; CSU area D; IGETC area 4

ANTHR 14
Introduction to the Anthropology of Race, Class, Ethnicity, and Society
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Study of the cultures of the United States from the perspective of ethnic identity, ethnic relations, sex and gender, socio-economic class, religion, music and politics: Anthropological methods and approaches to enhance exploration of the United States' history and socio-cultural lifeways. 2202.00
AA/AS area 2, 5; CSU area D; IGETC area 4

ANTHR 19
Anthropology of Sex and Gender
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Formation of sexual and gender identities from a cross-cultural, cross-societal perspective: Biological and historical understandings of male/female difference. Female body, alternative sexualities, female power in the public sphere, mother- child relations and gender-related violence. Consideration of contemporary, globalized societies and gendered behavior in smaller-scale societies. 2202.00
AA/AS area 2; CSU area D; IGETC area 4

ANTHR 20
Introduction to Visual Anthropology of Film
3 units, 3 hours lecture (GR)
Recommended preparation: ANTHR 3
Acceptable for credit: CSU, UC

Introduction to the use of film by anthropologists: Ethnographic research tool of culture and societies around the world. 2202.00
AA/AS area 2

ANTHR 49
Independent Study in Anthropology
0.5-5 units, 0.5-5 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Anthropology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2202.00

PHOTO: *Michael Mejia, Photography Instructor*

APPRENTICESHIP (APPR)

PHOTO: *Michael Mejia, Photography Instructor*

APPRENTICESHIP (APPR)

Students enrolled in any Apprenticeship course must be an apprentice with the State of California in their respective occupation.

APPR 455
Cosmetology Apprentice
1-4 units, 1-4 hours lecture (GR)
Prerequisite: Be a registered apprentice in the Cosmetology Apprentice Program
Non-degree applicable
Course study under this section may be repeated six times.

Designed for apprentices who are engaged in acquiring a state license in Cosmetology. 3007.00

APPR 456
Barber Apprentice
1-4 units, 1-4 hours lecture (GR)
Prerequisite: Be a registered apprentice in the Barber Apprentice Program
Non-degree applicable
Course study under this section may be repeated six times.

Designed for apprentices who are engaged in acquiring a state license in Barbering. 3007.00

PHOTO: *Michael Mejia, Photography Instructor*

ARCHITECTURE (ARCH)

ARCHITECTURE CERTIFICATE OF ACHIEVEMENT (CA)

The Architectural Department offers vocational and paraprofessional programs in architectural technology as well as preparation for transfer to four- and five-year architecture programs.

The curriculum provides necessary skills for employment in the design and construction fields. Students may prepare for positions as CAD drafting technicians, 3-D project renderers, and other similarly related occupations in public and private sector architecture and construction/building industry related offices. Supplemental courses offer students a broad architectural and general education background and enable them to continue their education in architecture at the university level.

Career Opportunities

Entry level CAD/Revit Technicians

COURSE SEQUENCE

First Semester (9 units):

ARCH 10	Introduction to Architecture	2
ARCH 13*	Architectural Drafting and Design I	4
ARCH 104A	Beginning Computer Aided Drafting (CAD)	3

Second Semester (10 units):

ARCH 23	Architectural Drafting and Design II	4
CONMT 20	Blueprint Reading and Interpretation	3
ARCH 125	Digital Tools for Architecture and Design	3

Third Semester (5 units):

CONMT 32	Materials and Methods of Construction	3
ARCH 121A	Beginning REVIT--Building Information Modeling (BIM)	2

Fourth Semester (2 units):

ARCH 121B	Advanced REVIT--Building Information Modeling (BIM)	2

TOTAL MAJOR UNITS:	**26**

* Students should be aware that ARCH 211 is a prerequisite for this course

Recommended but not required:

ARCH 33	Architectural Drafting and Design III	4
ARCH 35	Perspective, Shades and Shadows I	2
ARCH 43	Architectural Drafting and Design IV	4
ARCH 45	Perspective, Shades and Shadows II	2
ARCH 107 A	rchitectural History and Theory	3
ARCH 111	Sustainable Design Applications	3
ART 60	Beginning Painting: Watercolor	2
ART 176	Beginning Sculpture	3
COMM 1A	Introduction to Speech	3
COMM 45	Public Speaking	3
ENGL 1A	Composition and Reading	4
ENGL 1B	Composition and Reading	4
PHOTO 11	Introduction to Black/White Film Photography	3
PHYS 3A	General Physics	5
PHYS 4A	General Physics with Calculus	5

PROGRAM LEARNING OUTCOMES

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

- Create a Building Design using manual/computer tools.
- Create Accurate Detailed Drawings.
- Verbally and Graphically present ideas

ARCHITECTURE
ASSOCIATE OF SCIENCE (AS)

The Architecture Department offers vocational and paraprofessional programs in architectural technology as well as preparation for transfer to four- and five-year architecture programs.

The curriculum provides necessary skills for employment in the design and construction fields. Students may prepare for positions as CAD drafting technicians, 3-D project renderers, and other similarly related occupations in public and private sector architecture and construction/building industry related offices. Supplemental courses offer students a broad architectural and general education background and enable them to continue their education in architecture at the university level.

Career Opportunities

Entry level CAD/Revit Technicians.

COURSE SEQUENCE

First Semester (9 units):

ARCH 10	Introduction to Architecture	2
ARCH 13*	Architectural Drafting and Design I	4
ARCH 104A	Beginning Computer Aided Drafting (CAD)	3

Second Semester (10 units):

ARCH 23	Architectural Drafting and Design II	4
CONMT 20	Blueprint Reading and Interpretation	3
ARCH 125	Digital Tools for Architecture and Design	3

Third Semester (5 units):

ARCH 33	Architectural Drafting and Design III	4
CONMT 32	Materials and Methods of Construction	3
ARCH 121A	Beginning REVIT--Building Information Modeling (BIM)	2

Fourth Semester (2 units):

ARCH 43	Architectural Drafting and Design IV	4
ARCH 121B	Advanced REVIT--Building Information Modeling (BIM)	2

TOTAL MAJOR UNITS:	**34**

For Associate Degree General Education requirements, refer to that section of the Catalog.

* Students should be aware that ARCH 211 is a prerequisite for this course

Recommended but not required:

ARCH 35	Perspective, Shades and Shadows I	2
ARCH 45	Perspective, Shades and Shadows II	2
ARCH 107	Architectural History and Theory	3
ARCH 111	Sustainable Design Applications	3
ART 60	Beginning Painting: Watercolor	2
ART 176	Beginning Sculpture	3
COMM 1A	Introduction to Speech	3
COMM 45	Public Speaking	3
ENGL 1A	Composition and Reading	4
ENGL 1B	Composition and Reading	4
PHOTO 11	Introduction to Black/White Film Photography	3
PHYS 3A	General Physics	5
PHYS 4A	General Physics with Calculus	5

PROGRAM LEARNING OUTCOMES

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

- Create a Building Design using manual/computer tools.
- Create Accurate Detailed Drawings.
- Verbally and Graphically present ideas

ARCHITECTURE (ARCH)

The Architecture Department offers vocational and paraprofessional programs in architectural technology as well as preparation for transfer to four- and five-year architecture programs.

The curriculum provides necessary skills for employment in the design and construction fields. Students may prepare for positions as CAD drafters, surveyor aides, office managers, and other occupations in public and private sector architecture and building-related offices.

ARCH 10
Introduction to Architecture
2 units, 2 hours lecture (GR)
Acceptable for credit: CSU, UC

Introduction to the history and practice of architecture and related design professions: Social, technological and environmental considerations encountered during the architectural design/ development of the built environment. 0201.00

ARCH 13
Architectural Drafting and Design I
4 units, 2 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): ARCH 211 or Instructor's approval with previous drafting experience
Acceptable for credit: CSU, UC

Two-and three-dimensional basic design principles: Freehand sketching and detailing; review of drafting techniques leading to preparation of preliminary architectural drawings of an assigned residential project and its construction systems and materials. 0201.00

ARCH 23
Architectural Drafting and Design II
4 units, 2 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): ARCH 13
Acceptable for credit: CSU, UC

Continuation of ARCH 13: Study and practice in freehand sketching, integration of CAD, and detailing of self-designed residence, preliminary design and working drawings; simple development of perspectives and rendering of multi-dwelling complex or small commercial buildings; application of the use of reinforced concrete; use of Building Codes in the semester project design. 0201.00

ARCH 33
Architectural Drafting and Design III
4 units, 2 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): ARCH 23
Acceptable for credit: CSU

Continuation of ARCH 23: Preliminary and final design, and presentation drawings for intermediate complex structures such as public or commercial buildings; emphasis on accepted production drafting, rendering techniques, and utilization of applicable structural design systems; freehand drawing in pencil, and integration/utilization of various computer program software; field trips to construction projects and architects' offices. 0201.00

ARCH 35
Perspective, Shades and Shadows I
2 units, 1 hour lecture, 3 hours laboratory (GR)
Prerequisite(s): ARCH 211
Acceptable for credit: CSU, UC

Development of skills in preparing three-dimensional linear illustrations: Principles of isometrics and perspective drawing, casting of shades and shadows on architectural/ structural elements, freehand sketching. 0201.00

ARCH 43
Architectural Drafting and Design IV
4 units, 2 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): ARCH 33
Acceptable for credit: CSU

Continuation of ARCH 33: Advanced design and development of a commercial or public building; Site analysis and design; design and provision for structural, mechanical and electrical systems; adherence to accepted industry production, drafting and rendering practices for design and contract drawing; principles of specification writing and office practice; field trips to construction sites and architects' offices. 0201.00

ARCH 45
Perspective, Shades and Shadows II
2 units, 1 hour lecture, 3 hours laboratory (GR)
Prerequisite(s): ARCH 35
Acceptable for credit: CSU, UC

Continued development of skills in preparing three-dimensional linear illustrations: Advanced methods of perspective drawing and casting of shades and shadows; use of various media and techniques used in the preparation of presentation renderings. 0201.00

ARCH 104A
Beginning Computer Aided Drafting (CAD)
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Basic computer drafting skills using current software: Use of computer and software, drawing and modifying objects layers, linetypes, colors and properties, dimensioning, blocks, hatching, views and scaling, printing and plotting. 0201.00
AA/AS area 4c

ARCH 107
Architectural History and Theory
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey of the evolution of architectural styles from primitive architecture to the contemporary: Systems-engineered building complexes; relationship that these architectural periods have to present-day construction methods. 0201.00
AA/AS area 3; CSU area C1; IGETC area 3A

ARCH 111
Sustainable Design Applications
3 units, 3 hours lecture (GR)
Prerequisite(s): Demonstrate English writing and reading proficiency
Acceptable for credit: CSU

Sustainable Design Applications: Primer on the whole systems, environmentally responsive approach to building design at both residential and commercial scales. Students will receive hands on experience of the principles of advanced high performance building and nature-responsive high density/ mixed-use community planning through case studies, design projects, and field trips to notable projects in the Bay Area. 0201.00

ARCH 121A
Beginning REVIT--Building Information Modeling (BIM)
2 units, 1 hour lecture, 3 hours laboratory (GR)
Recommended preparation: ARCH 211 or 104A or Students taking this course should have a basic understanding developing 2-dimensional drawings such as architectural plans, elevations, sections, via manual drafting or via CAD.
Acceptable for credit: CSU

Introduction to Building Information Modeling (BIM): Use of REVIT to develop floor plans, sections, elevations, schedules, and photo-like 3-D images from Building Information Model; basic program skills for architects, landscape architects, engineers, and construction contractors. 0201.00
AA/AS area 4c

ARCH 121B
Advanced REVIT--Building Information Modeling (BIM)
2 units, 1 hour lecture, 3 hours laboratory (GR)
Prerequisite(s): ARCH 121A
Acceptable for credit: CSU

Advanced REVIT software for Building Information Modeling (BIM): BIM skills that include creating families (.rfa), activating worksharing and central files, worksets, interference checks, copy/monitor, revisions, design options, construction documents, and preparing for REVIT certification exams. 0201.00

ARCH 125
Digital Tools for Architecture and Design
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Computer modeling and illustration using primarily Sketchup, Rhino, and Photoshop: Strategic use of computer software for creation of three-dimensional models and two-dimensional illustrations, impact of software on design process, rapid but not rushed production of presentation renderings, creative style balanced with effective and professional graphic communication. 0299.00
AA/AS area 4c

ARCH 142
Digital Craft For Architecture and Design
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Recommended preparation: ARCH 104A or 125 or 121A

Digital, parametric, bi-directional methods of design and fabrication relate to architectural building design: Non-traditional, non-orthographic architectural methods of communication, Bi-directional methods of design and construction, parametric digital design, embedded design logic. 0201.00

ARCH 200
Special Projects Laboratory
1-2 units, 3-6 hours laboratory (GR)
Prerequisite(s): ARCH 23 or Instructor's approval
Course study under this section may be repeated three times.

Open laboratory: Upgrading of specific architect skills, and selected architect projects. 0201.00

ARCH 211
Fundamentals of Drafting Techniques
4 units, 2 hours lecture, 6 hours laboratory (GR)

Fundamentals of drafting: Selection and use of standard instruments; lettering, sketching, and dimensioning conventions; principles of applied geometry underlying orthographic and pictorial drawings; and examples of drafting disciplines including architectural, civil, structural, mechanical, and electrical. 0201.00

PHOTO: *Michael Mejia, Photography Instructor*

ART
(ART)

ASSOCIATE IN ARTS DEGREE IN STUDIO ARTS FOR TRANSFER (AA-T)

The Associate in Arts in Studio Arts for Transfer Degree, (AA-T Studio Arts) is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Studio Arts or similar major for completion of a baccalaureate degree.

Students are required to complete:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

    (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

    (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Arts in Studio Arts for Transfer Degree, (AA-T Studio Arts) will also assist Studio Arts major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities

This program prepares students to transfer to Art majors in four-year institutions, leading to careers in teaching or private sector employment.

COURSE SEQUENCE

Core Courses (12 units):

ART 3	History of Western Art: Renaissance to Contemporary Art	3
ART 20	Beginning Drawing and Composition	3
ART 46	2-D Visual Design	3
ART 47	3-D Visual Design	3

List A:
Art History Select one of the following (3 units):

ART 2	History of Western Art: Prehistoric Through the Middle Ages	3
ART 4	History of Modern Art (1800 to Present)	3
ART 5	History of Asian Art (Past to Present)	3

List B:
Studio Art Select three courses (9 units):

Drawing:		
ART 22 or	Intermediate Drawing and Composition	3
ART 137	Beginning Figure Drawing and Composition Painting	3
Painting:		
ART 50	Beginning Painting	3
Printmaking:		
ART 100	Beginning Painting	3
Ceramics:		
ART 80	Beginning Ceramics	3
Sculpture:		
ART 165	Beginning Figure Sculpture	3
ART 176	Beginning Sculpture	3
Color Theory:		
ART 40	Color Dynamics: The Interaction of Color	3

TOTAL MAJOR UNITS:	**24**
IGETC or CSU GE-Breadth Education Pattern	37-39
CSU Transferable General Elective Courses to meet 60 units	

Total Units: 60

PROGRAM LEARNING OUTCOMES

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

- 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.
- Produce artworks in various media reflecting an understanding of line, shape, value, texture, space, color, scale, proportion, balance, mood, movement, mass, and emphasis.
- Assemble a portfolio of strong drawings, painting, sculptures or digital media that demonstrate skill and understanding of techniques in various media

PHOTO: *Michael Mejia, Photography Instructor*

CERAMICS ASSOCIATE OF ARTS (AA)

A major in ceramics provides the necessary technical knowledge, skills, and aesthetic judgment to students transferring to four-year institutions or professional art schools. The major can lead to a career in industrial design or as an individual craftsperson.

Career Opportunities

This program prepares students to transfer to professional art schools to major in industrial design professions such as Ceramic Development Engineer, Ceramic Engineer, Clay prototype, and/or Ceramicist/pottery.

COURSE SEQUENCE

First Semester (min 4 units):

ART 41	Basic Design	2
ART 80	Beginning Ceramics	3

Second Semester (min 6 units):

ART 20	Beginning Drawing and Composition	3
ART 176	Beginning Sculpture	3
ART 81	Continuing Ceramics	3

Third Semester (11 units):

ART 40+	Color Dynamics: The Interaction of Color	3
ART 71	Continuing Sculpture	2
ART 82	Intermediate Ceramics	3

Select one of the following:

ART 2+	History of Western Art: Prehistoric Through the Middle Ages	3
ART 3+	History of Western Art: Renaissance to Contemporary Art	3
ART 4+	History of Modern Art (1800 to Present)	3

Fourth Semester (7 units):

ART 83	Advanced Ceramics	3
ART 84	Special Projects: Ceramics	2

Select one of the following:

ART 50	Beginning Painting	3
ART 60	Beginning Painting: Watercolor	2

TOTAL MAJOR UNITS: 28

Recommended:
ART 2, 3, 4, 5, 73, 118, 202
CHEM 30A

+Courses may be applied to Associate Degree General Education requirement

For Associate Degree General Education requirements, refer to that section of the Catalog

Program Learning Outcomes

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

- Students will learn to load, fire, and unload, gas and electric kilns.
- Students will learn to formulate and mix glazes as well as test and evaluate the results.
- Students will learn to create work using the potter’s wheel as well as creating work using hand building techniques.
- Students will learn to evaluate their Ceramic work and develop a personal style in Ceramics.

DIGITAL FABRICATION TECHNOLOGY – ART CERTIFICATE OF ACHIEVEMENT (CA)

This certificate was createdas created to help students develop professional skills in computer and software driven fabrication. This program takes a multi-material approach to fabricating all kinds of parts, installations, and sculptures. There is an emphasis onemphasis is on learning software skills that aid in the automation of manufacturing along with the hand skills required for finishing projects and creating works of art.

Career Opportunities

Fabricator, manager, technician, artist, designer, CAD designer, educator

COURSE SEQUENCE

Required Fundamental Courses (8 units)

ART 47	3-D Visual Design	3
ART 176	Beginning Sculpture	3
CARP 224A	Digital Fabrication I	2

Computer Assisted Design (CAD) (3-4 units)

ENGIN 22	Engineering Graphics	3
ARCH 125	Digital Tools for Architecture and Design	3
WDTEC 30	CAD/CAM Techniques in the Cabinet-Making Industry	4
ARCH 104A	Beginning Computer Aided Drafting (CAD)	3

Application of Fundamentals (7 units)

CARP 224B	Digital Fabrication II	2
ART 71	Continuing Sculpture	2
ART 80	Beginning Ceramics	3

Continued Fundamentals (6 units)

WDTEC 10	Wood Technology I	3
WELD 205	Introduction to Welding	3

Cooperative Education (Minimum 2 Units)

ART 466C	Occupational Work Experience in Art	1-4

TOTAL MAJOR UNITS: **26-27**

Recommended Courses (Not Required):

ART 046	2-D Visual Design	3
ART 082	Intermediate Ceramics	3
ART 074	Special Projects: Sculpture	2

Program Learning Outcomes

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

- Solve problems for the iterative process of design and fabrication.
- Execute planning, measurement, and analysis of a project.
- Create works using digital fabrication independently of instruction
- Work collaboratively with Highschool students and community partners.

ART (ART)

The Art Department offers a wide variety of courses in both fine and applied art to meet student goals ranging from personal interest to preparation for transfer to four-year institutions or professional art schools.

ART 1
Introduction to Art History
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: ENGL 1A
Acceptable for credit: CSU, UC

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

ART 2
History of Western Art: Prehistoric Through the Middle Ages
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: ENGL 1A
Acceptable for credit: CSU, UC

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

ART 3
History of Western Art: Renaissance to Contemporary Art
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: ENGL 1A
Acceptable for credit: CSU, UC

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

ART 4
History of Modern Art (1800 to Present)
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: ENGL 1A
Acceptable for credit: CSU, UC

Major visual art forms and movements of the nineteenth and twentieth 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
(C-ID: ARTH 150)

ART 5
History of Asian Art (Past to Present)
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: ENGL 1A or 1AS
Acceptable for credit: CSU, UC

Major visual art and architecture of Asia: Focus on India, Southeast Asia, China, Korea, and Japan from pre-history to modern times. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3A
(C-ID: ARTH 130)

ART 7
History of African American Art (Past to Present)
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Development of the African American visual artist in the Americas. Contributions of selected major African American artists and contemporary trends. 1001.00
AA/AS area 3, 5; CSU area C1; IGETC area 3A

ART 20
Beginning Drawing & Composition
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Freehand drawing with various media: Drawing techniques and fundamentals of composition applied to subject matter including an introduction to perspective. 1002.10
(C-ID: ARTS 110)

ART 21
Continuing Drawing and Composition
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of topics of composition and drawing techniques in relation to drawing as a fine art: Study of form in black and white, and in color. 1002.10

ART 22
Intermediate Drawing and Composition
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

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

cal and contemporary approaches to drawing. 1002.10
(C-ID: ARTS 205)

ART 23
Advanced Drawing and Composition
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Advanced drawing techniques applied to selected subjects and goals. 1002.10

ART 24
Special Projects: Drawing
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Independent exploration and experimentation in special areas of drawing. 1002.10

ART 35
Beginning Portraiture
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Drawing portraits from the live model: Emphasis on anatomy, proportion, and achieving a likeness. 1002.10

ART 36
Continuing Portraiture
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Drawing portraits from the live model: Emphasis on composition, position, clothing, and color. 1002.10

ART 39
Special Projects: Portraiture
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Development of an individual style and portfolio of consistent works suitable for an exhibition. 1002.10

ART 40
Color Dynamics: The Interaction of Color
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Color interaction as developed by Josef Albers whose discoveries are widely used today in all the visual arts: Presentation of a series of studio problems designed to sharpen color perception, increase sensitivity to color relationships, and help the student discover a new kind of space, tension, rhythm, form, and harmony through interaction of color. 1002.10
AA/AS area 3
(C-ID: ARTS 270)

ART 46
2-D Visual Design
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to the concepts, applications, and historical references related to two-dimensional art and composition: Basic principles and elements of line, shape, texture, value, color and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments.1002.10
(C-ID: ARTS 100)

ART 47
3-D Visual Design
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

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. 1002.00
(C-ID: ARTS 101)

ART 49
Independent Study in Art
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UCS♦

In-depth exploration of an area or problem of the student’s choice not covered by regular catalog offerings in Art. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1002.00

ART 50
Beginning Painting
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Recommended preparation: ART 20
Acceptable for credit: CSU, UC

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

of imaginative and objective images. 1002.10
(C-ID: ARTS 210)

ART 51
Continuing Painting
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 50: Emphasis on composition, using oils, acrylics, and mixed media; may include live models. 1002.10

ART 52
Intermediate Painting
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

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

ART 53
Advanced Painting
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Recommended preparation: ART 50
Acceptable for credit: CSU, UC

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

ART 54
Special Projects: Painting
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continued study and skill development with oil and acrylics: May include production of murals and other large-scale paintings as well as individual projects. 1002.10

ART 60
Beginning Painting: Watercolor
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

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

ART 61
Continuing Painting: Watercolor
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

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

ART 64
Special Projects: Watercolor Painting
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continued study and skill development in advanced watercolor projects. 1002.10

ART 71
Continuing Sculpture
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): ART 176 or Instructor’s approval
Acceptable for credit: CSU, UC

Continuation of ART 176: Intermediate to advanced course in material investigation; emphasis different methodology utilizing such materials as clay, wood, plaster, metal and found objects; focus on integration of 3D technology through cross-disciplinary collaborations. 1099.00

ART 74
Special Projects: Sculpture
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Instructor’s approval
Acceptable for credit: CSU, UC

Continuation of ART 71: Focus on individual proposals in material investigation; and integration of 3D technology through cross-disciplinary collaborations. 1002.20

ART 76
Continuing Figure Sculpture
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 165: Direct modeling from the live model; emphasis on proportion and composition using various media. 1002.20

ART 77
Intermediate Figure Sculpture
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Direct modeling from the live model: Emphasis on accurate, sensitive, expressive modeling of the human figure. 1002.20

ART 78
Advanced Figure Sculpture

3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Recommended preparation: ART 20 or 77
Acceptable for credit: CSU, UC

Continuation of ART 77: Experimentation with abstract interpretations of the model with emphasis on developing greater clarity and personal style. 1002.20

ART 79
Special Projects: Figure Sculpture
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continued study and skill development in advanced figure sculpture projects. 1002.20

ART 80
Beginning Ceramics
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to ceramics: Materials, techniques, design principles, creative development; historical, contemporary modes of expression across cultures. 1002.30

ART 81
Continuing Ceramics
3 units, 2 hour lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 80: Emphasis on design problems and skill development in forming, glazing, and firing processes. 1002.30

ART 82
Intermediate Ceramics
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 81: Emphasis on surface design, firing, and further skill development in forming processes. 1002.30

ART 83
Advanced Ceramics
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 82: Emphasis on individual expression; experimentation in glazes, clay bodies, and kiln firing. 1002.30

ART 84
Special Projects: Ceramics
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Exploration and experimentation in special areas of ceramics. 1002.30

ART 100
Beginning Printmaking
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Combinations of printmaking processes: Conventional and experimental techniques in lithography, etching, mono-type printing, and relief printing. 1013.00

ART 101
Continuing Printmaking
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 100: Emphasis on color, larger-scale projects, and non-traditional methods; conventional as well as experimental approaches. 1013.00

ART 102
Intermediate Printmaking
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 101: Emphasis on multi-plate color printing and its refinement. 1013.00

ART 103
Advanced Printmaking
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ART 102: Continued study and experimentation with advanced techniques and refining of editioning skills. 1013.00

ART 117
Special Projects: Printmaking
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Printmaking projects: Continued study and skill development in special printmaking projects. 1013.00

ART 118
Ceramics: Raku
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to the ancient art of Raku ceramics: Aesthetic and philosophical considerations; mixing, applying, and firing raku glazes. 1002.30

ART 137
Beginning Figure Drawing and Composition
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Recommended preparation: ART 20
Acceptable for credit: CSU, UC

Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques: Human anatomy, historical and contemporary roles of figure drawing in the visual arts with descriptive and interpretive approaches to drawing the figure. 1002.10 (C-ID: ARTS 200)

ART 141
Eco Art Matters - Beginning
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Exploration of the history and aesthetics of the environmental/ community/social justice art movement: Exhibition of student-created eco art works, installations or performances based on an important ‘matter’ of their choosing, and exploration of a variety of media; includes community outreach projects. 1002.00
AA/AS area 3

ART 144
Eco Art Matters Continuing Food and Water
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): ART 141
Acceptable for credit: CSU, UC

Continuation of the study and art practices based on environmental and social justice issues: Extensive research on an issue of choice, with an emphases on Food and Water. 1001.00
AA/AS area 3

ART 145
Advanced Eco Art Matters: Community Outreach and Collaboration
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Prerequisite(s): ART 141
Acceptable for credit: CSU, UC

Continuation of ART 141 with an emphasis on social justice, community outreach and collaboration projects for a public art exhibition. 1001.00
AA/AS area 3

ART 146
Special Projects: EcoArt Matters
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Prerequisite(s): ART 145
Acceptable for credit: CSU, UC

Continued study: Advanced research and art practice of environmental and social justice issues. 1001.00

ART 165
Beginning Figure Sculpture
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC.

Introduction to direct modeling from the live model: Direct observation sketching, clay and other media, introduction to human anatomy and historical and contemporary roles of figurative sculpture in the visual arts, descriptive and interpretive approaches to sculpting the figure. 1002.20

ART 176
Beginning Sculpture
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices: Various sculpture methods with attention to creative self-expression and historical context. 1002.20

ART 202
Fundamentals of Drawing
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to drawing: Study of shape, form, and space in black and white. 1002.10

ART 205
Fundamentals of Painting
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to painting: Basic painting techniques and composition using oils, acrylics. 1002.10

ART 208
Foundations of Ceramics
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to Ceramics: Wheel throwing and hand-building instruction, glazing and firing techniques. 1002.30

ART 230
Beginning Art Gallery Management
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Practical experience in all phases of art exhibition: Research in art exhibit design and philosophy; includes field trips. 1002.00

ART 231
Continuing Art Gallery Management
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Continuation of ART 230: Continued research and related theory; budget analysis; lighting techniques and installation; practical experience in all phases of art exhibit; research in art exhibit design and philosophy; includes field trips. 1002.00

ART 232
Intermediate Art Gallery Management
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Continuation of ART 231: Continued research and application of art gallery related theory; budget analysis and management; lighting techniques and installation; practical experience in all phases of art exhibit; advanced research in art exhibit design and philosophy; includes unsupervised field trips. 1002.00

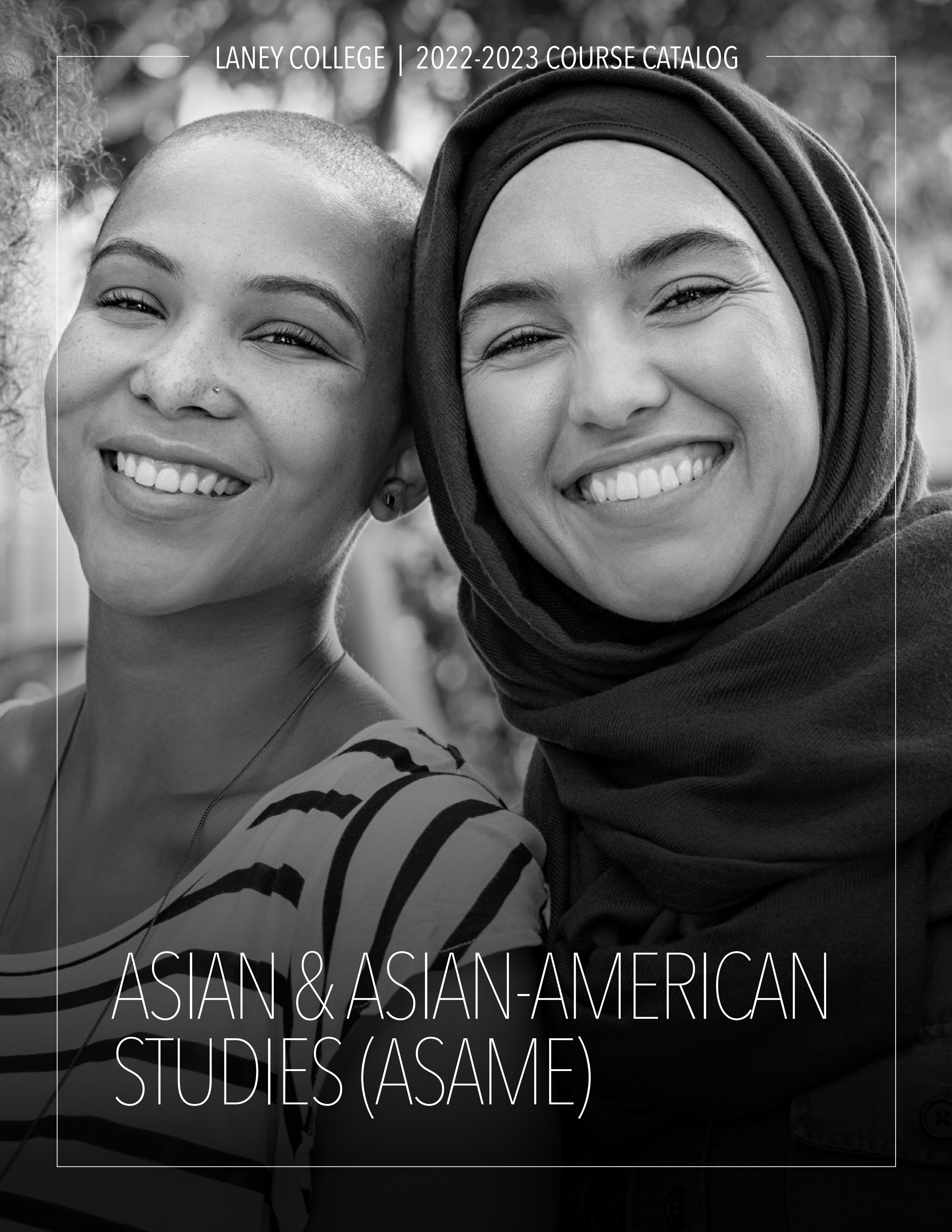
ART 233
Advanced Art Gallery Management
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)

Continuation of ART 232: Advanced research and related theory; budget analysis; lighting techniques and installation; practical experience in all phases of art exhibit; research in art exhibit design and philosophy; includes field trips. Supervision of beginning art gallery management students in day to day operations of gallery. 1002.00

ART 466C
Occupational Work Experience in Art
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated up to three times.

Supervised employment providing opportunities in art or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 1099.00

PHOTO: *Michael Mejia, Photography Instructor*



ASIAN & ASIAN-AMERICAN STUDIES (ASAME)

ASIAN AND ASIAN-AMERICAN STUDIES ASSOCIATE OF ARTS (AA)

The Asian and Asian American Studies Program includes courses concentrating on Asia as well as courses concerning Asian peoples and Asian Americans in the Americas. Historical, sociological, psychological and aesthetic perspectives are utilized in these courses in order to provide a broad understanding of this diverse area of the world and the dynamic peoples who live there and trace their ancestry to that region. The major emphasizes the disaggregation of the Asian American experience, focusing not only on East Asians, but also Central Asians, Southeast Asians, as well as Pacific Islanders. Courses feature a comparative methodology, exploring Asian and Asian American phenomena both within and across race and ethnicity.

Career Opportunities

Program is geared in future careers in Teaching, Social Work, Public Health, Community Organizing, as well as working in higher education or graduate school.

COURSE SEQUENCE

Core Courses (min 6 units):

ASAME 45A	Asian-American History to 1945	3
ASAME 35 or	Women of Color*	3
AFRAM 35 or	Women of Color	3
M/LAT 35 or	Women of Color	3
NATAM 35	Women of Color	3

Arts and Humanities (min 3 units):

Choose 1 course from this list

ASAME 10	Asian and Asian American Popular Culture	3
ASAME 30	Asians and Asian-Americans Through Films	3

Social Sciences and History (min 6 units):

ASAME 2	Introduction to the Pacific Islander Experience from 1850 to the Present	3
ASAME 21	Asian-American Communities	3
ASAME 32	Asian-American Psychology	3
ASAME 42	Southeast Asians in the United States	3
ASAME 45B	Asian American History From 1945 to the Present	3

Comparative Courses (min 3 units):

ETHST 1	Introduction to Ethnic Studies	3
ETHST 3	Race, Gender and Sports	3
ETHST 12	Economics and Social Change: Racial Conflict and Class in America	3
ETHST 13	Introduction to Community Based Research in Urban America	3
ETHST 14	Community Building and Transformation in Urban America	3
ETHST 30	Introduction to Race, Gender and Health	3
ETHST 50	Introduction to Race, Class and Schools	3
TOTAL MAJOR UNITS:		**18**

For Associate Degree General Education requirements, refer to that section of the Catalog.

*Students may substitute AFRAM 35 OR, M/LAT 35 OR NATAM 35 for the requirement, but ASAME 35 is preferred.

PROGRAM LEARNING OUTCOMES

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

- Evaluate the development of the field of Asian American Studies, and utilize research methodologies and scholarship within the field to produce research papers.
- Effectively employ social science methodologies in the analysis of issues related to Asian American Studies
- Identify, and describe, the general history of Asian American people in the U.S.

ASIAN AND ASIAN-AMERICAN STUDIES (ASAME)

The Asian and Asian American Studies Program includes courses concentrating on Asia as well as courses concerning Asian peoples and Asian Americans in the Americas. Historical, sociological, psychological, and aesthetic perspectives are utilized in these courses in order to provide a broad understanding of this diverse area of the world and the dynamic peoples who live there and trace their ancestry to that region.

ASAME 2
Introduction to the Pacific Islander Experience from 1850 to the Present
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to the experiences of Pacific Islanders in the United States through historical and political lens of annexation, immigration and acculturation: Comparison of social outcomes of Pacific Islanders by investigating themes of identity, colonialism, and community activism. 2203.00
AA/AS area 2, 5; CSU area D; IGTEC 4

ASAME 10
Asian and Asian American Popular Culture
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey of major Asian Americans cultural themes: Analysis of popular and contemporary cultural productions such as music, performance arts, visual culture, food, film, digital/internet cultures and transnational practices to contest and reconstruct ethnic and racial identity in the United States. 2203.00
AA/AS area 3, 5; CSU area C1; IGETC 3A

ASAME 21
Asian-American Communities
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Study of political, economic, and social structures of Asian-American communities, past and present: Emphasis on current issues and problems. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

ASAME 26
Politics in Modern Asia
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey of major political developments in Asia in the 21st century. 2203.00
AA/AS area 2; CSU area D; IGETC area 4

ASAME 30
Asians and Asian-Americans through Films
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

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. 2203.00
AA/AS area 2, 3, 5; CSU area C2; IGETC area 3B

ASAME 32
Asian-American Psychology
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Principles of psychology as they relate to the growth and development of Asian-Americans. 2203.00
AA/AS area 2, 5; CSU area D, E; IGETC area 4

ASAME 35
Women of Color
3 units, 3 hours lecture (GR or P/NP)
Also offered as AFRAM 35, M/LAT 35 or NATAM 35. Not open for credit to students who have completed or are concurrently enrolled in AFRAM 35, M/LAT 35, or NATAM 35.
Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4
(C-ID: SJS 120)

ASAME 42
Southeast Asians in the United States
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey of the Southeast Asian experience in the United States: Analysis of post-colonialism, refugee migration and resettlement through themes of race, class, gender, culture and sexuality. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

ASAME 45A
Asian-American History to 1945
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Asian-American history from the Pre-Columbian period to 1945: The “old” Asian immigrants and their experiences: Labor, settlement, community, racist opposition, and eventual acceptance. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

ASAME 45B
Asian American History from 1945 to the Present
3 units, 3 hours lecture (GR or P/NP) Acceptable for credit: CSU, UC

Asian American history from 1945 to the present: The “new” Asian immigration, assimilation, Asian-American empowerment, and community development. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

ASAME 49
Independent Study in Asian and Asian-American Studies
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student’s choice not covered by regular catalog offerings in Asian and Asian-American Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2203.00

LANEY COLLEGE | 2022-2023 COURSE CATALOG

ASTRONOMY (ASTR)

ASTRONOMY (ASTR)

ASTR 10
Descriptive Astronomy
3 units, 3 hours lecture (GR)
Not open for credit to students who have completed or are currently enrolled in ASTR 1.
Prerequisite(s) MATH 201 or 230 or 240 or 210D or Appropriate placement into transfer level Math through multiple measures assessment process.
Acceptable for credit: CSU, UC

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

ATHLETICS (ATHL)

ATHLETICS (ATHL)

Athletic Courses:
Laney College offers six sports teams for student-athlete participation: football, baseball, women's water polo, women's basketball, women's track and field, women's cross country, and women's swimming and diving. In order to participate in intercollegiate athletics, student-athletes must fulfill eligibility requirements as set forth by the California Community College Athletic Association (CCCAA) and Laney College. Student-athletes must adhere to the following requirements for eligibility:

- Meet with a counselor and complete a Student Educational Plan (SEP).
- Maintain at least a 2.0 cumulative Grade Point Average (GPA.)
- Successfully complete 24 units between the first and second season of competition in a specific sport, of which 18 units must be academic.
- Maintain active enrollment in a minimum of 12 units during the semester of competition, of which 9 units must be academic.

ATHL 1
Intercollegiate Women's Basketball
1.5 units, 5 hours laboratory (GR or P/NP)
Recommended preparation: Intermediate level Basketball Skills
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Application of basketball theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50
CSU area E

ATHL 2
Basketball Foundations
3 units, 10 hours laboratory (GR or P/NP)
Recommended preparation: Intermediate level Basketball Skills
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Theory and practice of basketball fundamentals. 0835.50
CSU area E

ATHL 11
Intercollegiate Baseball
3 units, 10 hours laboratory (GR)
Recommended preparation: High School or Organized Baseball Experience
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Advanced intercollegiate baseball competition: Application of theory, team organization, technique, strategy, and leadership. 0835.50
CSU area E

ATHL 12
Baseball Foundations
3 units, 10 hours laboratory (GR)
Recommended preparation: High School or Organized Baseball Experience
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals of Intercollegiate baseball competition: Fundamentals, theory, practice, rules and baseball skills. 0835.50
CSU area E

ATHL 17
Intercollegiate Football
3 units, 10 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy, and leadership. 0835.50
CSU area E

ATHL 18
Football Physiological and Team Development
3 units, 1 hour lecture, 6 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamental of Intercollegiate competition: Developing team concepts through offensive, defensive, and special teams theory; and developing physiologically through cardiovascular and muscular training specific to football. 0835.50
CSU area E

ATHL 41
Intercollegiate Women's Swimming & Diving Team
3 units, 10 hours laboratory (GR)
Prerequisite(s): To pass the intermediate swim test. Swim 2 laps (25 yards) without stopping and to tread water for 1 full minute.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Team competition in swimming and/or diving; advancing skills in the four competitive strokes; for diving, progressions on the one meter and three meter boards. 0835.50
CSU area E

ATHL 42
Techniques and Conditioning for Intercollegiate Swimming
1 unit, 4 hours laboratory (GR or P/NP)
Recommended preparation: Ability to pass Intermediate swim test. I.e., swim 1 lap without stopping and tread water for 1-2 mins.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamental of Intercollegiate competition: Specific techniques and conditioning for swimming; advanced drills, strength, flexibility and cardiovascular development. 0835.50
CSU area E

ATHL 43
Intercollegiate Swimming and Diving Team Pre-season Conditioning
1 unit, 3 hours laboratory (GR or P/NP)
Recommended preparation: Deep water safety. Ability to swim 2 laps nonstop and tread water for 1-2 minutes.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: A comprehensive course designed for the student athlete covering advanced intercollegiate swimming and diving skills. The course includes theories and analyses of skill acquisition, development of fitness skills and mental preparation for competition. 0835.50
CSU area E

ATHL 44
Strength Training for Swimming
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Comfortable in deep water. Ability to pass Intermediate swim test. I.e., swim 1 lap tread water for 1-2 min.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamental of Intercollegiate competition: Advanced training and instruction for increased strength and power in the sport of swimming. 0835.50
CSU area E

ATHL 45
Fundamentals for Intercollegiate Diving
1 unit, 4 hours laboratory (GR or P/NP)
Recommended preparation: Comfortable in deep water. Ability to pass Intermediate swim test. I.e., swim 1 lap tread water for 1-2 min.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals of springboard diving: Advanced techniques for one- and three-meter events. 0835.50
CSU area E

ATHL 51
Intercollegiate Women's Water Polo Team
3 units, 10 hours laboratory (GR or P/NP)
Prerequisite(s): The ability to tread water for 1 minute and swim laps of freestyle without stopping.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Team competition in water polo: Advanced skills in passing, dribbling, shooting and defense; team organization; strategy; team leadership. 0835.50
CSU area E

ATHL 53
Intercollegiate Water Polo Team Pre-Season Preparation
1 unit, 4 hours laboratory (GR or P/NP)
Prerequisite(s): To be able to swim 2 laps nonstop and tread water for 1 minute.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Activity class: Fundamentals of intercollegiate competition; team competition in water polo; advanced skills in passing, dribbling, shooting and defense; team organization; strategy; team leadership. 0835.50
CSU area E

ATHL 54
Water Polo Theory
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: To be able to swim 2 laps nonstop and tread water for 1 minute. The lab portion is a high intensity activity requiring students to be able to

sustain their head above water and not have the use of the pool walls.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Practice, theory, rules and water polo skills. 0835.50
CSU area E

ATHL 59
Intercollegiate Track and Field
3 units, 10 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals in intercollegiate track and field competition: Theory, team organization, technique, strategy, and leadership. 0835.50
CSU area E

ATHL 60
Track and Field Foundations
3 units, 10 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals in intercollegiate track and field competition: Theory, team organization, technique, strategy, and leadership. 0835.50
CSU area E

ATHL 66
Intercollegiate Cross Country
3 units, 10 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy and leadership. 0835.50
CSU area E

ATHL 67
Cross Country Foundation
3 units, 10 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals of intercollegiate cross country competition: Theory, team organization, technique, strategy and leadership. 0835.50
CSU area E

ATHL 71
Intercollegiate Women's Volleyball
3 units, 10 hours laboratory (GR)
Recommended preparation: KIN 120B or Beginning High School or club level volleyball experience or demonstration of such.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals of intercollegiate competition: Theory, team organization, techniques, strategy, and team leadership. 0835.50
CSU area E

ATHL 72
Volleyball Strategy and Theories
1 unit, 1 hour lecture (GR)
Recommended preparation: High school or club volleyball experience
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Fundamentals of Intercollegiate Volleyball: application of theory and practice of volleyball offensive and defensive theories, transitional techniques, fundamental and special situations. 0835.50
CSU area E

ATHL 73
Volleyball Team Pre-season Preparation
0.5 units, 2 hours laboratory (GR)
Acceptable for credit: CSU, UC

Intercollegiate Volleyball Team Pre-season training. The course includes fundamentals of intercollegiate competition: Team competition in volleyball: Advanced skill development, offensive and defensive strategies. 0835.50
CSU area E

ATHL 91
Football Officiating I
1 unit, 1 hour lecture, 1 hour laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Officiating Fundamentals for Football: Basic introduction to developing officiating skills focusing on the rules of the sport of football. 0835.00

ATHL 92
Football Officiating II
1 unit, 1 hour lecture, 1 hour laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of ATHL 91: Intermediate officiating skills focusing on rules of the sport of football and the ability to execute proper mechanics on the field. 0835.00

BANKING & FINANCE (BNK-F)

BANKING AND FINANCE CERTIFICATE OF ACHIEVEMENT (CA)

The Banking and Finance program introduces students to broad range of banking and finance including asset and liability management, financial decision making, financial markets and institutions, and gain practical knowledge of the core principles of accounting and economics. Coursework will include: 1) an overview of banking system; 2) specific banking functions and the role of banking in the economy; 4) review legal and regulatory issues, including compliance; and 5) explore the Federal Reserve System's policies and operations.

Career Opportunities

Personal banker; universal teller; operation banking manager; or financial advisor

COURSE SEQUENCE

Core Courses (15-16 units):

BNK/F 54	Principal of Banking	3
BNK/F 55	Money and Banking	3
BNK/F 56	Bank Management	3
BUS 1A	Financial Accounting	4
or		
BUS 20	General Accounting	3
ECON 1*	Principles of Economics (Macro-Economics)	3

Select one course from the following (min 3 units):

BUS 5	Human Relations in Business	3
BUS 202	Business Mathematics	3
BUS 210	Financial Management and Investments	3

TOTAL MAJOR UNITS: **18-19**

*MATH 201 or 210D or a more advanced Math course may be substituted for BUS 202.

PROGRAM LEARNING OUTCOMES

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

- Apply appropriate critical and problem solving skills to a banking situation dealing with services banks provide to the public.
- Critique the functions of money and evaluate which functions holds the greatest significance.
- Investigate the technology advances in the bank's cash management systems, and evaluate the strength and weakness of each systems.

BANKING AND FINANCE ASSOCIATE OF SCIENCE (AS)

The Banking and Finance program introduces students to broad range of banking and finance including asset and liability management, financial decision making, financial markets and institutions, and gain practical knowledge of the core principles of accounting and economics. Coursework will include: 1) an overview of banking system; 2) specific banking functions and the role of banking in the economy; 4) review legal and regulatory issues, including compliance; and 5) explore the Federal Reserve System's policies and operations.

Career Opportunities

Personal banker; universal teller; operation banking manager; or financial advisor

COURSE SEQUENCE

Core Courses (18-19 units):

BNK/F 54	Principles of Banking	3
BNK/F 55	Money and Banking	3
BNK/F 56	Bank Management	3
BUS 1A	Financial Accounting	4
or		
BUS 20	General Accounting	3
BUS 5	Human Relations in Business	3
ECON 1+	Principles of Economics (Macro-Economics)	3

Select one course from the following (3-4 units)

BUS 38	Introduction to Microcomputers and Business Software	4
BUS 210	Financial Management and Investments	3
BUS 202*	Business Mathematics	3

TOTAL MAJOR UNITS: 21-23

*MATH 201 or 210D or a more advanced Math course may be substituted for BUS 202.

+Course may be applied to Associate Degree General Education requirement.

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Apply appropriate critical and problem solving skills to a banking situation dealing with services banks provide to the public.
- Critique the functions of money and evaluate which functions holds the greatest significance.
- Investigate the technology advances in the bank's cash management systems, and evaluate the strength and weakness of each systems.

BANKING AND FINANCE (BNK/F)

The Banking and Finance program prepares students for entry-to-mid level positions in banks, savings and loan association, and credit unions.

BNK/F 54
Principles of Banking
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
Course number assigned by the American Institute of Banking; course may or may not transfer to four-year institutions.

Comprehensive introduction to the diversified services and operations of the banking industry: Evaluation of U.S. banking; bank depositor relationships; marketing; deposit, loan and investment functions; Federal Reserve functions and services; regulations and controls. 0504.00

BNK/F 55
Money and Banking
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
Course number assigned by the American Institute of Banking; course may or may not transfer to four-year institutions.

How money functions in the U.S. and world economies: The concept of the money supply, role banks play in the creation of money and as participants in the nation’s payment mechanism, various types of operations of financial institutions, workings of monetary and fiscal policies, functions and powers of the Federal Reserve. 0504.00

BNK/F 56
Bank Management
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU
Course number assigned by the American Institute of Banking; course may or may not transfer to four-year institutions.

Introduction to bank management: Day-to-day bank activities, functional foundations in bank management, analytical techniques to measure performance, future expansion opportunities. 0504.00

BNK/F 456C
Occupational Work Experience in Banking and Finance
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in the field of banking and finance or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0504.00

BIOLOGY (BIOL)

PHOTO: *Michael Mejia. Photography Instructor*

BIOMANUFACTURING SKILLS CERTIFICATE OF PROFICIENCY (CP)

The Biomanufacturing Program is designed to provide students with the knowledge and skills necessary for employment in the biomanufacturing/pharmaceutical industry. It functions as a career ladder program, intending to train students in basic biotechnology and biomanufacturing skills in one semester, earning a Certificate of Proficiency in Biomanufacturing Skills.

Career Opportunities

Glassware washing, documentation coordinators, laboratory support workers, quality control inspectors.

COURSE SEQUENCE

Core Courses (9-10 units)

BIOL 75	Fundamentals of Biotechnology	2
MATH 208	Mathematics for Laboratory Sciences	3
CHEM 1A	General Chemistry	5
or		
CHEM 30A	Introductory General Chemistry	4
TOTAL MAJOR UNITS:		**9-10**

PROGRAM LEARNING OUTCOMES

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

- SetUp and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error.
- Maintain a laboratory notebook according to standard scientific guidelines.

BIOMANUFACTURING CERTIFICATE OF ACHIEVEMENT (CA)

The Certificate of Achievement in Biomanufacturing is designed to provide students with the knowledge and skills necessary for employment in the biomanufacturing/ pharmaceutical industry. Students study basic biotechnology and biomanufacturing skills in one semester, earning a Certificate of Proficiency in Biomanufacturing Skills. Students may then continue their academic training by taking additional courses to earn a Certificate of Achievement in Biomanufacturing gaining the skills and knowledge necessary for a higher level of employment within the manufacturing sector of the pharmaceutical industry.

Career Opportunities

Manufacturing and production ex. material handlers, manufacturing assistant, instrumentation and calibration techniques, media prep assistant, Research and Development ex. laboratory assistant, green house worker, animal caretakers Quality control/Quality Assurance (QA/ QC) ex. QC technician, QA specialist or assistant.

COURSE SEQUENCE

First Semester (4-7 units)

BIOL 75*	Fundamentals of Biotechnology	2
CHEM 30A	Introductory General Chemistry or	4
CHEM 1A	General Chemistry	5

Second Semester (7-10 units)

BIOL 76*	Principles of Biomanufacturing or	3
BIOL 78*	Applied Biomanufacturing with Laboratory or	5
BIOL 3	Microbiology or	5
BIOL 73	Cell Culture Principles and Techniques	4
TOTAL MAJOR UNITS:		**13-15**

Recommended: any transfer level MATH course

*: BIOL 78 can be taken in lieu of all the following courses: BIOL 75, BIOL 76

PROGRAM LEARNING OUTCOMES

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

- Setup and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error.
- Maintain a laboratory notebook according to standard scientific guidelines or write clear well-documented lab reports using the language of science.
- Explain and discuss both verbally and in writing the science concepts listed in the course content, as well as their relevance
- to everyday events and circumstances in a broad interdisciplinary context.

BIOMANUFACTURING PRODUCTION ASSOCIATE OF SCIENCE (AS)

The Associate of Science in Biomanufacturing Production degree continues to build on the courses taught for the Certificates of Proficiency and Achievement to prepare graduates to work in the biomanufacturing/pharmaceutical industry as technicians. Students will learn how to operate and maintain the equipment used to manufacture protein pharmaceutical products; culture bacterial, yeast, and mammalian cells and recover the proteins that those cells produce. Students will follow good manufacturing practices by maintaining records in order to comply with quality assurance procedures and government regulations.

Career Opportunities

Manufacturing Technician, Production Technician, Laboratory Technician, Quality Control Technician.

COURSE SEQUENCE

Degree Requirements:

First Semester (4-7 units):

BIOL 75*	Fundamentals of Biotechnology	2
CHEM 30A	Introductory General Chemistry	4
	or	
CHEM 1A	General Chemistry	5

Second Semester (7-10 units):

BIOL 3	Microbiology	5
	or	
BIOL 73	Cell Culture Principles and Techniques	4
BIOL 76*	Principles of Biomanufacturing	3
BIOL 78*	Applied Biomanufacturing Technology with Laboratory	5

Third Semester (7 units):

BIOL 72A	Biotech Instrumentation: Good Manufacturing Practices and Safe Chemical Handling	1
BIOL 72B	Biotech Instrumentation: Clean Room	1
BIOL 72C	Biotech Instrumentation: PCR	1
BIOL 72D	Biotech Instrumentation: Protein Purification and Quality Control	1
BIOL 74	Scientific Communication	3

Fourth Semester (7 units)

BIOL 77	Business and Regulatory Practices in Biomanufacturing	3
BIOL 79	Bioreactor Cell Culture and Protein Recovery	4

TOTAL MAJOR UNITS: 27-29

For Associate Degree General Education requirements, refer to that section of the Catalog.

Recommended: any transfer level MATH course

*: BIOL 78 can be taken in lieu of all of the following courses: BIOL 75, BIOL 76

PROGRAM LEARNING OUTCOMES

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

- Setup and manipulate laboratory equipment, carry out experimental procedures and identify possible sources of error as well as practice laboratory safety guidelines relating to working with laboratory equipment.
- Communicate using industry standard documentation of laboratory notebooks, SOPs or batch records or write clear well documented lab reports as appropriate.
- Explain and discuss both verbally and in writing the science concepts listed in the course content, as well as their relevance to everyday events and circumstances in a broad interdisciplinary context.

BIOLOGY (BIOL)

The mission of the Biology Department includes providing: introductory courses that meet requirements for AA and AS degrees, transfer courses to four-year schools, prerequisites for professional schools (including programs for Registered Nurse, Licensed Vocational Nurse, Nurse Practitioner, Radiology Technicians, Physician Assistant, Dental, Dental Hygiene, Medical and Pharmacy), and courses geared toward Biomanufacturing (including two certificates and an AS degree). You can earn an AS in Science by taking your prerequisites for allied health or for transferring as a Biology Major.

The Biomanufacturing program is designed to provide students with the knowledge and skills necessary for employment in the biomanufacturing/pharmaceutical industry. It is a career ladder program that begins with training in basic biotechnology and biomanufacturing skills. In one semester, students can earn a Certificate of Proficiency in Biomanufacturing Skills (9 units).

Students may continue their academic training by taking additional courses to earn a Certificate of Achievement in Biomanufacturing (one additional semester, total of 17 units). An AS in Biomanufacturing Production can be earned with one additional year of biomanufacturing courses along with required general education courses/electives.

BIOL 1A
General Biology
5 units, 3 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): CHEM 1A
Acceptable for credit: CSU, UC

Introduction to general biology: Cell structure and function, metabolism, molecular and organismal genetics, and animal physiology. 0401.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C
(C-ID: BIOL 190) (C-ID: 135S when taken with BIOL 1B)

BIOL 1B
General Biology
5 units, 3 hours lecture, 6 hours laboratory (GR).
Prerequisite(s): BIOL 1A
Acceptable for credit: CSU, UC

Continuation of BIOL 1A: Origin of life, evolution, classification, plant structure and function, and ecology. 0401.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C
(C-ID: BIOL 140) (C-ID: 135S when taken with BIOL 1A)

PHOTO: Michael Mejia, Photography Instructor

BIOL 2
Human Anatomy
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): BIOL 10 or 24
Acceptable for credit: CSU, UC

Detailed study of human body structure: Molecules, cells, tissues, organs and organ systems, basic physiology and cell division, selected human diseases. Laboratory work includes extensive use of microscopes, figures/charts, three-dimensional models, dissected human cadavers, and dissection of other mammalian organisms/organs. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C
(C-ID: BIOL 110B)

BIOL 3
Microbiology
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): CHEM 1A or 30A
Recommended preparation: BIOL 10
Acceptable for credit: CSU, UC

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 4
Human Physiology
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): CHEM 1A or 30A
Recommended preparation: BIOL 2
Acceptable for credit: CSU, UC

Detailed study of human body function: Molecules, cells, tissues, organs and organ systems, basic anatomy essential to understanding function, physical and chemical factors and process, and selected human diseases. Laboratory work includes computer simulations and interactive programs, physiological experiments and demonstrations, and use of microscopes. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C
(C-ID: BIOL 120B)

BIOL 10
Introduction to Biology
4 units, 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: CSU, UC

Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. Includes laboratory exercises designed to complement lectures. 0401.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C

BIOL 11
Principles of Biology
3 units, 3 hours lecture (GR)
Not open for credit to students who have completed or are currently enrolled in BIOL 1A or 1B or 10.
Acceptable for credit: CSU, UC

Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. 0401.00
AA/AS area 1; CSU area B2; IGETC area 5B

BIOL 20A
Human Anatomy and Physiology
5 units, 4 hours lecture, 3 hours laboratory (GR)
Recommended preparation: BIOL 24 or CHEM 30A
Acceptable for credit: CSU, UC

Structure and function of the human body: Biological chemistry, cytology, tissues, and integumentary, skeletal, muscular and nervous systems; selected human diseases. Laboratory work: Dissection of mammalian organs, work with dissected human cadavers; use of microscopes, figures/charts, three-dimensional models; physiological experiments and demonstrations, and computer simulations. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C
(C-ID: 115S when taken with BIOL 20B)

BIOL 20B
Human Anatomy and Physiology
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): BIOL 20A
Acceptable for credit: CSU, UC

Structure and function of the human body: Special senses, endocrine, cardiovascular, immune, respiratory, digestive, urinary and reproductive systems; selected human diseases. Laboratory work includes dissection of mammalian organs, work with dissected human cadavers; use of microscopes, figures/ charts, three-dimensional models; physiological experiments and demonstrations, and computer simulations. 0410.00

AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C
(C-ID: 115S when taken with BIOL 20A)

BIOL 24
Basic Human Anatomy and Physiology
4 units, 3 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU, UC

Fundamentals of the structure and function of the human body from an organ system perspective: Key concepts and basic principles of the chemistry of life and organic compounds, cells and tissues, cell physiology, organ systems, selected human diseases. Laboratory work includes use of microscopes, figures/ charts, three-dimensional models, dissection of mammalian organs and demonstration of human cadavers. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C

BIOL 27
Human Sexuality
3 units, 3 hours lecture (GR)
Also offered as PSYCH 12. Not open for credit to students who have completed or are currently enrolled in PSYCH 12 OR HLTED 27.
Acceptable for credit: CSU, UC

Exploration and analysis of the multifaceted aspects of human sexuality: Psychological, physiological, anatomical, sociological, legal, medical, educational, and cultural experiences of sex, gender, sexual orientations, birth control devices, and pregnancy, while emphasizing diversity. 0401.00
AA/AS area 2; CSU area D, E; IGETC area 4
(C-ID: PSY 130)

BIOL 28
Human Nutrition
3 units, 3 hours lecture (GR)
Not open for credit to students who have completed or are currently enrolled in BIOL 31 at College of Alameda or NUTR 10 at Merritt College.
Acceptable for credit: CSU, UC

Principles of nutritional science: Nutrients and their chemical and physiological roles in metabolism; nutrient requirements of humans. 0401.00
AA/AS area 4c; CSU area E

BIOL 43
Principles of Infectious Diseases and Emerging Infectious Diseases
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Introduction to infectious diseases: Etiology, epidemiology, pathogenesis, treatment, management and prevention of common infectious diseases including emerging human infectious diseases. 0201.00
AA/AS area 1

BIOL 49
Independent Study in Biology
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Biology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0401.00

BIOL 72A
Biotech Instrumentation: Good Manufacturing Practices and Safe Chemical Handling
1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)
Acceptable for credit: CSU

Good Manufacturing Practices: Use of Good Manufacturing Practices (GMP) for working in the laboratory and in writing and maintaining batch production records. 0430.00
(C-ID: BIOT 220BX when taken with BIOL 72D)

BIOL 72B
Biotech Instrumentation: Clean Room
1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)
Acceptable for credit: CSU

Clean Room gowning: Introduction to clean room gowning, proper sanitation techniques necessary for working the production floor of biomanufacturing companies. 0430.00

BIOL 72C
Biotech Instrumentation: PRC
1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)
Acceptable for credit: CSU

Polymerase Chain reaction techniques: Molecular mechanisms and underlying biological concepts; applications of PCR in biotechnology and biomanufacturing, types of PCR methods, PCR experimental design issues and troubleshooting. 0430.00

BIOL 72D
Biotech Instrumentation: Protein Purification and Quality Control
1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR)
Acceptable for credit: CSU

Protein Purification Quality Control Assays: Common assays used in quality control including protein separation and purification, electrophoresis, Column chromatography and Enzyme linked Immunabsorbant Assay (ELISA) to test products. 0430.00
(C-ID: BIOT 220BX when taken with BIOL 72A)

BIOL 73
Cell Culture Principles and Techniques
4 units, 2 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): BIOL 75
Acceptable for credit: CSU

Cell culture techniques and principles: Aseptic conditions, sterile techniques, media preparation, quantification and passage of cell lines, cell cycle, growth factors, understanding, avoiding, and detecting contamination, cell structure and differentiation working with different types of cells including bacterial, yeast, plant and mammalian cells. Laboratory includes preparation for work in the manufacture of biological products. 0430.00
(C-ID: BIOT 230X)

BIOL 74
Scientific Communication
3 units, 3 hours lecture (GR)
Recommended Preparation: ENGL 1A
Acceptable for credit: CSU

Scientific communication in biomanufacturing and biotechnology: Analysis and preparation of protocols and standard operating procedures (SOPs) report and present data and experimental conclusions, analysis of articles about scientific research and developments in biotechnology. 0430.00
AA/AS area 4

BIOL 75
Fundamentals of Biotechnology
2 units, 1 hour lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU, UC

Fundamentals in biotechnology laboratory techniques: Emphasis on developing skillful use of applicable instruments; protein purification and assays; recombinant DNA work; isolation and tracking techniques; the laboratory notebook, spreadsheet data analysis; written protocols and familiarity with standard operating procedures. 0430.00
(C-ID: BIOT 101BX when taken with BIOL 76)

BIOL 76
Principles of Biomanufacturing
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

General examination of biology as it relates to development, production, recovery and analysis of biotechnology products: Topics include chemical processes in prokaryotic and eukaryotic biology, chemistry of biomolecules, basic immunology, gene expression and genetic engineering and production of pharmaceutical proteins, and the techniques used in product recovery, and product analysis. 0430.00
AA/AS area 1
(C-ID: BIOT 101X) (C-ID: BIOT 101BX when taken with BIOL 75)

BIOL 77
Business and Regulatory Practices in Principles of Biomanufacturing
3 units, 3 hours lecture (GR)
Recommended preparation: ENGL 1A
Acceptable for credit: CSU

Manufacturing procedures and basic business principles: Key concepts for product quality and safety as it moves through a biomanufacturing production pipeline, roles of governmental oversight and regulation during the discovery, development and manufacturing of new products for the biopharmaceutical industry. 0430.00
(C-ID: BIOT 210X)

BIOL 78
Applied Biomanufacturing Technology with Laboratory
5 units, 3 hours lecture, 6 hours laboratory (GR)
Acceptable for credit: CSU, UC

Development, production, recovery and analysis of biotechnology products and standard biotechnological laboratory skills: Lab math, chemistry of buffers, health and safety, metrology, quality control, biological molecules, gene expression, cell structure, molecular biology techniques, laboratory measurements, preparation of solutions, data collection and evaluation, basic separation methods, molecular techniques, and documentation, with emphasis on communication and work readiness skills. 0430.00
AA/AS area 1

BIOL 79
Bioreactor Cell Culture and Protein Recovery
4 units, 2 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): BIOL 3 or 73 or 75
Acceptable for credit: CSU

Biomanufacturing production technician skills: Emphasis on growth and monitoring of fermenters and bioreactors, including cleaning, media preparation, aseptic inoculation, cell harvesting, lysis, protein recovery and purification of proteins using centrifugation, ultrafiltration, and chromatography techniques. 0430.00

BIOL 201
Medical Terminology I
2 units, 2 hours lecture (GR)
Not open for credit to students who have completed or are currently enrolled in HLTOC 201

Principals and foundation of medical language: The basic structure of medical words, prefixes, suffixes, word roots, combining forms, plurals and abbreviations; pronunciation, spelling; and definition of medical terms. 1299.00

BIOL 202
Medical Terminology II
2 units, 2 hours lecture (GR)
Prerequisite(s): BIOL 201
Not open for credit to students who have completed or are currently enrolled in HLTOC 202

Principals and foundation of medical language: Terminology related to body structure, pathological conditions and diseases; operative terms and techniques, including laboratory/radiological diagnostic procedures. 1299.00

BIOL 272
iEat: Survey Course of Nutrition in the Food Sciences
0.5 units, 0.25 hours lecture, 0.75 hours laboratory (P/NP)
Corequisite(s): BIOL 273, CHEM 274, CULIN 271

Introduction to food sciences with a focus on nutrition: Topics including safety, career opportunities and hands on experience. Part of a four-part series, including: Culinary 271, Biology 272 and 273, and Chemistry 274. 1306.00

BIOL 273
iEat: Survey Course of Food Biomanufacturing in the Food Sciences
0.5 units, 0.25 hours lecture, 0.75 hours laboratory (P/NP)
Corequisite(s): BIOL 272, CHEM 274, CULIN 271

Introduction to food sciences with a focus in the biomanufacturing of food technology: Topics including safety, career opportunities and hands on experience. Part of a four-part series, including: Culinary 271, Biology 272 and 273, and Chemistry 274. 1306.00

BIOL 484A
Occupational Work Experience in Biotechnology
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment in biotechnology or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 0430.00

BIOLOGY NONCREDIT OFFERINGS

QUALITY AND REGULATORY PRACTICES IN BIOTECHNOLOGY (CCT)

The Certificate of Completion in in Quality and Regulatory Practices in Biotechnology (CCt BIOL) prepares students to work in a regulated field. Students will explore concepts related to quality control and quality assurance. Key concepts for product safety and quality include the roles of governmental oversight and regulation during discovery, development and manufacturing of products in validation, documentation and regulatory compliance. Students will gain sufficient mastery of the Quality Book of Knowledge to take the CQIA exam administered by the American Society for Quality (ASQ).

Career Opportunities

Quality Job titles that align with Certifications include:
Analyst. Initiates and coordinates quality-related data from production, service or process improvement activities and reports these data using statistical techniques. Average salary: $69,980.
Associate: Involved in quality improvement projects but not necessarily full time. Does not necessarily have primary responsibility for traditional quality management, assurance or control activities. Average salary: $59,036.
Auditor: Performs and reports on internal or external quality system audits. Average salary: $76,979, Average with certification: $79,264, Average without certification: $71,555.
Other titles: Calibration Technician, Reliability/Safety Engineer, Inspector, Specialist, Supplier Quality Engineer, Professional Technician

COURSE SEQUENCE

Students must complete a minimum of 89.25 hours

Core Courses (89.25-105 hrs)

BIOL 574	Quality Practices in Biotechnology	36.75-52.5 hrs
BIOL 577	Business and Regulatory Practices in Biomanufacturing	52.5 hrs
TOTAL CORE HOURS:		**89.25-105**

PROGRAM LEARNING OUTCOMES

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

- Apply knowledge gained in sufficient mastery of the Quality Body of Knowledge to pass the Certified Quality Improvement Associate exam

BIOL 574
Quality Practices in Biotechnology
0 units, 36.75-52.5 hours lecture (P/NP or SP)
Course study under this section may be repeated three times.

Preparation for the Certified Quality Improvement exam (CQIA) administered by the American Society for Quality (ASQ): Introduction to basic quality principles and tools with an emphasis on their application in biotechnology. Concepts related to quality control, quality assurance, validation, documentation, and regulatory compliance within this industry. 0430.00

BIOL 577
Business and Regulatory Practices in Biomanufacturing
0 units, 52.5 hours lecture (P/NP or SP)

Manufacturing procedures and basic business principles: Key concepts for product quality and safety as it moves through a biomanufacturing production pipeline, roles of governmental oversight and regulation during the discovery, development and manufacturing of new products for the biopharmaceutical industry. 0430.00

BUSINESS (BUS)

ACCOUNTING CERTIFICATE OF ACHIEVEMENT (CA)

The Accounting Certificate of Achievement is designed for students who want to acquire skills for an entry-level position in accounting. This certificate is recommended for students who wish to enter the field of accounting without a four-year degree and prepare students to continue toward the attainment of an Associate Degree.

Career Opportunities

The Accounting Certificate of Achievement prepares students for entry-level positions working in payroll, accounts receivable and accounts payable, income tax firms, and financial services organization.

Course Sequence

Required Core Courses (12 units)

BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 43B	Introduction to Microsoft Excel for Business Applications	4

Select at least 5 units from the following (min 5 units)

BUS 4	Cost Accounting	3
BUS 21	Payroll Accounting	2
BUS 206	Certified Bookkeeper Exam Review	4
BUS 209	Fundamentals of Income Tax	4
BUS 230D	Beginning Keyboarding	1
BUS 239	QuickBooks	1.5

Select at least 3 units from following (min 3 units)

BUS 10	Introduction to Business	3
BUS 2	Introduction to Business Law	3
BUS 201*	Business Communications	3
TOTAL MAJOR UNITS:		**20**

*ENGL 1A or 201A or 201B may be substituted for BUS 201.

PROGRAM LEARNING OUTCOMES

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

- Computational Skills: Prepare financial statement for a publicity held enterprise and analyze results.
- Computer Application Skills: Design and complete professional assignments using computer applications as Microsoft Excel, QuickBooks, general ledger software to summarize business transactions.
- Ethics and Personal Responsibility: Apply legal and ethical principles when preparing business and accounting reports.

ACCOUNTING
ASSOCIATE OF SCIENCE (AS)

The Accounting Associate of Science program provides a wide variety of courses that will give students a solid base in career-specific accounting skills. The degree: (1) prepares students for an entry-level position in accounting; (2) develops the knowledge and skills needed to transfer to a four-year institution; (3) upgrades workplace skills in specific occupational areas.

Career Opportunities

The Accounting Associate of Science degree program prepares students for several entry-level accounting jobs in bookkeeping, payroll, accounts receivable and accounts payable, tax preparation and administration, and financial positions.

Course Sequence

Required core courses (11 units)

BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3

Select at least 10 units from: (min 10 units)

BUS 4	Cost Accounting	3
BUS 20	General Accounting	3
BUS 21	Payroll Accounting	2
BUS 206	Certified Bookkeeper Exam Review	4
BUS 209	Fundamentals of Income Tax	4

Select at least 4 units from: (min 4 units)

BUS 24	Computerized Accounting Principles	3
BUS 43B	Introduction to Microsoft Excel for Business Applications	4
BUS 202*	Business Mathematics	3
BUS 230D	Beginning Keyboarding	1
BUS 239	QuickBooks	1.5

Select at least 6 units from: (min 6 units)

BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 54	Small Business Management	3
BUS 201**	Business Communications	3
BUS 210	Financial Management and Investments	3
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3

TOTAL MAJOR UNITS: **31**

Recommended, but not required:

COMM 45	Public Speaking	3

*: MATH 201 or 210ABCD or a more advanced Math course may be substituted for BUS 202.
**: ENGL 1A OR 201A or 201B may be substituted for BUS 201.

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Ethics and Personal Responsibility: Apply legal and ethical principles in business decision making.
- Critical Thinking: Analyze business situations and recommend a solutions or plans for improvement.
- Computational Skills: Prepare financial statements for a publicly held enterprise and analyze results.

BOOKKEEPING
CERTIFICATE OF ACHIEVEMENT (CA)

The Bookkeeping Certificate is designed to add the skills needed to enter the accounting profession within a short period of time. The program covers theoretical, analytical, and computer application skills required to apply for jobs as bookkeepers, or as clerks in the following positions: general ledger, accounts receivable, accounts payable, payroll, and income tax. Graduates of the program will have knowledge of double-entry accounting, preparation of journals, adjustments, payroll documents, tax forms, and bank reconciliation, as well as proficiency in Excel, Computerized Accounting and QuickBooks.

Career Opportunities

The successful completion of this program allows students to apply for bookkeeping, general ledger, accounts receivable, accounts payable, payroll, and income tax positions.

Course Sequence

Required core courses (5.5 units)

BUS 206	Certified Bookkeeper Exam Review	4
BUS 239	QuickBooks	1.5

Electives (select a min of 11 units):

BUS 1A	Financial Accounting	4
BUS 24	Computerized Accounting Principles	3
BUS 43B	Introduction to Microsoft Excel for Business Applications	4
BUS 209	Fundamentals of Income Tax	4

TOTAL MAJOR UNITS:	**16.5**

Recommended but not required:

BUS 1B	Managerial Accounting	4
BUS 4	Cost Accounting	3
BUS 20	General Accounting	3
BUS 21	Payroll Accounting	2

PROGRAM LEARNING OUTCOMES

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

- Computational Skills: Input financial transactions and prepare financial statements.
- Design and create a business spreadsheet using Microsoft Excel application to summarize business transactions.
- Ethics and Personal Responsibility: Apply legal, accounting and ethical principles when preparing business reports.

BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT (CA)

The course of study for the Business Administration certificate prepares students to demonstrate knowledge, skills, integrity, a sense of social responsibility, and individual qualities that influence successful outcomes in the business world. Successful completion of the curriculum prepares students to perform a wide range of tasks and demonstrate leadership abilities, technological awareness, and intellectual capacity.

Career Opportunities

Successful completion of this program prepares students for entry level management positions in hospitality management, sales, marketing, general business; HR management, or office administration.

Course Sequence

Core Courses (17 units)

BUS 1A	Financial Accounting	4
BUS 10	Introduction to Business	3
BUS 20	General Accounting	3
BUS 38	Introduction to Microcomputers and Business Software	4
ECON 1	Principles of Economics (Macro-Economics)	3

Select one of the following (min 3-4 units)

BUS 201	Business Communications	3
ENGL 1A*	Composition and Reading	4
TOTAL MAJOR UNITS:		**20-21**

*: *ENGL 1A is required for students who plan to transfer

Recommended but not required:

BUS 2	Introduction to Business Law	3
ECON 2	Principles of Economics (Micro-Economics)	3
M/SVN 60	Introduction to Management	3
M/SVN 61	Psychology of Management	3
M/SVN 64	Organization and Management	3

PROGRAM LEARNING OUTCOMES

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

- Ethics and Personal Responsibility: Exhibit legal and ethical principles in business decision making.
- Critical Thinking: Using critical thinking skills analyze a business situation and recommend a solution or plan by for improvement.
- Computational Skills: Review and analyze data and corporate financial statements to maximize organizational resources to achieve goals.

BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE (AS)

The course of study for the Business Administration degree prepares students to demonstrate knowledge, skills, integrity, a sense of social responsibility, and individual qualities that influence successful outcomes in the business world. Successful completion of the curriculum prepares students to perform a wide range of tasks and demonstrate leadership abilities, technological awareness, and intellectual capacity.

Career Opportunities

Successful completion of this program prepares students for entry to mid-level management positions in administrative services, hospitality, sales, marketing, general business, and HR management.

Course Sequence

Core Courses (20 units)

BUS 1A	Financial Accounting	4
BUS 2	Introduction to Business Law	3
BUS 10	Introduction to Business	3
BUS 20	General Accounting	3
BUS 38	Introduction to Microcomputers and Business Software	4
ECON 1	Principles of Economics (Macro-Economics)	3

Select one of the following (3-4 units)

BUS 201	Business Communications	3
ENGL 1A*	Composition and Reading	4
TOTAL MAJOR UNITS:		**23-24**

*: *ENGL 1A is required for students who plan to transfer

For Associate Degree General Education requirements, refer to that section of the Catalog.

Recommended but not required:

M/SVN 60	Introduction to Management	3
M/SVN 61	Psychology of Management	3
M/SVN 64	Organization and Management	3

PROGRAM LEARNING OUTCOMES

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

- Exhibit ethical and personal responsibilities when applying legal and ethical principles in business decisions.
- Using critical thinking skills analyze a business situation and recommend a solution or plan by for improvement.
- Analyze data and corporate financial statements to ensure maximum use of organizational resources to achieve goals.

ASSOCIATE IN SCIENCE DEGREE IN BUSINESS ADMINISTRATION 2.0 FOR TRANSFER (AS-T)

The Associate in Science in Business Administration 2.0 for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Business Administration or similar major for completion of a baccalaureate degree. Students are required to complete:

Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

Obtainment of a minimum grade point average of 2.0. Students must earn a C (or "P") or better for each course in the major or area of emphasis.
No more than 60 semester units are required.

The Associate in Science in Business Administration 2.0 for Transfer Degree will also assist Business Administration major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Course Sequence

Core Courses (17 units)

BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3

Select both (7 units)

MATH 13	Introduction to Statistics	4
MATH 16A	Calculus for Business and the Life and Social Sciences	3

Required for the degree (7 units)

BUS 10	Introduction to Business	3
TOTAL MAJOR UNITS:		**27**

IGETC or CSU GE-Breadth Education Pattern	37-39
CSU Transferable General Elective Courses to meet 60	
TOTAL UNITS:	**60**

PROGRAM LEARNING OUTCOMES

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

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

BUSINESS INFORMATION SYSTEMS CERTIFICATE OF ACHIEVEMENT (CA)

The Business Information Systems program is designed for students interested in pursuing a career in business with a focus on information technology. The major satisfies the business sector's need for well-rounded technology professionals. As technology managers, graduates of this program are responsible for delivering information systems to the end-user while cost-effectively administering their organization's information resources.

Career Opportunities

The Business Information Systems program prepares students to work in an office environment as an office manager, supervisor, or administrative assistant using a variety of office technology and computer- based applications (word processing, electronic mail, database, spreadsheets, and presentation graphics).

COURSE SEQUENCE

Core Courses (23 units)

BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 20	General Accounting	3
BUS 38	Introduction to Microcomputers and Business Software	4
BUS 43B	Introduction to Microsoft Excel for Business Applications	4
BUS 201	Business Communications	3
BUS 202*	Business Mathematics	3
TOTAL MAJOR UNITS:		**23**

*: MATH 201 or 210ABCD or a more advanced math course may be substituted for BUS 202.

Recommended but not required:

BUS 21	Payroll Accounting	2
BUS 230D	Beginning Keyboarding	1
BUS 245E	Word Processing Using Microsoft Word	4
BUS 456D	Occupational Work Experience in Business Administration	1-4
ECON 2	Principles of Economics (Micro-Economics)	3

PROGRAM LEARNING OUTCOMES

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

- Information Competency: Obtain information related to the profession using traditional and electronic sources. Synthesize the information into written or oral business reports.
- Critical Thinking: Analyze business situations and recommend solutions or plans for improvement.
- Computational Skills: Analyze data and prepare common business and personal financial reports.

BUSINESS INFORMATION SYSTEMS ASSOCIATE OF SCIENCE (AS)

The Business Information Systems program is designed for students interested in pursuing a career in business with a focus on information technology. The major satisfies the business sector's need for well-rounded technology professionals. As technology managers, graduates of this program are responsible for delivering information systems to the end-user while cost-effectively administering their organization's information resources.

Career Opportunities

The Business Information Systems program prepares students to work in an office environment as an office manager, supervisor, and administrative assistant using a variety of office technology and computer- based applications (word processing, electronic mail, database, spreadsheets, or presentation graphics.)

COURSE SEQUENCE

Core Courses (23 units)

BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 20	General Accounting	3
BUS 38	Introduction to Microcomputers and Business Software	4
BUS 43B	Introduction to Microsoft Excel for Business Applications	4
BUS 201	Business Communications	3
BUS 202*	Business Mathematics	3
TOTAL MAJOR UNITS:		**23**

For Associate Degree General Education requirements, refer to that section of the Catalog.

*: MATH 201 or 210ABCD or a more advanced math course may be substituted for BUS 202.

Recommended but not required:

BUS 21	Payroll Accounting	2
BUS 230D	Beginning Keyboarding	1
BUS 245E	Word Processing Using Microsoft Word	4
BUS 456D	Occupational Work Experience in Business Administration	1-4
ECON 2	Principles of Economics (Micro-Economics)	3

PROGRAM LEARNING OUTCOMES

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

- Information Competency: Obtain information related to the profession using traditional and electronic sources. Synthesize the information into written or oral business reports.
- Critical Thinking: Analyze business situations and recommend solutions or plans for improvement.
- Computational Skills: Analyze data and prepare common business and personal financial reports.

ENTREPRENEURSHIP CERTIFICATE OF ACHIEVEMENT (CA)

The Entrepreneurship Certificate of Achievement is designed to prepare students with the fundamental skills necessary to start and operate their own businesses, collaborate with others to identify business opportunities, join entrepreneurial ventures, or work in an entrepreneurial capacity for an established organization.

Career Opportunities

Successful completion of this program prepares students for business development and planning, venture analysis, strategic management, and working in a small business setting or environment.

COURSE SEQUENCE

Core Courses (17.5 units)

BUS 2	Introduction to Business Law	3
BUS 43B	Introduction to Microsoft Excel for Business Applications	4
BUS 54	Small Business Management	3
BUS 70	Introduction to Marketing	3
BUS 76	E-Commerce/Entrepreneurship	3
BUS 239	QuickBooks	1.5

Electives: Select one of the following (3 units)

BUS 5	Human Relations in Business	3
BUS 20	General Accounting	3

TOTAL MAJOR UNITS: 20.5

PROGRAM LEARNING OUTCOMES

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

- Develop and prepare a comprehensive plan for a new business.
- Evaluate the strengths and weakness in e-commerce versus a traditional business.
- Prepare an income statement and balance sheet for a start up on business.

MARKETING AND SALES CERTIFICATE OF ACHIEVEMENT (CA)

The Certificate of Achievement in Marketing and Sales prepares students for high-demand careers in merchandising, sales and customer service, planning and promotions, advertising and public relations to meet the consumer's demand. This program provides students with the skills to meet those needs.

Career Opportunities

Successful completion of this program provides students for careers in merchandising, professional sales, customer service representative representatives, planning and promotions, and advertising and public relations.

COURSE SEQUENCE

Core Courses (18 units)

BUS 10	Introduction to Business	3
or		
BUS 2	Introduction to Business Law	3
BUS 20	General Accounting	3
BUS 70	Introduction to Marketing	3
BUS 72	Principles of Retailing	3
BUS 74	Introduction to Advertising	3
BUS 75	Salesmanship	3
TOTAL MAJOR UNITS:		**18**

PROGRAM LEARNING OUTCOMES

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

- Evaluate the variables of the marketing mix of a business.
- Develop a sales plan using each of the stages of the selling process.
- Apply college level critical thinking, research, and problem solving techniques for the completion of business based reports and writing assignments.

MARKETING AND SALES ASSOCIATE OF SCIENCE (AS)

The Associate of Science in Marketing and Sales degree prepares students for high-demand careers in merchandising, sales and customer service, planning and promotions, advertising and public relations to meet the consumer's demand. This program provides students with the skills to meet those needs.

Career Opportunities

Successful completion of this program prepares students for careers in merchandising, professional sales, customer service representatives, planning and promotions, and advertising and public relations.

COURSE SEQUENCE

Core Courses (26 units)

BUS 1A	Financial Accounting	4
BUS 2	Introduction to Business Law	3
BUS 10	Introduction to Business	3
BUS 38	Introduction to Microcomputers and Business Software	4
BUS 72	Principles of Retailing	3
BUS 74	Introduction to Advertising	3
BUS 75	Salesmanship	3
M/SVN 60	Introduction to Management	3

TOTAL MAJOR UNITS: **26**

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Evaluate the variables of the marketing mix of a business.
- Develop a sales plan using each of the stages of the selling process.
- Apply college level critical thinking, research, and problem solving techniques for the completion of business based reports and writing assignments.

PHOTO: Michael Mejia, Photography Instructor

RETAIL MANAGEMENT CERTIFICATE OF ACHIEVEMENT (CA)

The Retail Management Certificate of Achievement program prepares students to become highly skilled and knowledgeable in a fast growing industry which provides promotional opportunities.

Career Opportunities

Successful completion of this program prepares students for an assistant buyer, assistant store manager, pricing and signing coordinator, and merchandising representative positions.

COURSE SEQUENCE

Core Courses (20.5 units)

BUS 5	Human Relations in Business	3
BUS 20	General Accounting	3
BUS 38	Introduction to Microcomputers and Business Software	4
BUS 56	Human Resources Management	3
BUS 70	Introduction to Marketing	3
BUS 72	Principles of Retailing	3
BUS 239	QuickBooks	1.5
TOTAL MAJOR UNITS:		**20.5**

PROGRAM LEARNING OUTCOMES

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

- Determine best operation procedures in choosing location, set-up and operations of a retail store in several different business situations.
- Demonstrate decision-making skills, particularly in such areas as buying, pricing, financial management, and personnel relations.
- Apply college level critical thinking, research, and problem solving techniques for the completion of business based reports and writing assignments.

BUSINESS (BUS)

BUS 1A
Financial Accounting
4 units, 4 hours lecture (GR)
Acceptable for credit: CSU, UC

Study of purpose, theory, and specific methods of accounting: Systems and methods employed in accumulating data for financial statements; income measurement including cost measurement, classification, and expiration; revenue recognition and measurement. 0502.00
(C-ID: ACCT 110)

BUS 1B
Managerial Accounting
4 units, 4 hours lecture (GR)
Prerequisite(s): BUS 1A
Acceptable for credit: CSU, UC

Uses of accounting data for planning, controlling, and decision making: Sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses, and limitation of financial statements and reports. 0502.00
(C-ID: ACCT 120)

BUS 2
Introduction to Business Law
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code. 0501.00
(C-ID: BUS 125)

BUS 4
Cost Accounting
3 units, 3 hours lecture (GR)
Prerequisite(s): BUS 1B
Acceptable for credit: CSU

Manufacturing accounting theory and problems: Records and financial statements, elements of cost and process, specific job order, and standard cost accounting from the managerial point of view. 0502.00

BUS 5
Human Relations in Business
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Application of behavioral science concepts to human problems in organizations: Action necessary to prevent and resolve problems among individuals within groups; application of logical decision- making techniques. 0501.00
AA/AS area 2

BUS 10
Introduction to Business
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Introduction to business: Survey of various phases of business, organization, finance, personnel, production, marketing, managerial controls, and government-business relations. 0501.00
(C-ID: BUS 110)

BUS 20
General Accounting
3 units, 3 hours lecture (GR)
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 21
Payroll Accounting
2 units, 2 hours lecture (GR)
Acceptable for credit: CSU

Introduction to payroll accounting: Social security and withholding tax laws as applied to a payroll practice set with standard forms, and State and Federal reports. 0502.00

BUS 24
Computerized Accounting Principles
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): 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 38
Introduction to Microcomputers and Business Software
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Introduction to business software on microcomputers: Basic machine operations of the PC or compatible computer; introduction to the operating system, the internet, and various Business software, such as word processing, spreadsheet, database, presentation and integrating applications. 0514.00
AA/AS area 4c

BUS 43B
Introduction to Microsoft Excel for Business Applications
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: Working knowledge of computer and internet and Knowledge of basic mathematical skills.
Acceptable for credit: CSU

Introduction to spreadsheets using Microsoft Excel Windows version on the PC with emphasis on business applications: Calculations using functions and formulas; modifying, changing, and formatting cell entries; saving, retrieving, and printing worksheets; linking and consolidating spreadsheets; creating charts; working with database features; and using macros. 0514.00
AA/AS area 4c

BUS 49
Independent Study in Business
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Business. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0501.00

BUS 54
Small Business Management
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Overview of the factors involved in starting or growing a business: Business plan development; marketing, sales, and promotional strategies; financial management and forecasting techniques; human resources management; and information systems management. 0506.40

BUS 56
Human Resources Management
3 units, 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
Introduction to Marketing
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Introduction to integrated marketing strategies: Identification and satisfaction customers' wants and needs with products (goods and/or services), price, place, and promotional strategies; manage customer relationship management; integration of marketing into strategic business plans. 0509.00

BUS 72
Principles of Retailing
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Retail stores from management's perspective: Principles and practices used in merchandising, operational problems of the firm, trends in merchandising, and case-method techniques of actual on-the-job problems. 0506.50

BUS 74
Introduction to Advertising
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Survey of advertising in business: Marketing research, techniques in copywriting and art, advertising media, advertising agencies and campaigns, and current developments. 0509.10

BUS 75
Salesmanship
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Principles and practical application of techniques involved in selling services, commodities or ideas: Personal factor in connection with selling; use of appeals, ethics, motivation, suggestion, and persuasiveness. 0509.40

BUS 76
E-Commerce/Entrepreneurship
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: BUS 219 or CIS 205 or CIS 237
Acceptable for credit: CSU

Introduction to principles of international e-commerce and entrepreneurship: Emphasis on developing a business plan for conducting online commerce, market analysis, product access, payment methods, promotion, and back-end technology requirements for creating an e-commerce site. 0509.70

BUS 201
Business Communications
3 units, 3 hours lecture (GR)
Recommended preparation: ENGL 269B, 252B, or 250D

Effective planning and composition of various types of business communications: Emphasis on style, tone, vocabulary, methodology, and psychology of purposeful and forceful business communications; practical application of principles to letters, memoranda, reports, procedures, manuals, prospectuses, and proposals. 0501.00
AA/AS area 4d

BUS 202
Business Mathematics
2 units, 3 hours lecture (GR)

Use of basic mathematical principles in solving business problems: Simple and compound interest, installment sales, trade and cash discounts, markup percents, pricing discounting notes and drafts, inventory, financial statement analysis, depreciation, statistics and binary system, taxes, distribution of ownership and profits, and stocks and bonds. 0501.00

BUS 206
Certified Bookkeeper Exam Review
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s) BUS 20 or 1A
Recommended Preparation: BUS 21

Intensive, comprehensive review, preparing students for the National Bookkeeper Certification Exam: Adjusting Entries, correction of accounting errors, depreciation, payroll, inventory, internal controls and fraud prevention. 0502.00

BUS 209
Fundamentals of Income Tax
4 units, 4 hours lecture (GR)

Study of federal and California tax laws and procedures: Individual, partnership and corporation income tax returns from the accounting point of view; brief survey of social security, gift, and estate taxes. 0502.10

BUS 210
Financial Management and Investments
3 units, 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 219
Computer Literacy
1 unit, .75 hours lecture, .75 hours laboratory (GR or P/NP)
Also offered as CIS 205. Not open for credit to students who have completed or are currently enrolled in CIS 205.

Introduction to computers and information technology for people with no background in nor knowledge of computers. 0514.00
AA/AS area 4c

BUS 230D
Beginning Keyboarding
1 unit, 0.75 hour lecture, 0.75 hour laboratory (GR or P/NP)
Recommended preparation: CIS 205 or BUS 219

Introduction to the computer keyboard: Basic skill development focusing on skills improvement, speed, and accuracy. 0501.00

BUS 239
QuickBooks
1.5 units, 1 hour lecture, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: BUS 1A or 20

Introduction to QuickBooks business accounting software: Company setup, payroll, and transactions to complete the accounting cycle. 0502.00
AA/AS area 4c

BUS 456A

Occupational Work Experience in Accounting

1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated up to three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in accounting or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0502.00

BUS 456D

Occupational Work Experience in Business Administration

1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated up to three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in business administration or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0505.00

BUS 456J

Occupational Work Experience in Marketing and Sales

1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated up to three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in marketing and sales or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0509.00

BUS 456Q

Occupational Work Experience in Administrative Office
Systems and Applications

1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated up to three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in accounting or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0514.00

CARPENTRY (CARP)

PHOTO: *Michael Mejia. Photography Instructor*

ADVANCED CARPENTRY CERTIFICATE OF ACHIEVEMENT (CA)

The Advanced Carpentry Certificate of Achievement is designed to instruct students with hands-on building skills and provide participation in all phases of the construction process, including traditional and new building technologies such as high-performance building, sustainability, and advanced manufacturing of homes. Carpentry students build new houses and/or remodel existing homes. Carpentry students can apply for the Advanced Carpentry certificate or the Carpentry A.S degree as a portion of work experience needed when applying for a contractor's license or gain specific skills for home improvement.

Career Opportunities

Jobs as journey level carpenters, home re-modelers and general contractors.

COURSE SEQUENCE

Core Courses (37.5-38.5 units)

CARP 206	High Performance Building	3.5
CARP 210	Foundation and Forms Construction	3.5
CARP 211	Beginning Carpentry	3.5
CARP 221	Finish Carpentry	3.5
CARP 223	OSHA 30-Hour Construction Safety Training	2
CARP 229	Rough Framing	3.5
CARP 230	Stair Building and Framing	2
CARP 231	Roof Framing	3
CARP 232	Residential Plumbing for Carpenters	1.5
CARP 233	Residential Electrical For Carpenters	1.5
CARP 240A	Construction Rehabilitation / Kitchens	2
CARP 240B	Construction Rehabilitation / Bathrooms	2
CONMT 210	Residential Building Codes for Carpenters	3
CARP 207	Math for Construction Trades	3
or		
MATH 221	Technical Mathematics	4
TOTAL MAJOR UNITS:		**37.5-38.5**

PROGRAM LEARNING OUTCOMES

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

- Communicate effectively in the technical language of the Carpentry/Construction Trades, including written, verbal and mathematical computation skills.
- Develop a foundation of core skills necessary to safely operate power tools and equipment used to build, repair and remodel homes to current code requirements.
- Analyze building components in order to determine the proper execution of construction or repair.
- the proper execution of construction or repair.

ADVANCED CARPENTRY ASSOCIATE OF SCIENCE (AS)

The program is designed to instruct students with hands-on building skills and provide participation in all phases of the construction process, including traditional and new building technologies such as high-performance building, sustainability, and advanced manufacturing of homes. Carpentry students build new houses and/or remodel existing homes. Carpentry students can apply for the Carpentry A.S degree as a portion of the work experience needed when applying for a contractor's license or gain specific skills for home improvement.

Career Opportunities

Jobs as journey level carpenters, home re-modelers and general contractors.

COURSE SEQUENCE

Core Courses (37.5-38.5 units)

CARP 206	High Performance Building	3.5
CARP 210	Foundation and Forms Construction	3.5
CARP 211	Beginning Carpentry	3.5
CARP 221	Finish Carpentry	3.5
CARP 223	OSHA 30-Hour Construction Safety Training	2
CARP 229	Rough Framing	3.5
CARP 230	Stair Building and Framing	2
CARP 231	Roof Framing	3
CARP 232	Residential Plumbing for Carpenters	1.5
CARP 233	Residential Electrical For Carpenters	1.5
CARP 240A	Construction Rehabilitation / Kitchens	2
CARP 240B	Construction Rehabilitation / Bathrooms	2
CONMT 210	Residential Building Codes for Carpenters	3
CARP 207	Math for Construction Trades	3
or		
MATH 221	Technical Mathematics	4
TOTAL MAJOR UNITS:		**37.5-38**

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Communicate effectively in the technical language of the Carpentry/Construction Trades, including written, verbal and mathematical computation skills.
- Develop a foundation of core skills necessary to safely operate power tools and equipment used to build, repair and remodel homes to current code requirements.
- Analyze building components in order to determine the proper execution of construction or repair.

CARPENTRY
CERTIFICATE OF ACHIEVEMENT (CA)

The program is designed to instruct students with hands-on building skills and provide participation in all phases of the construction process, including traditional and new building technologies such as high-performance building, sustainability and advanced manufacturing of homes. Carpentry students build new houses and/or remodel existing homes. Carpentry students can apply for the Carpentry Certificate as a portion of the work experience needed when applying for a contractor's license or gain specific skills for home improvement.

Career Opportunities
Jobs as journey level carpenters, home re-modelers, and general contractors.

COURSE SEQUENCE
Core Courses (22-23 units)

CARP 206	High Performance Building	3.5
CARP 210	Foundation and Forms Construction	3.5
CARP 211	Beginning Carpentry	3.5
CARP 223	OSHA 30-Hour Construction Safety Training	2
CARP 229	Rough Framing	3.5
CARP 232	Residential Plumbing for Carpenters	1.5
CARP 233	Residential Electrical For Carpenters	1.5
CARP 207	Math for Construction Trades	3
or		
MATH 221	Technical Mathematics	4
TOTAL MAJOR UNITS:		**22-23**

PROGRAM LEARNING OUTCOMES
Upon completion of this program a student will be able to:
- Communicate effectively in the technical language of the Carpentry/Construction Trades
- Develop a foundation of core skills necessary to safely operate power tools and equipment used to build, repair and remodel homes to current code requirements.
- Analyze building components in order to determine the proper execution of construction or repair.

HIGH-PERFORMANCE BUILDING CERTIFICATE OF ACHIEVEMENT (CA)

The High-Performance Building certificate was created for entry level carpentry students to achieve high performance building skills required for home auditing, thermal imaging, blower door testing, and sustainable practices that ensure indoor air quality and comfort for healthy homes.

Career Opportunities

Entry level Building Trades, construction, remodeling, energy auditing, home energy upgrades, seismic retrofitting,

COURSE SEQUENCE

Core Courses (9.5 units)

CARP 206	High Performance Building	3.5
CARP 223	CAL-OSHA 30-Hour Construction Industry Training for Carpentry	2
CONMT 2	Green Rating Systems for the Built Ennvironment	2
CARP 200*	Special Projects Laboratory	1
TOTAL MAJOR UNITS:		**9.5**

*: Students must complete at least 1 unit of this course.

PROGRAM LEARNING OUTCOMES

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

- Analyze and apply energy efficient and safe building techniques.
- Communicate effectively in the technical language of the Carpentry/Construction Trades, including written, verbal and mathematical computation skills.
- Develop a foundation of core skills necessary to safely operate power tools and equipment used to build, repair and remodel homes to current code requirements.

PHOTO: *Michael Mejia, Photography Instructor*

CARPENTRY (CARP)

The Carpentry program is designed to instruct students with hands-on building skills and provide participation in all phases of the construction process, including traditional and new building technologies such as high-performance building, sustainability, and advanced manufacturing of homes. Carpentry students build new houses and/or remodel existing homes. Carpentry students can apply for the Carpentry Certificate and/or the Carpentry A.S. degree as a portion of work experience needed when applying for a contractor's license or gain specific skills for home improvement.

CARP 200
Special Projects Laboratory
1-4 units, 3-12 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.

Open laboratory: Upgrading of specific carpentry skills and selected carpentry projects. 0952.10

CARP 206
High Performance Building
3.5 units, 2 hours lecture, 5 hours laboratory (GR or P/NP)

Introduction to home performance, building design and building science. Hands on applications of new materials in the construction industry as well as advanced framing, energy efficiency and air sealing techniques. 0952.10

CARP 207
Math for Construction Trades
3 units, 3 hours lecture (GR or P/NP)

Mathematics with specific application to construction trades: Whole numbers, fractions, decimals, percent and percentages, measurements, area and volumes, powers and roots, combined applications to construction problems. 0952.10

CARP 210
Foundations and Forms Construction
3.5 units, 2 hours lecture, 5 hours laboratory (GR or P/NP)

Application of various foundation types: Layout and construction of concrete forms for foundation pour. 0952.10

CARP 211
Beginning Carpentry
3.5 units, 2 hours lecture, 5 hours laboratory (GR or P/NP)

Beginning carpentry: Basic skills with hand and power tools, mathematical problem solving and interpretation of working drawings. 0952.10

CARP 221
Finish Carpentry
3.5 units, 2 hours lecture, 5 hours laboratory (GR)

Installation and fabrication of interior and exterior finishes: Principles of finishing materials for interiors including finishing floors, walls and ceilings; developing working drawings. 0952.10

CARP 223
OSHA 30-Hour Construction Safety Training
2 units, 2 hours lecture (GR)

CAL-OSHA 30-hour training: Industry Standards for regulations covered by the Occupational Safety and Health Administration (OSHA) Standards for the Construction Industry 29 CFR 1926. 0934.40

CARP 224A
Digital Fabrication I
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to digital design and fabrication: Use of CAD to operate 3-D printers, laser cutters, and CNC machines in the design and fabrication; applications of this technology include rapid prototyping, industrial design, and construction building design. 0952.10

CARP 224B
Digital Fabrication II
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Recommended Preparation: CARP 224A

Continuation of CARP 224A: Intermediate level digital design and fabrication with emphasis on CAD to utilize tools for 3-D printing and CNC machines. 0952.10

CARP 229
Rough Framing
3.5 units, 2 hours lecture, 5 hours laboratory (GR)

Various types of framing for floors and walls: Backing used in houses and selected heavy construction. 0952.10

CARP 230
Stair Building and Framing
2 units, 1.5 hour lecture, 2.5 hours laboratory (GR)

Principles of stair building and framing: Types, terminology, calculations, railings, codes, layout, and rough framing. 0952.10

CARP 231
Roof Framing
3 units, 2 hours lecture, 3 hours laboratory (GR)

Basic layout and calculations for roof framing: Framing-square tables and applications; materials take-off, cutting, and assembly of various roofing styles. 0952.10

CARP 232
Residential Plumbing for Carpenters
1.5 units, 1 hour lecture, 1.5 hours laboratory (GR or P/NP)

Basic plumbing skills needed by carpenters in construction of new or remodeled homes: Manipulative skills with hand and power tools. 0952.10

CARP 233
Residential Electrical for Carpenters
1.5 units, 1 hour lecture, 1.5 hours laboratory (GR or P/NP)

Basic electrical installation and specifications for wiring a new or remodeled residential home: Practical hands-on experience, and overview of electrical theory and codes. 0952.10

CARP 240A
Construction Rehabilitation/Kitchens
2 units, 1 hour lecture, 3 hours laboratory (GR)

Principles of preparatory demolition for rehabilitation in the remodeling and reconstruction of existing structures: Preplanning; interpretation of specifics; identification of structural damage; project scheduling. 0952.10

CARP 240B
Construction Rehabilitation/Bathrooms
2 units, 1 hour lecture, 3 hours laboratory (GR)

Continuation of CARP 240A: Continuation of cognitive and manipulative skills development. 0952.10

CARP 251A
Introduction to the Skilled Trades I
3 units, 2 hours lecture, 3 hours laboratory (GR)

Introduction to the skilled trades as it relates to residential construction and related fields: Basic instruction in the use of hand and power tools, blueprint reading, safety, and measuring; residential electrical, drywall, and carpentry mathematics. 0952.10

CARP 251B
Introduction to the Skilled Trades II
3 units, 2 hours lecture, 3 hours laboratory (GR)

Continuation of CARP 251A: Emphasis on basic plumbing and shop carpentry. 0952.10

CARP 255
iDesign--Survey Course for the Skilled Trades
0.5 units, 1.5 hours laboratory (P/NP)

Introduction to the skilled trades Carpentry: Topics include safety, career opportunities, and hands on experience. Part of a four part series survey class including WELD 255, MACH 255, WDTEC 255. 0952.10

CARP 466G
Occupational Work Experience in Carpentry
1-4 units, 3.43-17.15 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in carpentry or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0952.10

CHEMISTRY (CHEM)

CHEMISTRY (CHEM)

Chemistry is often called the “central science” because it unites the studies of physics, mathematics, biology, medicine, earth and environmental sciences. Chemistry forms a base for understanding phenomena in the physical and biological world. It is essential because it touches all aspects of our lives, from the food we eat to solving problems in health fields and energy usage.

The Chemistry curriculum offers a selection of courses designed to prepare students for further studies in the sciences (such as chemistry, biology, physics, or engineering), and professional careers (such as medicine, nursing, dental hygiene, dentistry, physical therapy, and pharmacy).

CHEM 1A
General Chemistry
5 units, 3 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): MATH 203 or 211D and CHEM 30A or Satisfactory score on the chemistry assessment or Completion of ALEKS chemistry preparation course
Recommended Preparation: ESOL 52 or 52A or 52B or ENGL 1A or 1AS or ESOL 252B
Acceptable for credit: CSU, UC

General principles of chemistry: Measurements, atomic theory, chemical nomenclature, chemical composition, stoichiometry, reactions in aqueous solution, thermochemistry, electron configurations, periodic properties, chemical bonding, gassesgases, liquids, solids, and solutions. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C
(C-ID: CHEM 110) (C-ID: 120S when taken with CHEM 1B)

CHEM 1B
General Chemistry
5 units, 3 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): CHEM 1A
Acceptable for credit: CSU, UC

General principles of chemistry: Kinetics, equilibrium, acid-base equilibria, buffers, solubility equilibria, entropy and free energy, electro-chemistry, nuclear chemistry, coordination chemistry, and an introduction to organic chemistry. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C
(C-ID: 120S when taken with CHEM 1A)

CHEM 12A
Organic Chemistry
5 units, 3 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): CHEM 1B
Acceptable for credit: CSU, UC

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 includes reactions, purification techniques, measurements, qualitative analysis, and use of instrumentation. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C
(C-ID: CHEM 150) (C-ID: 160S when taken with CHEM 12B)

CHEM 12B
Organic Chemistry
5 units, 3 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): CHEM 12A
Acceptable for credit: CSU, UC

Continuation of CHEM 12A: 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 includes reactions, purification methods, measurements, multistep syntheses, qualitative analysis, and use of instrumentation. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C
(C-ID: 160S when taken with CHEM 12A)

CHEM 30A
Introductory General Chemistry
3 units, 3 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): MATH 201 or 208 or MATH 210D
Acceptable for credit: CSU, UC

Fundamental principles of general chemistry: Metric measurements, matter and energy, atomic structure, chemical nomenclature, chemical bonding, chemical reactions, stoichiometry, gas laws, nuclear chemistry; properties of liquids, solids, solutions, acids and bases. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C
(C-ID: CHEM 101)

CHEM 30B
Introductory Organic and Biochemistry
4 units, 3 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): CHEM 30A
Acceptable for credit: CSU, UC

Introduction to basic organic chemistry and biochemistry: Hydrocarbons; organic functional groups, nomenclature, and reactions; polymers, carbohydrates, proteins, enzymes, lipids, nucleic acids, protein synthesis, and metabolic pathways. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C
(C-ID: CHEM 102)

CHEM 49
Independent Study in Chemistry
0.5-5 units, 0.5-5 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Chemistry: Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1905.00

CHEM 201A
Problem Solving for CHEM 1A
1 unit, 1 hour lecture (GR)
Corequisite(s): CHEM 1A or CHEM 1B

Problem solving for Chemistry 1A: Essential techniques and approaches to problem solving and study skills that directly support and complement lecture and laboratory material in General Chemistry. 1905.00

CHEM 201B
Problem Solving for CHEM 1B
1 unit, 1 hour lecture (GR)
Corequisite(s): CHEM 1B

Problem Solving for Chemistry 1B: Essential techniques and approaches to problem solving and study skills that directly support and complement lecture and laboratory material in General Chemistry. 1905.00

CHEM 274
iEat: Survey Course of Chemistry in the Food Sciences
0.5 units, 0.25 hours lecture, 0.75 hours laboratory (P/NP)
Corequisite(s): BIOL 272, BIOL 273, CULIN 271

Introduction to food science with a focus in chemistry of food: Topics including safety, career opportunities and hands-on experience. Part of a four-part series, including: Culinary 271, Biology 272 and 273, and Chemistry 274. 1306.00

CHEM 459A
Occupational Work Experience in Chemistry
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment in chemistry or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non- paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 1905.00

PHOTO: *Michael Mejia, Photography Instructor*

CHINESE (CHIN)

CHINESE
CERTIFICATE OF ACHIEVEMENT (CA)

The Certificate of Achievement in Chinese will provide students with skills in understanding, speaking, reading and writing Mandarin Chinese. The curriculum exposes students to Chinese culture and provides foundational skills in language that can apply to a broad range of international and domestic career opportunities and professions. It provides students and prospective employers with documented evidence of academic accomplishment in Chinese.

Career Opportunities

The study of Chinese can open up opportunities in communications, foreign trade and banking, transportation, government, the Foreign Service, tourism, library services, teaching, professional translating, journalism, and all levels of education, including university teaching.

COURSE SEQUENCE

Core Courses (10 units)

CHIN 1	Elementary Chinese (Mandarin)	5
CHIN 2	Elementary Chinese (Mandarin) (Continuation)	5

Writing & Conversation: Select one of the following (3-5 units)

CHIN 3	Intermediate Chinese (Mandarin)	5
CHIN 4	Intermediate Chinese (Mandarin) (Continuation)	5
CHIN 25A	Chinese Character Writing I	3
CHIN 25B	Chinese Character Writing II	3
CHIN 40A	Conversational Chinese (Mandarin)	3
CHIN 40B	Conversational Chinese (Mandarin)	3
CHIN 22A	Chinese for Bilingual Speakers I	5

Art and Culture: Select one of the following (min 3 units)

ART 5	History of Asian Art (Past to Present)	3
ASAME 10	Asian and Asian American Popular Culture	3
ASAME 21	Asian-American Communities	3
ASAME 30	Asians and Asian-Americans Through Films	3
ASAME 45A	Asian-American History to 1945	3
ASAME 45B	Asian American History From 1945 to the Present	3
CHIN 8	Chinese Study Abroad	3
TOTAL MAJOR UNITS:		**16-18**

PROGRAM LEARNING OUTCOMES

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

- Display an intermediate level of proficiency in speaking, reading and writing in Chinese on a wide range of subjects.
- Analyze and interpret social protocols, cultural nuances and regional behaviors of Chinese communities.
- Examine Chinese experience and films from a historical, social and political context.

CHINESE
ASSOCIATE OF ARTS (AA)

The Associate in Arts degree in Chinese will provide students with skills in understanding, speaking, reading and writing Mandarin Chinese. The curriculum exposes students to Chinese culture and civilization and provides foundational skills in language that can apply to a broad range of international and domestic career opportunities and professions. The degree will provide the preparation necessary for transferring to UC, CSU and other four-year colleges and universities to earn a bachelor's 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.

Career Opportunities

The study of Chinese can open up opportunities in communications, foreign trade and banking, transportation, government, the Foreign Service, tourism, library services, professional translating, journalism, and all levels of education.

COURSE SEQUENCE

Core Courses (20 units)

CHIN 1*	Elementary Chinese (Mandarin)	5
CHIN 2*	Elementary Chinese (Mandarin) (Continuation)	5
CHIN 3*	Intermediate Chinese (Mandarin)	5
CHIN 4*	Intermediate Chinese (Mandarin) (Continuation)	5

Writing & Conversation: Select one of the following (3-5 units)

CHIN 25A	Chinese Character Writing I	3
CHIN 25B	Chinese Character Writing II	3
CHIN 40A	Conversational Chinese (Mandarin)	3
CHIN 40B	Conversational Chinese (Mandarin)	3
CHIN 22A	Chinese for Bilingual Speakers I	5

Art and Culture: Select one of the following (min 3 units)

ART 5	History of Asian Art (Past to Present)	3
ASAME 10	Asian and Asian American Popular Culture	3
ASAME 21	Asian-American Communities	3
ASAME 30	Asians and Asian-Americans Through Films	3
CHIN 8	Chinese Study Abroad	3
ASAME 45A	Asian-American History to 1945	3
ASAME 45B	Asian American History From 1945 to the Present	3
TOTAL MAJOR UNITS:		**26-28**

*: If you were educated in a country where Chinese is the primary language of instruction and transferring to a UC, please see a counselor for more information.

PROGRAM LEARNING OUTCOMES

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

- Display an intermediate level of proficiency in speaking, reading and writing in Chinese on a wide range of subjects.
- Analyze and interpret social protocols, cultural nuances and regional behaviors of Chinese communities.
- Examine Chinese experience and films from a historical, social and political context.

CHINESE (CHIN)

The Chinese language curriculum offers a selection of courses designed to prepare students for further studies in humanities and liberal arts, and in professional careers which requires knowledge of the Chinese language and culture.

CHIN 1
Elementary Chinese (Mandarin)
5 units, 5 hours lecture (GR or P/NP)
This course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC

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 6A

CHIN 2
Elementary Chinese (Mandarin) (Continuation)
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): CHIN 1
Acceptable for credit: CSU, UC

Continuation of CHIN 1: Study and practice in speaking, understanding, reading, and writing Mandarin Chinese characters. 1107.00
AA/AS area 3; CSU area C2; IGETC area 3B, 6A

CHIN 3
Intermediate Chinese (Mandarin)
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): CHIN 2
Acceptable for credit: CSU, UC

Continuation of CHIN 2: Expansion of grammatical structures, sentence patterns, Chinese characters, usage of word compounds, and culturally related readings, writings, and discussions. 1107.00
AA/AS area 3; CSU area C2; IGETC area 3B, 6A

CHIN 4
Intermediate Chinese (Mandarin) (Continuation)
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): CHIN 3
Acceptable for credit: CSU, UC

Continuation of CHIN 3: Additional study of Mandarin Chinese characters and word compounds; expansion of reading, writing, and speaking exercises. 1107.00
AA/AS area 3; CSU area C2; IGETC area 3B, 6A

CHIN 8
Chinese Study Abroad
2-5 units, 1.5-3 hours lecture, 3-6 hours laboratory (GR or P/NP)
Prerequisite(s): Must have the instructor's and the Dean's approval
Acceptable for credit: CSU

In-depth study of Chinese language and culture through immersion: Tradition, history, geography and economic development. 1107.00
AA/AS area 3

CHIN 22A
Chinese for Bilingual Speakers I
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): Oral fluency in at least one Chinese dialect other than standard Mandarin and knowledge of approximately 800- 1000 Chinese
Acceptable for credit: CSU/UC

High beginning level of Mandarin for students whose native language is Chinese or other linguistically qualified students: Intensive training in written and spoken Mandarin with emphasis on Pinyin development, lexical expansion, critical reading and composition. This course is equivalent to two years of high school study. 1107.00
AA/AS area 3; CSU area C2; IGETC area 6A

CHIN 25A
Chinese Character Writing I
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Introductory course for learners of Chinese character writing: Emphasis on the construction of Hanzi (Chinese characters), including basic strokes, the proper stroke order, and the most frequently used radicals; provides the opportunity to practice the art of ancient calligraphy. 1107.00

CHIN 25B
Chinese Character Writing II
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): CHIN 25A
Acceptable for credit: CSU

Continuation CHIN 25A: Emphasis on the construction of Hanzi (Chinese characters), including basic strokes, the proper stroke order, and the most frequently used radicals; provides the opportunity to practice the art of ancient calligraphy. 1107.00

CHIN 40A
Conversational Chinese (Mandarin)
3 units, 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

CHIN 40B
Conversational Chinese (Mandarin)
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): CHIN 40A
Acceptable for credit: CSU

Continuation of CHIN 40A: Vocabulary, grammar, and sentence structure using topics such as the geography of China, social interactions including introductions, ordering and sharing meals, visiting friends and family, shopping and business, transportation, and the mail system. 1107.00

CHIN 49
Independent Study in Chinese
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Chinese. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1107.00

CHIN 233A
Introduction to Community Interpreting for Cantonese Speakers
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: Students need to be able to speak Cantonese.

Introduction to Cantonese for use in community interpreting: Interaction involving workplace, education, health, business, welfare agencies, and cultural sensibility, as well as a variety of settings. 1107.00

COMMERCIAL MUSIC (MUSIC-CM)

PHOTO: *Michael Mejia. Photography Instructor*

MUSIC INDUSTRY CERTIFICATE OF ACHIEVEMENT (CA)

The Music Industry Studies Certificate of Achievement is designed for music students whose career goals are focused on the recording industry, concert promotions, and other commercial ventures. Students will explore aspects of the music production process including: recording, marketing, and distribution.

Career Opportunities

Audio Engineer, Digital Sound Editor, Small Business Entrepreneur, Concert Promoter, Manager, Event Producer, Arranger, and Songwriter.

COURSE SEQUENCE

Group 1: Core Courses (11 units):

MUSIC-CM 1A	Beginning MIDI and Electronic Music	3
MUSIC-CM 2A	Introduction to Songwriting	3
MUSIC 149	Music Business	3
MUSIC-CM 3A	Introduction to Live Sound Systems	2

Group 2: Electives (9 units from the following):

MEDIA 111	Basic Audio Production	3
MEDIA 122	Music Video Production	3
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video Broadcast and Digital Cinematography	3
MEDIA 155	Advanced Music Video Production: Basic Recording	3
MEDIA 156	Sound Mixing and Mastering	3
MUSIC 101	Music Theory and Culture I	3
MUSIC 105	Classic Guitar I	1
MUSIC 117	Voice I	1
MUSIC 121	Music Skills I	1
MUSIC 130	Elementary Piano Method I	1
MUSIC-CM 1B	Intermediate MIDI and Electronic Music	3
MUSIC-CM 1C	Advanced MIDI and Electronic Music	3
MUSIC-CM 2B	Intermediate Songwriting	3
MUSIC 151	Pop Music Ensemble	1
MUSIC-CM 3B	Intermediate Sound Systems	2
MUSIC-CM 460	Occupational Work Experience in Commercial Music	1-4
TOTAL MAJOR UNITS:		**20**

PROGRAM LEARNING OUTCOMES

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

- Students will employ proper audio engineering and midi techniques to produce sound recording projects.
- Students will create original music projects in line with current industry standards.
- Analyze a situation in the music industry and recommend a solution or plan for improvement.

MUSIC INDUSTRY ASSOCIATE OF ARTS (AA)

The Associate in Arts Degree in Music Industry Studies is designed for music students whose career goals are focused on the recording industry, concert promotions, and other commercial ventures. Students will explore aspects of the music production process including: recording, marketing, and distribution.

Career Opportunities

Audio Engineer, Digital Sound Editor, Small Business Entrepreneur, Concert Promoter, Manager, Event Producer, Arranger, and Songwriter.

COURSE SEQUENCE

Group 1: Core Courses (11 units):

MUSIC-CM 1A	Beginning MIDI and Electronic Music	3
MUSIC-CM 2A	Introduction to Songwriting	3
MUSIC 149	Music Business	3
MUSIC-CM 3A	Introduction to Live Sound Systems	2

CGroup 2: Electives (9 units from the following):

MUSIC-CM 460	Occupational Work Experience in Commercial Music	1-4
MEDIA 111	Basic Audio Production	3
MEDIA 122	Music Video Production	3
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video Broadcast and Digital Cinematography	3
MEDIA 155	Advanced Music Video Production: Basic Recording	3
MEDIA 156	Advanced Music Video Production III: Mixing and Mastering	3
MUSIC 101	Music Theory and Culture I	3
MUSIC 105	Classic Guitar I	1
MUSIC 117	Voice I	1
MUSIC 121	Music Skills I	1
MUSIC 130	Elementary Piano Method I	1
MUSIC-CM 1B	Intermediate MIDI and Electronic Music	3
MUSIC-CM 1C	Advanced MIDI and Electronic Music	3
MUSIC-CM 2B	Intermediate Songwriting	3
MUSIC 151	Pop Music Ensemble	1
MUSIC-CM 3B	Intermediate Sound Systems	2

TOTAL MAJOR UNITS: 20

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Students will employ proper audio engineering and midi techniques to produce sound recording projects.
- Students will create original music projects in line with current industry standards.
- Analyze a situation in the music industry and recommend a solution or plan for improvement.

COMMERCIAL MUSIC (MUSIC-CM)

See Also - **MUSIC (MUSIC)**

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. The Communication program prepares students to transfer to a four-year college or university to obtain a degree in Communication or a related Social Science field.

MUSIC-CM 1A
Beginning MIDI and Electronic Music
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU
Not open for credit to students who have completed MUSIC 147.

Introduction to Digital Audio Workstations and MIDI: Basic concepts of synthesis sampling and MIDI sequencing; composition and recording related to electronic music techniques. 1005.00
(C-ID: CMUS 110X)
AA/AS area 4c

MUSIC-CM 1B
Intermediate MIDI and Electronic Music
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: MUSIC-CM 1A
Acceptable for credit: CSU

Continuation of MUSIC-CM 1A: Designed for the Music Industry Studies degree; intermediate exploration of concepts relating to creation and recording of electronic music on a Digital Audio Workstation capable of utilizing MIDI (Musical Instrument Digital Interface); direct hands-on experience with MIDI capable synthesizers tone generators and samplers digital signal processors. 1005.00

MUSIC-CM 1C
Advanced MIDI and Electronic Music
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: MUSIC-CM 1B
Acceptable for credit: CSU

Continuation of MUSIC-CM 1B: Designed for the Music Industry Studies degree; advanced exploration of professional concepts relating to creation and recording of electronic music on a Digital Audio Workstation capable of utilizing MIDI (Musical Instrument Digital Interface); direct hands-on experience with MIDI capable synthesizers tone generators and samplers digital signal processors. 1005.00

MUSIC-CM 2A
Introduction to Songwriting
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: MUSIC 100 or 101 or Familiarity with notes in the Treble and Bass clefs. Basic understanding of musical time signatures. Basic ability to play an instrument sing or rap.
Acceptable for credit: CSU
Not open for credit to students who have completed MUSIC 148.

Introduction to the process and elements of songwriting: Analysis of chord structure form rhythm melody harmony and lyrics; original compositions and performances. 1005.00
(C-ID: CMUS 150X)

MUSIC-CM 2B
Intermediate Songwriting
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: MUSIC-CM 2A
Acceptable for credit: CSU

Continuation of Music 2A: Intermediate level songwriting; more advanced chord structures form rhythm melody harmony and lyrics; original compositions and performances. 1005.00

MUSIC-CM 3A
Introduction to Live Sound Systems
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Acceptable for credit: CSU
Not open for credit to students who have completed MUSIC 152.

Introduction to sound reinforcement of live concerts and events: Basic sound system theory microphones mixers effects power amplifiers and speaker systems troubleshooting sound checking and mixing sound for live performance applications. 1005.00
(C-ID: CMUS 120X)

MUSIC-CM 3B
Intermediate Sound Systems
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Recommended Preparation: MUSIC-CM 3A
Acceptable for credit: CSU

Continuation of MUSIC-CM 3A: Intermediate level study of sound system theory; hands on application of microphones mixers effects power amplifiers and speaker systems troubleshooting sound checking and mixing sound for live performance applications. 1005.00

MUSIC-CM 460
Occupational Work Experience in Commercial Music
1-4 units, 3.43-17.15 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in media communications or a related field: Develop desirable work habits become a productive responsible individual and extend education experience with on the job training. Students may re-enroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 1005.00

COMMUNICATIONS STUDIES (COMM)

COMMUNICATION STUDIES CERTIFICATE OF ACHIEVEMENT (CA)

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. The Communication Studies CA prepares students for jobs related to the field of speech/ communications.

Career Opportunities

Public service officer, law tech assistant, communications officer, commentator, speech writer.

COURSE SEQUENCE

Complete the following core requirement courses (12 units)

COMM 2A	The Fundamentals of Oral Interpretation of Literature	3
COMM 20	Interpersonal Communication Skills	3
COMM 44	Argumentation	3
COMM 45	Public Speaking	3
TOTAL MAJOR UNITS:		**12**

PROGRAM LEARNING OUTCOMES

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

- Research and think critically about the influence and impact of Mass Media on society.
- Speak, listen and critically think to resolve conflict and get your message across as intended.
- Deliver presentations that are clear in message and voice, using appropriate nonverbals.

ASSOCIATE OF ARTS DEGREE IN COMMUNICATION STUDIES FOR TRANSFER (AA-T)

The Associate in Arts Degree in Communication Studies for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Communication Studies or similar major for completion of a baccalaureate degree. Students are required to complete: * a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. * 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. * No more than 60 semester units are required. The Associate in Arts Degree in Communication Studies for Transfer will also assist Communication Studies major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities

Public Affairs, Public Relations, Journalism, Speech Writing, Media Consulting, Politics, Translating, Sales and Marketing, Broadcast News, Entertainment, Mediation, Education, Coaching, Counseling, and Corporate Communication.

COURSE SEQUENCE

Complete the following core requirement courses: (9 units):

COMM 45	Public Speaking	3
COMM 44	Argumentation	3
COMM 20	Interpersonal Communication Skills	3

Complete the following courses (6 units)

COMM 19	Survey of Mass Media	3
COMM 2A	The Fundamentals of Oral Interpretation of Literature	3

Select one course from the following (3-4 units)

ANTHR 3	Introduction to Social and Cultural Anthropology	3
PSYCH 1A	Introduction to General Psychology	3
SOC 1	Introduction to Sociology	3
ENGL 1B	Composition and Reading	4
ENGL 5	Critical Thinking in Reading and Writing	3
JOURN 21	Newswriting	3

TOTAL MAJOR UNITS:	**18-19**
IGTEC or CSU GE-Breadth Education Pattern	37-39
CSU Transferrable General Elective Courses to meet 60 units	
TOTAL UNITS	60

PROGRAM LEARNING OUTCOMES

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

- Speak clearly, listen effectively, resolve conflict, and deliver a message/presentation concisely, while using appropriate nonverbal communication, and voice shared goals to create, build and maintain relationships.
- Use conflict resolution to strengthen groups and individual cohesion.
- Research and think critically about effective communication skills to influence and impact mass communication.
- Analyze and reflect on interactions that are empathetic, non-defensive, therapeutic, and appreciative, while listening to others.

COMMUNICATION STUDIES (COMM)

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. The Communication program prepares students to transfer to a four-year college or university to obtain a degree in Communication or a related Social Science field.

COMM 1A
Introduction to Speech
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Rhetorical and argumentative analysis of significant contemporary political and social issues: Developing, stating, organizing, and researching ideas; critical thought and evaluative listening. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C

COMM 2A
The Fundamentals of Oral Interpretation of Literature
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Principles of effective delivery, reading aloud, analysis and appreciation of literature: Reading prose, poetry, and drama. 1506.00
AA/AS area 3, 4d; CSU area C2
(C-ID: COMM 170)

COMM 19
Survey of Mass Media
3 units, 3 hours lecture (GR or P/NP)
Also offered as JOURN 62. Not open for credit to students who have completed or are currently enrolled in JOURN 62.
Acceptable for credit: CSU, UC

Survey of traditional and non-traditional mass media in America: Impact of mass media trends and technology into the 21st century; critical analysis of media messages and examination of mass media from historical, political, social, and cultural perspectives. 1506.00
AA/AS area 2, 4d; CSU area D; IGETC area 4
(C-ID: JOUR 100)

COMM 20
Interpersonal Communication Skills
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Analysis of communication needs and improvement of skills: Listening, perception, nonverbal communication, semantics, and conflict management. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C
(C-ID: COMM 130)

COMM 44
Argumentation
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Principles of argumentation and persuasion: Practice in creating persuasive communication through finding issues, using evidence, detecting fallacies, and employing argumentative brief writing. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C
(C-ID: COMM 120)

COMM 45
Public Speaking
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Principles of public speaking: Oral presentations based on political and social issues; critical-thinking, organization, and research. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C
(C-ID: COMM 110)

COMM 49
Independent Study in Communication
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Communications. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1506.00

COMPUTER INFORMATION SYSTEMS (CIS)

ANDROID PROGRAMMING CERTIFICATE OF ACHIEVEMENT (CA)

The Android Mobile Application Programming certificate prepares students for careers as entry-level mobile application developers and quality assurance engineers. Students are taught to program native mobile applications utilizing the Android SDK. In addition to learning the fundamentals of programming for the Android platform, students learn to develop applications that support quality user- experience, memory efficiency, data reliability, and security.

Career Opportunities

Students completing this certificate program will be qualified for employment as entry-level app developers and quality assurance technicians.

COURSE SEQUENCE

Core Courses: (16 units)

CIS 6	Introduction to Computer Programming	5
CIS 25	Object Oriented Programming Using C++	4
or		
CIS 36A	Java Programming Language I	4
CIS 79A	Introduction to Application Design in Android	3
CIS 79B	Advanced Application Design in Android	3
CIS 205	Computer Literacy	1

TOTAL MAJOR UNITS: 16

PROGRAM LEARNING OUTCOMES

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

- Analyze a problem and interpret technical specifications to create and program appropriate algorithmic solutions that include the use of control structures, parameters and return values
- Design and implement abstract data types using classes, encapsulation, inheritance, polymorphism, exceptions, events, multithreading, collections and generics
- Create User Interfaces UIs using controls, layout managers, adaptors, menus and dialogs
- Implement Android applications incorporating activities, services, content providers, broadcast receivers, location tracking, maps, and Internet access
- Integrate database management systems, media/content playback, and APIs.
- Write and debug apps using multiple threads, including their use to optimize power efficiency and performance.
- Implement memory management best practices.

CIS/COMPUTER PROGRAMMING ASSOCIATE OF SCIENCE (AS)

The major in Computer Programming prepares students for careers as software developers. The program provides the analytical, methodological, and language skills required within the computer industry, and serves as a partial foundation for continued education at four-year institutions.

Career Opportunities

Computer programming continues to be an excellent career, with openings in all industries. Job titles include: Computer Programmer, Programmer/Analyst, Software Developer, Computer Systems Analyst, Computer Applications Developer, Computer Applications Engineer, Computer Language Coder, Computer Systems Consultant, Software Architect, Software Engineer.

COURSE SEQUENCE

Introduction to Computer Science (5 units)

CIS 5	Introduction to Computer Science	5

Introductory Programming (5 units)*

CIS 6	Introduction to Computer Programming or	5
CIS 61	Structure and Interpretation of Computer Programs	5

Programming Fundamentals (4 units)

CIS 25	Object Oriented Programming Using C++ or	4
CIS 36A	Java Programming Language I	4

Advanced Programming (4 units)

CIS 20	Microcomputer Assembly Language or	4
CIS 25B	C++ Programming Language II or	4
CIS 36B	Java Programming Language II	4

Electives (minimum 7 units)

BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 5	Human Relations in Business	3
BUS 20	General Accounting	3
BUS 24	Computerized Accounting Principles	3
CIS 6	Introduction to Computer Programming	5
CIS 20	Microcomputer Assembly Language	4
CIS 25	Object Oriented Programming Using C++	4
CIS 25B	C++ Programming Language II	4
CIS 27	Data Structures and Algorithms	4
CIS 36A	Java Programming Language I	4
CIS 36B	Java Programming Language II	4
CIS 61	Structure and Interpretation of Computer Programs	5
CIS 62	Introduction to Systems Analysis and Design	3
CIS 81	Systems Analysis with UML	3
CIS 98	Database Programming with SQL	4
CIS 99	Database Administration with SQL	4
ECON 2	Principles of Economics (Micro-Economics)	3
MATH 3A	Calculus I	5
MATH 11	Discrete Mathematics	3
MATH 13	Introduction to Statistics	4

TOTAL MAJOR UNITS: 25

*Take one of these introductory programming courses. Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Computer Software Development: Demonstrate the ability to apply data requirements, algorithmic principles, and software development practice in the modeling and design of computer-based systems in a way that proves comprehension of the tradeoffs involved in design choices.
- Programming Skills: Demonstrate an understanding and competence in the ability to analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
- Solve Business Problems with Computers: Interpret and analyze a business information problem and design, code, compile, test and debug a program solution in C++ using proper program syntax balancing efficiency and maintainability, and manage project tasks required for completion of a computer system development project.

COMPUTER INFORMATION SCIENCE ASSOCIATE OF SCIENCE (AS)

The major in Computer Information Science prepares students for careers in the Information Technology field. The program provides the analytical, methodological, and language skills required within the computer industry, and prepares students for transfer to four- year colleges for further study in Computer Information Systems, as well as related areas such as Computer Science. Please consult with a counselor for more information regarding transferring.

Career Opportunities

Computer Information Science continues to be an excellent career, with openings in all industries. Technical positions include: computer operator, computer programmer, systems analyst, database administrator, computer support or help desk specialist, Web developer, and application developer.

COURSE SEQUENCE

First Semester (10 units)

CIS 5	Introduction to Computer Science	5
MATH 3A	Calculus I	5

Second Semester (10 units)

CIS 61	Structure and Interpretation of Computer Programs	5
MATH 3B	Calculus II	5

Third Semester (7 units)

MATH 3E	Linear Algebra	3
CIS 25	Object Oriented Programming Using C++	4
or		
CIS 36A	Java Programming Language I	4

Fourth Semester (7-8 units)

CIS 25B	C++ Programming Language	4
	or	
CIS 36B	Java Programming Language II	4
MATH 3F	Differential Equations	3
	or	
MATH 11	Discrete Mathematics	4
TOTAL MAJOR UNITS:		**34-35**

PROGRAM LEARNING OUTCOMES

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

- Solve problems and conduct experiments in basic computer science.
- Solve mathematical problems using calculus, linear algebra, discrete math and differential equations.
- Create and program algorithmic solutions to solve problems.

COMPUTER PROGRAMMING WITH C++ CERTIFICATE OF ACHIEVEMENT (CA)

The certificate in Computer Programming with C++ prepares students for careers as software developers. The program provides the analytical, methodological, and language skills required within the computer industry, and serves as a partial foundation for continued education at four-year institutions. It provides a "merit badge" certification of a skill set needed in a vital career field. See a counselor for more information.

Career Opportunities

Computer programming continues to be an excellent career, with openings in all industries. Job titles include: Computer Programmer, Programmer/Analyst, Software Developer, Computer Systems Analyst, Computer Applications Developer, Computer Applications Engineer, Computer Language Coder, Computer Systems Consultant, Software Architect, and Software Engineer.

COURSE SEQUENCE

Core Courses (13 units)

CIS 6	Introduction to Computer Programming or	5
CIS 61*	Structure and Interpretation of Computer Programs*	5
CIS 25	Object Oriented Programming Using C++	4
CIS 25B	C++ Programming Language II	4

Choose one course from the following (min 3 units)

BUS 1A*	Financial Accounting	4
BUS 5*	Human Relations in Business	3
BUS 20*	General Accounting	3
BUS 24*	Computerized Accounting Principles	3
CIS 20	Microcomputer Assembly Language	4
CIS 27	Data Structures and Algorithms	4
CIS 36A	Java Programming Language I	4
CIS 36B	Java Programming Language II	4
CIS 62	Introduction to Systems Analysis and Design	3
CIS 81	Systems Analysis with UML	3
CIS 98	Database Programming with SQL	4
CIS 99	Database Administration with SQL	4
ECON 2*	Principles of Economics (Micro-Economics)	3
MATH 11**	Discrete Mathmatics	3
MATH 13**	Introduction to Statistics	4

TOTAL MAJOR UNITS: 16-17

*Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.
*Finance courses mentioned
**Mathematics courses mentioned above

Many programming jobs involve financial systems, an introductory accounting or micro-economics course is useful to a programming career so can be used as an elective. Computer Science majors often require higher mathematics, so an advanced mathematics course can be used as an elective.

Many programming jobs involve financial systems, an introductory accounting or micro-economics course is useful to a programming career so can be used as an elective. Computer Science majors often require higher mathematics, so an advanced mathematics course can be used as an elective.

PROGRAM LEARNING OUTCOMES

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

- Computer Software Development: Demonstrate the ability to apply data requirements, algorithmic principles, and software development practice in the modeling and design of computer-based systems in a way that proves comprehension of the tradeoffs involved in design choices.
- Programming Skills: Demonstrate an understanding and competence in the ability to analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
- Solve Business Problems with Computers: Interpret and analyze a business information problem and design, code, compile, test and debug a program solution in C++ using proper program syntax balancing efficiency and maintainability, and manage project tasks required for completion of a computer system development project.

COMPUTER PROGRAMMING WITH JAVA CERTIFICATE OF ACHIEVEMENT (CA)

The certificate in Computer Programming with Java prepares students for careers as software developers. The program provides the analytical, methodological, and language skills required within the computer industry, and serves as a partial foundation for continued education at four-year institutions. It provides a “merit badge” certification of a skill set needed in a vital career field. See a counselor for more information.

Career Opportunities

Computer programming continues to be an excellent career, with openings in all industries. Job titles include: Computer Programmer, Programmer/Analyst, Software Developer, Computer Systems Analyst, Computer Applications Developer, Computer Applications Engineer, Computer Language Coder, Computer Systems Consultant, Software Architect, and Software Engineer.

COURSE SEQUENCE

Core Courses (13 units)

CIS 6	Introduction to Computer Programming or	5
CIS 61*	Structure and Interpretation of Computer Programs	5
CIS 36A	Java Programming Language I	4
CIS 36B	Java Programming Language II	4

Choose one course from the following (min 3 units)

BUS 1A*	Financial Accounting	4
BUS 5*	Human Relations in Business	3
BUS 20*	General Accounting	3
BUS 24*	Computerized Accounting Principles	3
CIS 20	Microcomputer Assembly Language	4
CIS 25	Object Oriented Programming Using C++	4
CIS 25B	C++ Programming Language II	4
CIS 27	Data Structures and Algorithms	4
CIS 62	Introduction to Systems Analysis and Design	3
CIS 81	Systems Analysis with UML	3
CIS 98	Database Programming with SQL	4
CIS 99	Database Administration with SQL	4
ECON 2*	Principles of Economics (Micro-Economics)	3
MATH 11**	Discrete Mathematics	3
MATH 13**	Introduction to Statistics	4

TOTAL MAJOR UNITS:	**16-17**

*Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.
*Finance courses mentioned
**Mathematics courses mentioned above

Many programming jobs involve financial systems, an introductory accounting or micro-economics course is useful to a programming career so can be used as an elective. Computer Science majors often require higher mathematics, so an advanced mathematics course can be used as an elective.

PROGRAM LEARNING OUTCOMES

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

- Computer Software Development: Demonstrate the ability to apply data requirements, algorithmic principles, and software development practice in the modeling and design of computer-based systems in a way that proves comprehension of the tradeoffs involved in design choices.
- Programming Skills: Demonstrate an understanding and competence in the ability to analyze a problem, using algorithms to create computer systems and appropriate problem solving using a programming language.
- Solve Business Problems with Computers: Interpret and analyze a business information problem and design, code, compile, test and debug a program solution in C++ using proper program syntax balancing efficiency and maintainability, and manage project tasks required for completion of a computer system development project.

COMPUTER SYSTEMS ANALYSIS CERTIFICATE OF ACHIEVEMENT (CA)

The certificate in Computer Systems Analysis prepares students for careers as Systems Analysts, or as software developers with duties in analysis and design. The program provides the analytical, methodological, and language skills required within the computer industry, and serves as a partial foundation for continued education at four-year institutions. It provides a "merit badge" certification of a skill set needed in a vital career field. See a counselor for more information.

Career Opportunities

There are numerous opportunities for workers with these skills as Systems Analysts doing this work exclusively. These are also career- enhancing skills for programmers, software engineers, and computer systems developers.

COURSE SEQUENCE

Core Requirements (11 required)

CIS 6	Introduction to Computer Programming or	5
CIS 61	Structure and Interpretation of Computer Programs *	5
CIS 62	Introduction to Systems Analysis and Design	3
CIS 81	Systems Analysis with UML	3

Choose 2 courses from the following (7-8 required)

BNK/F 56*	Bank Management	3
BUS 1A*	Financial Accounting	4
BUS 1B*	Managerial Accounting	4
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 20*	General Accounting	3
BUS 24*	Computerized Accounting Principles	3
BUS 76	E-Commerce/Entrepreneurship	3
COMM 20	Interpersonal Communication Skills	3
CIS 5	Object Oriented Programming Using C++	4
CIS 36A	Java Programming Language I	4
ECON 2*	Principles of Economics (Micro-Economics)	3
ENGL 5	Critical Thinking in Reading and Writing	3
GRART 115	Web Site Design	3
M/SVN 82	Essentials of Managerial Communications	3
MATH 13*	Introduction to Statistics	4
PHIL 10	Logic	3
TOTAL MAJOR UNITS:		**18-19**

Systems analysts must understand the business that they are analyzing, so courses emphasizing business and organization are encouraged. \Since many systems analysis jobs involve financial systems, an introductory accounting or micro-economics course (such as BUS 1, BUS 20, or ECON 2) is useful to a systems analysis career so can be used as an elective.

*: Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61
*: Finance courses mentioned
*: Analysis courses mentioned

PROGRAM LEARNING OUTCOMES

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

- Explain the purpose of systems analysis and design, life cycle of systems design, iterative, and waterfall development processes, object oriented analysis and design.
- Gather data to identify client requirements and interpret and evaluate requirements for completeness, relevance, accuracy, and consistency. Clearly define problems, opportunities, or mandates that initiate projects, write clear and concise business requirements documents and convert them into technical specifications.
- Use UML in requirements, analysis, design, and documentation phases of software. Use a methodology for analyzing a business situation (a problem or opportunity), modeling it using Use Case & Class Diagrams, and specifying requirements for a system that enables a productive change in a way the business is conducted.
- Design high-level logical system characteristics (user interface design, design of data and information requirements), and prototype system artifacts to implement a solution.
- Analyze and articulate economic, ethical, cultural, and legal issues and their feasibilities among alternative solutions.
- Communicate effectively with various organizational stakeholders to collect information using a variety of techniques and to convey proposed solution characteristics to them.

DATABASE MANAGEMENT WITH SQL CERTIFICATE OF ACHIEVEMENT (CA)

The certificate in Database Management with SQL prepares students for careers as Database Administrators, or as software developers with skills in database programming. The program provides the analytical, methodological, and language skills required within the computer industry, and serves as a partial foundation for continued education at four-year institutions. It provides a "merit badge" certification of a skill set needed in a vital career field. See a counselor for more information.

Career Opportunities

Virtually every computer programming shop requires database expertise. This Certificate provides a highly desirable skill for the computer programmer, or can be the basis for employment as Database Administrator (DBA).

COURSE SEQUENCE

Core Courses (13 units)

CIS 6	Introduction to Computer Programming	5
or		
CIS 61*	Structure and Interpretation of Computer Programs*	5
CIS 98	Database Programming with SQL	4
CIS 99	Database Administration with SQL	4

Choose one course from the following (3-4 units)

BUS 1A	Financial Accounting	4
BUS 5	Human Relations in Business	3
BUS 20	General Accounting	3
BUS 24	Computerized Accounting Principles	3
CIS 20	Microcomputer Assembly Language	4
CIS 25	Object Oriented Programming Using C++	4
CIS 25B	C++ Programming Language II	4
CIS 27	Data Structures and Algorithms	4
CIS 36A	Java Programming Language I	4
CIS 36B	Java Programming Language II	4
CIS 62	Introduction to Systems Analysis and Design	3
CIS 81	Systems Analysis with UML	3
ECON 2	Principles of Economics (Micro-Economics)	3
MATH 11	Discrete Mathematics	4
MATH 13	Introduction to Statistics	4
TOTAL MAJOR UNITS:		**16-17**

*Students planning to transfer to a Computer Science program, especially at UC Berkeley, should choose CIS 61.

Many programming jobs involve financial systems, an introductory accounting or micro-economics course is useful to a programming career so can be used as an elective. Computer Science majors often requre higher mathmatics, so an advanced mathematics course can be used as an elective.

PROGRAM LEARNING OUTCOMES

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

- Develop Data Models such as Class Diagrams or Entity Relationship Diagrams (ERDs) from business processes to support database analysis and design.
- Create and modify a database and its tables using Structured Query Language's Data Definition Language (SQL-DDL) features.
- Write programs that store and modify data in database tables using Structured Query Language's Data Manipulation Language (SQL-DML) features.

IOS PROGRAMMING CERTIFICATE OF ACHIEVEMENT (CA)

This certificate is designed to teach students how to program native apps (mobile device applications) to run on iPhones, iPads, and other iOS devices. Students learn the basics of programming in Swift or a similar language, and also Java or C++. Students also learn the specifics of how to program for iPhones. Students completing this certificate program will be qualified for employment as entry- level app developers and quality assurance technicians.

Career Opportunities

Students completing this certificate program will be qualified for employment as entry-level app developers and quality assurance technicians.

COURSE SEQUENCE

Core Courses (16 units)

CIS 6	Introduction to Computer Programming	5
CIS 25	Object Oriented Programming Using C++	4
or		
CIS 36A	Java Programming Language I	4
CIS 68A	iOS Programming	3
CIS 68B	Advanced iOS Programming	3
CIS 205	Computer Literacy	1
TOTAL MAJOR UNITS:		**16**

PROGRAM LEARNING OUTCOMES

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

- Explain the fundamental architecture of existing databases, including data storage techniques of the relational model.
- Develop Data Models such as Class Diagrams or Entity Relationship Diagrams (ERDs) from business processes to support database analysis and design.
- Create and modify a database and its tables using Structured Query Language's Data Definition Language (SQL-DDL) features.
- Write programs that store and modify data in database tables using Structured Query Language's Data Manipulation Language (SQL-DML) features.
- Write programs that efficiently extract and summarize data in database tables using Structured Query Language's Data Query Language (SQL-DQL) features.

COMPUTER INFORMATION SYSTEMS (CIS)

The Computer Information Systems (CIS) Department at Laney College offers a wide-range in the application of computers to the developing needs of business and industry. Our courses prepare the learners for entry level positions, computer skills for employment in the industry, upgrade knowledge and skills for a current occupation, and continuing education training for job advancement for salary increase, and provides students with the computer skills necessary to find employment, and the analytic and technical knowledge necessary to progress to a four-year institution. It also offers courses in computer programming languages and systems that are transferable and articulated with UC and CSU schools (check with www.assist.org for information).

CIS 1
Introduction to Computer Information Systems
4 units, 3 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU, UC

General nature of computer hardware, software and systems: Hands-on applications include introduction to word processing, spreadsheet, database management and presentation software, and a brief introduction to web browsing and email. 0702.00
AA/AS area 4c
(C-ID: BUS 140) (C-ID: ITIS 120)

CIS 5
Introduction to Computer Science
5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to computer science: Architecture of digital computers, design of algorithms for solving various problems, and basic skills in computer programming. 0701.00
AA/AS area 4c

CIS 6
Introduction to Computer Programming
5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 5
Acceptable for credit: CSU, UC

Introduction to computer programming: Algorithm design, flow charting, and debugging; elements of good programming style. Course may be instructed in any programming language. 0707.10
AA/AS area 4c
(C-ID: ITIS 130)

CIS 20
Microcomputer Assembly Language
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): CIS 6 or 25 or 36A
Acceptable for credit: CSU, UC

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 25
Object-Oriented Programming Using C++
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 6 or 61
Acceptable for credit: CSU, UC

Object-oriented methods of software development using C++: Design and implementation of objects, class construction and destruction, encapsulation, inheritance, and polymorphism. 0707.10
AA/AS area 4c

CIS 25B
C++ Programming Language II
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): CIS 25 or 36A and familiarity with the C++ programming language
Acceptable for credit: CSU, UC

Continuation of CIS 25. Object-oriented program design using the C++ programming language: Designing and programming with exceptions, threads, file input/output (I/O); networking and graphic classes; developing code using tools such as .NET; and working with projects in areas such as animation. 0707.10
AA/AS area 4c

CIS 27
Data Structures and Algorithms
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): CIS 25 or 26 or 36A
Acceptable for credit: CSU, UC

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
Java Programming Language I
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 6 or 61
Acceptable for credit: CSU, UC

Introduction to object-oriented program design: Overview of the Java programming language including developing applets for web pages and stand-alone applications. 0707.10
AA/AS area 4c

CIS 36B
Java Programming Language II
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): CIS 25 and 36A
Acceptable for credit: CSU, UC

Object-oriented program design using the java programming Language: Designing and programming with exceptions, threads, file input/output (I/O); networking and graphic classes; developing code using tools such as Java 2D API and SWING; and working with projects in areas such as animation. 0707.10
AA/AS area 4c

CIS 44
C# for Immersive Design
4 units, 3 hours lecture, 3 hours laboratory (GR)
Recommended Preparation: CIS 6 or 23
Acceptable for credit: CSU, UC

Beginning C# programming for immersive design: Basic unified modeling language (UML) notation in object-oriented software design and development using the C# programming language in the context of the Unity 3D Engine, focusing on the program structure, syntax, constructs, and keywords. 0707.10
AA/AS area 4c

CIS 49
Independent Study in Computer Information Systems
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Computer Information Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0702.00

CIS 61
Structure and Interpretation of Computer Programs
5 units, 4 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: CIS 5
Acceptable for credit: CSU, UC

Problem-solving approach to computer programming: Emphasis on design and implementation of functions, representation of abstract forms of data, and effects of different programming methods on software development. 0707.10
AA/AS area 4c
(CID: COMP 112)

CIS 62
Introduction to Systems Analysis and Design
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): CIS 61
Acceptable for credit: CSU

Principles of systems analysis and design: Systematic methodology for analyzing business problems or opportunities; OOA&D (Object/Oriented Analysis and Design) and UML, the role technologies can play in addressing business needs, articulation of business requirements for technology solutions, alternative approaches to acquiring the technology capabilities needed to address business requirements, and specification of requirements for the information systems solution. 0707.30
AA/AS area 4c
(C-ID: ITIS 140)

CIS 68A
iOS Programming
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: CIS 25 or 36A
Acceptable for credit: CSU, UC

Design and development of iOS apps using Xcode and Swift (or current development environment/language): Building custom UI elements, APIs (Application Programming Interfaces) and SDK (Software Development Kits) for phones and tablets. 0707.10
AA/AS area 4c

CIS 68B
Advanced iOS Programming
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: CIS 68A
Acceptable for credit: CSU, UC

Advanced iOS development programming: Animation, services, sensors, multi-threading, and the intricacies of iPhone Apps development. 0707.10
AA/AS area 4c

CIS 79A
Introduction to Application Design in Android
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: CIS 25 or 36A
Acceptable for credit: CSU, UC

Introduction to application design and development for Android operating system mobile devices: Android SDK for creating applications; crafting User Interfaces (UIs); creating location- based applications; and access to web services. 0707.10
AA/AS area 4c

CIS 79B
Advanced Application Design in Android
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): CIS 79A or 138
Acceptable for credit: CSU, UC

Advanced application design and development for Android operating system mobile devices: Complex application features such as animation, services, sensors, multi-threading, content provider; advanced debugging; program apps using touch screen events and gestures; and telephony. 0707.10
AA/AS area 4c

CIS 81
Systems Analysis with UML
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): CIS 25 or 36A or 62
Acceptable for credit: CSU, UC

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 98
Database Programming with SQL
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): CIS 6 or 25 or 36A or 61
Acceptable for credit: CSU, UC

Programming in database management systems using SQL: DML (Data Manipulation Language) and DQL (Data Query Language) features; database program design, programming structures, strategies, and techniques. 0707.20
AA/AS area 4c

CIS 99
Database Administration with SQL
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): CIS 6 or 61
Acceptable for credit: CSU, UC

Design, implementation, and maintenance of relational databases using SQL: DDL (Structured Query Language/ Data Definition Language) features; analysis of user requirements; modeling and designing tables, building and maintaining tables, granting privileges; security and recover planning. 0707.20
AA/AS area 4c

CIS 205
Computer Literacy
1 unit, 0.75 hours lecture, 0.75 hours laboratory (GR or P/NP)
Also offered as BUS 219. Not open for credit to students who have completed or are currently enrolled in BUS 219.

Introduction to computers and information technology for people with no background in, nor knowledge of computers. 0701.00
AA/AS area 4c

CIS 299
Raspberry Pi
0.5 units, 0.25 hours lecture, 0.75 hours laboratory (GR or P/NP)

Introduction to Computer Information Systems Industry: Using the Raspberry Pi. Part of a four-part series including MEDIA 299, GRART 299 and PHOTO 299. 0702.00

CIS 462A
Occupational Work Experience in Computer Information Systems
1-4 units, 3.43-17.15 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in Computer Information Systems or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/ Apprentice Work Experience). 0707.00

CIS 462B
Occupational Work Experience in Computer Programming
1-4 units, 3.43-17.15 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in computer programming or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0707.10

CIS 462C
Occupational Work Experience in Management
Information Systems Programming
1-4 units, 3.43-17.15 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in Management Information Systems or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0707.10

PHOTO: *Michael Mejia, Photography Instructor*

CONSTRUCTION MANAGEMENT (CONMT)

PHOTO: *Michael Mejia. Photography Instructor*

BUILDING CODES AND INSPECTIONS CERTIFICATE OF PROFICIENCY (CP)

Students will be able to find successful employment in construction and construction related professions in design, construction, subcontracting, administrative support and supplier vendors. Many Bay Area companies look for specific students with inspection capabilities to work in the Facilities Departments and general contractors seek out students with compliance knowledge and experience.

COURSE SEQUENCE

First Semester (6 units)

CONMT 12	Uniform Building Codes I	3
CONMT 15	Electrical Code Inspections	3

Second Semester (6 units)

CONMT 16	Plumbing Code Inspections	3
CONMT 22	Uniform Building Codes II	3

Third Semester (5.5 units)

CONMT 14	Mechanical Code Inspections	3
CONMT 17	Seismic Code Inspections	2.5

TOTAL MAJOR UNITS: **17.5**

PROGRAM LEARNING OUTCOMES

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

- Communication: Cite, list, and write effectively to communicate the intent of construction management and inspection services.
- Critical Thinking: Create a work plan, construct a project management plan of execution and design a schedule for execution of construction.
- Technical Skills: Create, assemble, and generate relevant, technical reports on real world projects and construction project simulations.

CALIFORNIA GREEN & SUSTAINABLE BUILDING STANDARDS CERTIFICATE OF ACHIEVEMENT (CA)

The Certificate of Achievement in California Green & Sustainable Building fills the gap for students wanting to gain knowledge as it relates to the complex California energy building requirements. Students will learn concepts related to sustainable architecture, California Title 24 Part 6 & 11, green rating systems, and LEED exam preparation. Upon completion, students will be career ready for industry entry level, project/construction management positions.

CAREER OPPORTUNITIES

project coordinator, project management positions, serve as LEED liaison for project seeking certification, work for general contractors, engineers or architects,

COURSE SEQUENCE

Core Courses (15 units)

ARCH 111	Sustainable Architectural Design	3
CONMT 2	Green Rating Systems for the Built Environment	3
CONMT 3	California Title 24 Part 6 Nonresidential Energy Standards	3
CONMT 4	California Title 24 Part 6 Residential Energy Standards	3
CONMT 8	California Title 24, Part 11 CALGreen	3

Select one course from the following (1 unit)

CONMT 6	LEED Green Associate Exam Preparation	1
CONMT 7	LEED AP Exam Preparation	1

TOTAL MAJOR UNITS: **16**

PROGRAM LEARNING OUTCOMES

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

- Communicate in written, oral and visual forms to express the principles of sustainable management .
- Analyze Title 24 Energy Compliance Documentation regarding the impact the building design
- Analyze architectural, lighting, and HVAC design to determine their effectiveness at meeting or exceeding Title 24 Energy Code Requirements.

CONSTRUCTION MANAGEMENT CERTIFICATE OF ACHIEVEMENT (CA)

Construction Management provides students, who work in or plan to enter management of residential projects and commercial projects, with the knowledge and skills necessary for employment. Emphasis is placed on inspection, estimating, scheduling, legal, and business aspects of construction.

COURSE SEQUENCE

First Semester (12 units)

CONMT 10	Introduction to Construction Practices	3
CONMT 11	Construction Estimating I-Residential Projects	3
CONMT 12	Uniform Building Codes I	3
CONMT 20	Blueprint Reading and Interpretation	3

Second Semester (12 units)

CONMT 18	Construction Project Management I	3
CONMT 21	Construction Estimating II-Commercial Projects	3
CONMT 22	Uniform Building Codes II	3
CONMT 31A	Computer Applications in Contracting-Scheduling	3

Third Semester (12 units)

CONMT 19	Construction Project Management II	3
CONMT 31B	Computer Applications in Contracting Business Management	3
CONMT 32	Materials and Methods of Construction	3

Select one course from the following

COMNT 30	State Contracting License Law	3
COMNT 40	Construction Contracts and Specifications	3
TOTAL MAJOR UNITS:		**36**

Recommended
A/ET 100,
BUS 1A, 20,
CHEM 1A, 30A, 50
ENGL 1A, 53
MATH 220A, 220B, 220C, 220D
PHYS 4A, 10

PROGRAM LEARNING OUTCOMES

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

- Communication: Cite, list, and write effectively to communicate the intent of construction management and inspection services.
- Critical Thinking: Create a work plan, construct a project management plan of execution and design a schedule for execution of construction.
- Technical Skills: Create, assemble, and generate relevant, technical reports on real world projects and construction project simulations.

CONSTRUCTION MANAGEMENT ASSOCIATE OF SCIENCE (AS)

Construction Management provides students, who work in or plan to enter management of residential projects and commercial projects, with the knowledge and skills necessary for employment. Emphasis is placed on inspection, estimating, scheduling, legal, and business aspects of construction

COURSE SEQUENCE

First Semester (12 units)

CONMT 10	Introduction to Construction Practices	3
CONMT 11	Construction Estimating I-Residential Projects	3
CONMT 12	Uniform Building Codes I	3
CONMT 20	Blueprint Reading and Interpretation	3

Second Semester (12 units)

CONMT 18	Construction Project Management I	3
CONMT 21	Construction Estimating II-Commercial Projects Construction	3
CONMT 22	Uniform Building Codes II	3
CONMT 31A	Computer Applications in Contracting Scheduling	3

Third Semester (12 units)

CONMT 19	Construction Project Management II	3
CONMT 31B	Computer Applications in Contracting Business Management	3
CONMT 32	Materials and Methods of Construction	3

Select one course from the following:

CONMT 30	State Contracting License Law	3
CONMT 40	Construction Contracts and Specifications	3
TOTAL MAJOR UNITS:		**36**

For Associate Degree General Education requirements, refer to that section of the Catalog.

Recommended

A/ET 100; BUS 1A, 20
CHEM 1A, 30A ENGL 1A
MATH 220A, 220B, 220C, 220D PHYS 4A, 10

PROGRAM LEARNING OUTCOMES

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

- Communication: Cite, list, and write effectively to communicate the intent of construction management and inspection services.
- Critical Thinking: Create a work plan, construct a project management plan of execution and design a schedule for execution of construction.
- Technical Skills: Create, assemble, and generate relevant, technical reports on real world projects and construction project simulations

CONSTRUCTION MANAGEMENT (CONMT)

The Construction Management program is designed to provide students with real-world perspectives on and the practical application of knowledge and skills in the construction management industry. Students will learn and apply best practices for residential and non-residential construction projects including, scheduling, estimating, California Title 24 building codes, blueprint reading and interpretation, project management, contracts and specifications, sustainable building practices, and legal and business aspects of construction management. The program curriculum is aligned with the principles of project management from the Project Management Institute (PMI) and the Construction Management Association of America (CMAA) best practices.

Students gain knowledge and skills for career entry into the construction management field. Students also have the opportunity to work on construction projects that will allow the use of management skills for a management or support position in the industry. Special projects are available for student participation including building new houses and/or remodeling existing structures in partnership with the Carpentry and Architecture programs at Laney College.

The program also provides continuing education for working professionals who are already engaged in the construction management industry.

CONMT 2
Green Rating Systems for the Built Environment
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Green rating systems methodology for the built environment: Sustainable principles, strategies, concepts, and best practices for green energy certified projects. 0957.00

CONMT 3
California Title 24 Part 6 Nonresidential Energy Standards
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Introduction to Nonresidential California Energy Codes: Energy Standards (Part 6, Title 24) code section. 0957.00

CONMT 4
California Title 24 Part 6 Residential Energy Standards
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Introduction to Residential California Energy Codes: Energy Standards (Part 6, Title 24) code section. 0957.00

CONMT 6
LEED Green Associate Exam Preparation
1 unit, 1 hour lecture (GR or P/NP)
Prerequisite(s): CONMT 2 and CONMT 3 or CONMT 4
Acceptable for credit: CSU

LEED Green Associate Exam Preparation: LEED core concepts, integrative design strategies, location and transportation, sustainable sites, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, innovation, regional priority. 0957.00

CONMT 7
LEED AP Exam Preparation
1 unit, 1 hour lecture (GR or P/NP)
Prerequisite(s): CONMT 2 and CONMT 3 or CONMT 4
Acceptable for credit: CSU

LEED Accredited Professional (AP) Exam Preparation: Focus on LEED Core Concepts, Integrative Design Strategies, Location and Transportation, Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources, Indoor Environmental Quality, Innovation, Regional Priority. 0957.00

CONMT 8
California Title 24, Part 11 CALGreen
3 units, 3 hours lecture (GR)
Prerequisite(s): CONMT 4
Acceptable for credit: CSU

Introduction to California Energy Codes: Focus on CALGreen (Part 11, Title 24) code section. 0957.00

CONMT 10
Introduction to Construction Practices
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Introduction of trades and their roles in construction practices: Analysis of construction best practices, labor movement trends in 21st century, various tools that support various trade applications. 0957.00

CONMT 11
Construction Estimating I - Residential Projects
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Estimating residential building projects: Materials and labor costs, time management, and bidding strategies. 0957.00

CONMT 12
Uniform Building Codes I
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Uniform Building Code: Origin, rationale, legal basis, and application. 0957.00

CONMT 14
Mechanical Code Inspections
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Heating and cooling concepts: Terms, interpretation and analysis of charts and tables, mechanical code inspections, calculations of loads and demand. 0957.20

CONMT 15
Electrical Code Inspections
3 units, 3 hours lecture (GR)
Course study under this section may be repeated five times.
Acceptable for credit: CSU

Requirements for electrical code inspections: Currents, wiring, grounding, panel locations, conductor sizing, mounting devices, and inspection methods. 0957.20

CONMT 16
Plumbing Code Inspections
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Requirements for plumbing code inspections: Fittings, gas consumption, below- and above-ground materials, clearances, gas pipe, water line, sewer, and inspection methods. 0957.20

CONMT 17
Seismic Code Inspections
2.5 units, 2.5 hours lecture (GR)
Acceptable for credit: CSU

Requirements for new and retrofit buildings: Shear walls, diaphragms, hold-downs, high-strength bolts, bracing connections, welds, and fire sprinkler loads. 0957.20

CONMT 18
Construction Project Management I
3 units, 3 hours lecture (GR)
Recommended preparation: CONMT 10 or 20 or should be able to read plans and review specifications.
Acceptable for credit: CSU

Interpretation of components of construction process: Management process, contracts and deliver methods, estimating, scheduling, Integrated Project Delivery (IDP) methods of construction, types of project controls, cost structure and resource management and cost controls, principals of project management, PMI principles of Project Management Institute (PMI) certification examination. 0957.00

CONMT 19
Construction Project Management II
3 units, 3 hours lecture (GR)
Prerequisite(s): CONMT 18
Acceptable for credit: CSU

Presentation of model construction projects: Computer programs usage, organized labor, total quality management, review of construction cases, job site administration, OSHA, project bidding, and procurement and closeout. 0957.00

CONMT 20
Blueprint Reading and Interpretation
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Principles of blueprint reading and interpretation: Concepts, development, and interpretation of working drawings for the builder, subcontractor, craftsman, superintendent, material supplier, owner, and specifications writer. 0957.00

CONMT 21
Construction Estimating II - Commercial Projects
3 units, 3 hours lecture (GR)
Prerequisite(s): CONMT 20
Recommended preparation: MATH 221
Acceptable for credit: CSU

Advanced estimating principles: Vocabulary and industry terms; estimation technology; residential and light commercial building projects; interpretation of CSI standards, general conditions, review plans, and CSI specification formats. 0957.00

CONMT 22
Uniform Building Codes II
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Continuation of CONMT 12: Requirements of the Codes in residential and commercial construction. 0957.00

CONMT 30
State Contracting License Law
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

California state contractor laws: Rationale for laws, business and professional codes, the Contractor State License Board, advertising regulations, state bonding regulations, government codes, subletting, labor laws, California building standards, health and safety codes, CAL-OSHA, Workman's Compensation Insurance, and mechanic's liens. 0957.00

CONMT 31A
Computer Applications in Contracting - Scheduling
3 units, 2 hours lecture, 3 hours laboratory (GR)
Recommended preparation: BUS 219 or CIS 205
Acceptable for credit: CSU

Selected software for construction scheduling and management: Gantt chart, critical path, resource allocation, milestones, and report writing. 0957.00
AA/AS Area 4c

CONMT 31B
Computer Applications in Contracting - Business Management
3 units, 2 hours lecture, 3 hours laboratory (GR)
Recommended preparation: BUS 219 or CIS 205
Acceptable for credit: CSU

Construction project-management business operations: Accounting, payroll, advanced construction project management, database management, suppliers management, and report writing. 0957.00
AA/AS Area 4c

CONMT 32
Materials and Methods of Construction
3 units, 3 hours lecture (GR)
Recommended preparation: ARCH 10
Acceptable for credit: CSU

Applications of construction materials: Use of and overall application to various platforms of construction. Strength, durability, and degree of fire resistance of materials, sustainable practices in construction. 0957.00

CONMT 40
Construction Contracts and Specifications
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Legal nature of contracts: Subcontracts and their specifications, Master Format, documentations, defaults, remedies, negotiations, and arbitration. 0957.00

CONMT 42
Managing Residential Remodeling Projects
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Maintaining control of remodeling projects: Steps required from idea to finished project. 0957.00

CONMT 210
Residential Building Codes for Carpenters
3 units, 3 hours lecture (GR)

Building codes applicable to the residential carpenter: Origin, rationale, legal basis, and application. 0957.00

CONMT 230
Building Inspections
3 units, 3 hours lecture (GR)

Building inspections: Focus on areas requiring inspection with emphasis on the International Conference of Building Officials (ICBO) guidelines and preparation for the inspections licensing examination. 0957.20

CONMT 466H
Occupational Work Experience in Construction Management
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in construction management or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0957.00

COOPERTIVE WORK EXPERIENCE EDUCATION (ASTR)

COOPERATIVE WORK EXPERIENCE EDUCATION (COPED)

Duplicate credit will not be granted for concurrent enrollment in General Work Experience and Occupational Work Experience education. A maximum of 16 units can be granted for occupational work experience or a combination of general and occupational work experience education. The student’s plan of work and study must have the approval of the college work experience supervisor.

Work experience, in conjunction with a program of instruction, makes it possible for a student to obtain college credit for paid or volunteer experience.

Students may enroll in no more than four units of Cooperative Work Experience Education per semester, on the basis of 75 hours of paid work experience per semester per each unit of credit, or 60 hours of unpaid or volunteer work experience per semester per each unit of credit.

COPED 450
General Work Experience
1-3 units, 3.43-12.86 hours laboratory, (GR or P/NP)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment: Acquisition of desirable work habits and attitudes; experience with potential careers. The employment need not be related to the student’s educational or occupational goals. Each 75 hours of paid work equals one unit, while each 60 hours of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 4932.00

PHOTO: *Michael Mejia, Photography Instructor*

COSMETOLOGY (COSM)

COSMETOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

The Cosmetology program prepares students in all phases of cosmetology. The program consists of 1600 hours training in theoretical foundations, manipulative skills, business knowledge, professional and ethical practices and prepares students to take the California State Board of Cosmetology examination for licensure. Admission Requirements: Contact the Cosmetology Department at (510) 464- 3285 for supplementary application information and forms. First-time students are required to attend an orientation meeting. A grade of ”C” or above is required in each prerequisite course to continue in the sequence of course offerings. Transfer students may be accepted when space is available, providing they have not achieved more than 200 certified hours and apply within a one-year period of withdrawal from a previous school. Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through California State Board of Cosmetology.

COURSE SEQUENCE

First Semester (15-17 units)

COSM 210	Cosmetology Theory I	5
COSM 210L	Cosmetology Laboratory I	7
or		
COSM 210LE	Cosmetology Laboratory I	5
COSM 211	Manicuring and Pedicuring I	1
COSM 212	Chemical Services/Haircutting I	1
COSM 213	Hairstyling Services/Haircutting I	1
COSM 214	Haircolor Services/Haircutting I	1
COSM 215	Facials I	1

Second Semester (15-17units)

COSM 220	Cosmetology Theory II	5
COSM 220L	Cosmetology Laboratory II	7
or		
COSM 220LE	Cosmetology Laboratory II	5
COSM 221	Manicuring and Pedicuring II	1
COSM 222	Chemical Services/Haircutting II	1
COSM 223	Hairstyling Services/Haircutting II	1
COSM 224	Haircolor Services/Haircutting II	1
COSM 225	Facials II	1

Third Semester (15-17)

COSM 230	Cosmetology Theory III	5
COSM 230L	Cosmetology Laboratory III	7
or		
COSM 230LE	Cosmetology Laboratory III	5
COSM 231	Manicuring and Pedicuring III	1
COSM 232	Chemical Services/Haircutting III	1
COSM 233	Hairstyling Services/Haircutting III	1
COSM 234	Haircolor Services/Haircutting III	1
COSM 235	Facials III	1

Fourth Semester (6-7 units)

(only if completing the evening program)

COSM 240LE	Cosmetology Laboratory IV	5
COSM 200	Special Projects: Laboratory	1-2

TOTAL DAY PROGRAM UNITS:	**51**
TOTAL EVENING PROGRAM UNITS:	**50**

Recommended by not required:

BUS 20	General Accounting	3
BUS 54	Small Business Management	3
COMM 45	Public Speaking	3
PSYCH 6	Social Psychology	3
SOC 1	Introduction to Sociology	3

PROGRAM LEARNING OUTCOMES

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

- Provide professional hair, nail and skin care services.
- Write an effective resume.
- Pass California State Board Exam for cosmetology license.

COSMETOLOGY ASSOCIATE OF ARTS (AA)

The Cosmetology program prepares students in all phases of cosmetology. The program consists of 1600 hours training in theoretical foundations, manipulative skills, business knowledge, professional and ethical practices and prepares students to take the California State Board of Cosmetology examination for licensure. Admission Requirements: Contact the Cosmetology Department at (510) 464- 3285 for supplementary application information and forms. First-time students are required to attend an orientation meeting. A grade of ”C” or above is required in each prerequisite course to continue in the sequence of course offerings. Transfer students may be accepted when space is available, providing they have not achieved more than 200 certified hours and apply within a one-year period of withdrawal from a previous school. Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through California State Board of Cosmetology.

COURSE SEQUENCE

First Semester (15-17 units)

COSM 210	Cosmetology Theory I	5
COSM 210L	Cosmetology Laboratory I	7
or		
COSM 210LE	Cosmetology Laboratory I	5
COSM 211	Manicuring and Pedicuring I	1
COSM 212	Chemical Services/Haircutting I	1
COSM 213	Hairstyling Services/Haircutting I	1
COSM 214	Haircolor Services/Haircutting I	1
COSM 215	Facials I	1

Second Semester (15-17 units)

COSM 220	Cosmetology Theory II	5
COSM 220L	Cosmetology Laboratory II	7
or		
COSM 220LE	Cosmetology Laboratory II	5
COSM 221	Manicuring and Pedicuring II	1
COSM 222	Chemical Services/Haircutting II	1
COSM 223	Hairstyling Services/Haircutting II	1
COSM 224	Haircolor Services/Haircutting II	1
COSM 225	Facials II	1

Third Semester (15-17 units)

COSM 230	Cosmetology Theory III	5
COSM 230L	Cosmetology Laboratory III	7
or		
COSM 230LE	Cosmetology Laboratory III	5
COSM 231	Manicuring and Pedicuring III	1
COSM 232	Chemical Services/Haircutting III	1
COSM 233	Hairstyling Services/Haircutting III	1
COSM 234	Haircolor Services/Haircutting III	1
COSM 235	Facials III	1

Fourth Semester (6-7 units)

(only if completing the evening program)

COSM 240LE	Cosmetology Laboratory IV	5
COSM 200	Special Projects: Laboratory	1-2

TOTAL MAJOR UNITS:	**51**
TOTAL EVENING PROGRAM UNITS:	**50**

For Associate Degree General Education requirements, refer to that section in the Catalog.

Recommended but NOT required:

BUS 20	General Accounting	3
BUS 54	Small Business Management	3
COMM 45	Public Speaking	3
PSYCH 6	Social Psychology	3
SOC 1	Introduction to Sociology	3

PROGRAM LEARNING OUTCOMES

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

- Provide professional hair, nail and skin care services.
- Write an effective resume.
- Pass California State Board Exam for cosmetology license.

COSMETOLOGY (COSM)

Notes for students:

- COSM 200 is required for all students after completing their first semester classes. This class allows students to complete the required board of barbering and cosmetology practical operations and clock hours.
- All classes listed as eligible for credit by exam are for units only. Credit by exam does not allow students to earn clock hours or practical operations.

COSM 200
Special Projects Laboratory
1-2 units, 3-6 hours laboratory (GR)
Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215
Course study under this section may be repeated two times.

Laboratory experience in all phases of Cosmetology: Developing proficiency, accuracy and speed. 3007.00

COSM 210
Cosmetology Theory I
5 units, 5 hours lecture (GR)
Corequisite(s): COSM 210L or 210LE, 211, 212, 213, 214, 215
Eligible for credit by examination.

Beginning cosmetology theory: Bacteriology; public health and safety; HIV and hepatitis; disinfection and sanitation; hygiene and grooming; professionalism and ethics; State Board Rules and Regulations, Act, and Performance Criteria; dermatology, trichology, onychology, structure and function, disorders and diseases, related anatomy, physiology. 3007.00

COSM 210L
Cosmetology Laboratory I
7 units, 21 hours laboratory (GR)
Corequisite(s): COSM 210, 211, 212, 213, 214, 215
Not open for credit to students who have completed or are currently enrolled in COSM 210LE.

Practical training for beginning level skills in all phases of beauty culture. 3007.00

COSM 210LE
Cosmetology Laboratory I
5 units, 15 hours laboratory (GR)
Corequisite(s): COSM 210, 211, 212, 213, 214, 215
Not open for credit to students who have completed or are currently enrolled in COSM 210L.

Practical training for beginning level skills in all phases of beauty culture (Evening Lab). 3007.00

COSM 211
Manicuring and Pedicuring I
1 unit, 1 hour lecture (GR)
Corequisite(s): COSM 210, 210L or 210LE, 212, 213, 214, 215
Eligible for credit by examination.

Beginning manicuring and pedicuring: Terminology and definitions; disinfection and sanitation; tools and equipment; nail cosmetics; public health; safety; structure and function; nail shapes; water and oil manicures; pedicure; tips, silk wrap; acrylic nails. 3007.00

COSM 212
Chemical Services/Haircutting I
1 unit, 1 hour lecture (GR)
Corequisite(s): COSM 210, 210L or 210LE, 211, 213, 214, 215
Eligible for credit by examination.

Beginning chemical services and hair cutting: Terminology and definitions; permanent wave and relaxer chemistry; rod selection and sectioning patterns; physical and chemical actions; wrapping, timing, and test curls; neutralizing; strand testing; base and no-base relaxers; virgin and retouch applications; application methods; smoothing; processing and neutralizing; hair cutting tools and equipment; sectioning; blunt and tapered hair cutting; low and high elevation hair cutting. 3007.00

COSM 213
Hairstyling Services/Haircutting I
1 unit, 1 hour lecture (GR)
Corequisite(s): COSM 210, 210L or 210LE, 211, 212, 214, 215
Eligible for credit by examination.

Beginning hairstyling and haircutting: Terminology and definitions; scalp treatments and conditioners; brushing and manipulation; hair styling tools; wet and thermal hairstyling; haircutting tools; sectioning; blunt and tapered haircutting; low and high elevation haircutting. 3007.00

COSM 214
Haircolor Services/Haircutting I
1 unit, 1 hour lecture (GR)
Corequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 215
Eligible for credit by examination.

Beginning hair color and hair cutting: Industry terminology; scalp and hair analysis, hair color classifications, hair color chemistry, color developers, client consultation, pre-service procedures, record cards, hair color procedures and application methods, safety precautions, handling and use of haircutting tools and equipment, sectioning patterns for basic haircuts, low and high elevation hair cuts. 3007.00

COSM 215
Facials I
1 unit, 1 hour lecture (GR)
Corequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214
Eligible for credit by examination.

Beginning facial and skin care: Disinfection sanitation, public health, safety precautions; tools and equipment; skin care cosmetics; draping and client protection; skin analysis, terminology and definitions; skin cleansing, massage, plain facials, eyebrow arching, scrubs and masks, daytime make-up. 3007.00

COSM 220
Cosmetology Theory II
5 units, 5 hours lecture (GR)
Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215
Corequisite(s): COSM 220L or 220LE, 221, 222, 223, 224, 225
Eligible for credit by examination.

Intermediate cosmetology theory: Bacteriology, public health and safety, disinfection and sanitation, hygiene and grooming; professionalism and ethics; State Board Rules and Regulations Act and Performance Criteria; dermatology, trichology, onychology structure and function, disorders and diseases, related anatomy, physiology and chemistry; laboratory technique training, MSDS requirements; hazardous waste disposal; desk and receptionist training. 3007.00

COSM 220L
Cosmetology Laboratory II
7 units, 21 hours laboratory (GR)
Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215
Corequisite(s): COSM 220, 221, 222, 223, 224, 225
Not open for credit to students who have completed or are currently enrolled in COSM 220LE.

Practical training for intermediate level skills in all phases of beauty culture. 3007.00

COSM 220LE
Cosmetology Laboratory II
5 units, 15 hours laboratory (GR)
Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215
Corequisite(s): COSM 220, 221, 222, 223, 224, 225
Not open for credit to students who have completed or are currently enrolled in COSM 220L.

Practical training for intermediate level skills in all phases of beauty culture. 3007.00

COSM 221
Manicuring and Pedicuring II
1 unit, 1 hour lecture (GR or P/NP)
Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215
Corequisite(s): COSM 220, 220L or 220LE, 222, 223, 224, 225
Eligible for credit by examination.

Intermediate level manicuring and pedicuring: Terminology and definitions; disinfection and sanitation; tools and equipment; nail cosmetics chemistry; public health; safety; onychology: structure and function; disorders and disease; nail shapes; water and oil manicures; nail mending and repairs; silk wraps; artificial nails; hazardous waste disposal; men’s manicures; arm and hand massage; pedicuring; foot and ankle massage. 3007.00

COSM 222
Chemical Services/Haircutting II
1 unit, 1 hour lecture (GR or P/NP)
Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215
Corequisite(s): COSM 220, 220L or 220LE, 221, 223, 224, 225
Eligible for credit by examination.

Intermediate level chemical services and haircutting: Terminology and definitions; permanent wave and relaxer chemistry; rod selection and sectioning patterns; physical and chemical actions; wrapping, timing, and text curls; neutralizing; strand testing; base and no-base relaxers; virgin and retouch applications; application methods; smoothing; processing and neutralizing; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting. 3007.00

COSM 223

Hairstyling Services/Haircutting II
1 unit, 1 hour lecture (GR)
Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215
Corequisite(s): COSM 220, 220L or 220LE, 221, 222, 224, 225
Eligible for credit by examination.

Intermediate level hairstyling and haircutting: Terminology and definitions; scalp treatments and conditioners; brushing and manipulation; chemical styling tools; wet and thermal hairstyling; stature, facial and head shapes; hair growth patterns and distribution; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting; clipper cutting; texturizing and slithering. 3007.00

COSM 224
Haircolor Services/Haircutting II
1 unit, 1 hour lecture (GR or P/NP)
Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215
Corequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 225
Eligible for credit by examination.

Intermediate level haircolor and haircutting: Terminology and definitions; history of haircolor; scalp and hair analysis; haircolor classifications; haircolor chemistry; color developers; consultation, predisposition and strand testing; record cards; tint applications; bleach and toner application; dying back to natural; dye removers; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting, clipper cutting; texturizing and slithering. 3007.00

COSM 225
Facials II
1 unit, 1 hour lecture (GR)
Prerequisite(s): COSM 210, 210L or 210LE, 211, 212, 213, 214, 215
Corequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224
Eligible for credit by examination.

Intermediate level facial and skin care: Disinfection sanitation, public health and safety precautions; tools and equipment; skin care cosmetics; skin analysis, terminology and definitions; eyebrow wax, packs and masks, false lashes, evening make-up, electrical facials. 3007.00

COSM 230
Cosmetology Theory III
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225
Corequisite(s): COSM 230L or 230LE, 231, 232, 233, 234, 235
Eligible for credit by examination.

Continuation of COSM 220: Instruction in bacteriology; public health and safety; disinfection and sanitation; hygiene and grooming; professionalism and ethic; State Board Rules and Regulations, Act, and Performance Criteria; dermatology, trichology, onychology, structure and function, disorders and diseases, related anatomy, physiology, chemistry, laboratory technician training MSDS requirements; hazardous waste disposal; desk and reception training; career exploration and planning; salon management; sales and marketing. 3007.00

COSM 230L
Cosmetology Laboratory III
7 units, 21 hours laboratory (GR or P/NP)
Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225
Corequisite(s): COSM 230, 231, 232, 233, 234, 235
Not open for credit to students who have completed or are currently enrolled in COSM 230LE.

Continuation of COSM 220L: Practical training for advanced level skills in all phases of beauty culture. Preparation for California State Board of Cosmetology examination for licensure as a cosmetologist. 3007.00

COSM 230LE
Cosmetology Laboratory III
5 units, 15 hours laboratory (GR or P/NP)
Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225
Corequisite(s): COSM 230, 231, 232, 233, 234, 235
Not open for credit to students who have completed or are currently enrolled in COSM 230L.

Continuation of COSM 220LE: Practical training for advanced level skills in all phases of beauty culture, preparation for California State Board of Cosmetology examination for licensure as a cosmetologist. 3007.00

COSM 231
Manicuring and Pedicuring III
1 unit, 1 hour lecture (GR)
Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225
Corequisite(s): COSM 230, 230L or 230LE, 232, 233, 234, 235
Eligible for credit by examination.

Continuation of COSM 221: Terminology and definitions; disinfection and sanitation; tools and equipment; nail cosmetics chemistry; public health; safety; onychology: structure and function; disorders and disease; nail shapes; water and oil manicures; nail mending and repairs; silk wraps; artificial nails; hazardous waste disposal; men's manicures; arm and hand massage; pedicuring; foot and ankle massage. 3007.00

COSM 232
Chemical Services/Haircutting III
1 unit, 1 hour lecture (GR or P/NP)
Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225
Corequisite(s): COSM 230, 230L or 230LE, 231, 233, 234, 235
Eligible for credit by examination.

Continuation of COSM 222: Terminology and definitions; permanent wave and relaxer chemistry; rod selection and sectioning patterns; physical and chemical actions; wrapping, timing, and text curls; neutralizing; heat, pH balanced, and men's perms; strand testing; end, spiral, loop, stacked, dropped and partial perms; base and no-base relaxers; virgin and retouch applications; application methods; smoothing; processing and neutralizing; soft curl perms; chemical blow outs; texturizer; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting; clipper cutting; texturizing and slithering; combination elevation haircutting. 3007.00

COSM 233
Hairstyling Services/Haircutting III
1 unit, 1 hour lecture (GR)
Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225
Corequisite(s): COSM 230, 230L or 230LE, 231, 232, 234, 235
Eligible for credit by examination.

Continuation of COSM 223: Terminology and definitions; scalp treatments and conditioners; brushing and manipulation; chemical styling tools; wet and thermal hairstyling; stature, facial and head shapes; hair growth patterns and distribution; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting; clipper cutting; texturizing and slithering; combination elevation haircutting. 3007.00

COSM 234
Haircolor Services/Haircutting III
1 unit, 1 hour lecture (GR or P/NP)
Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225
Corequisite(s): COSM 230, 230L or 230LE, 231, 232, 233, 235
Eligible for credit by examination.

Advanced level haircolor and haircutting: Terminology and definitions; history of haircolor; scalp and hair analysis; haircolor classifications; haircolor chemistry; color developers; consultation, predisposition and strand testing; record cards; tint applications; bleach and toner applications; dying back to natural; dye removers; hennas; special effects; stature, facial and head shapes; hair growth patterns; tools and equipment; sectioning; blunt and tapered haircutting; low and high elevation haircutting; clipper cutting; texturizing and slithering; combination elevation haircutting. 3007.00

COSM 235
Facials III
1 unit, 1 hour lecture (GR)
Prerequisite(s): COSM 220, 220L or 220LE, 221, 222, 223, 224, 225
Corequisite(s): COSM 230, 230L or 230LE, 231, 232, 233, 234
Eligible for credit by examination.

Advanced level facial and skin care: Disinfection sanitation, public health, safety precautions; tools and equipment; skin care cosmetics; waxing, packs and masks, false lashes, evening make-up, electrical facials. 3007.00

COSM 240LE
Cosmetology Laboratory IV
5 units, 15 hours laboratory (GR or P/NP)
Prerequisite(s): COSM 230 L or 230LE
Corequisite(s): COSM 230, 231, 232, 233, 234, 235

Practical training for advanced level skills in all phases of beauty culture: Preparation for California State Board of Cosmetology examination for licensure as a cosmetologist. 3007.00

COSM 245
Introduction to Cosmetology
2 units, 2 hours lecture (GR)

Selected topics of interest to prospective Cosmetology students: History of cosmetology, career paths for a cosmetologist, personality development and attitude, effective communication, goal setting, time management, and ethics. 3007.00

COSM 299
Cosmetology Study Abroad
1-5 units, 1-5 hours lecture (P/NP)
Prerequisite(s): Students must be currently enrolled as a Cosmetology student or a licensed professional.

Study of cosmetology via travel to country of origin: Professional values, history, trends, and research of cultural life cycles as reflected in the region of study. 3007.00

COSM 458A
Occupational Work Experience in Cosmetology
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in cosmetology or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 3007.00

COUNSELING (COUN)

COUNSELING (COUN)

Counseling courses are aimed at assisting students to develop skills to success in college and elsewhere and to make effective career and life choices. Courses address various areas of academic, career and personal development.

COUN 24
College Success
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Identification and development of resources that facilitate college success: High-performance learning utilizing information organization and management, critical-thinking and problem- solving skills, effective time management, learning styles and strategies and memory theory, goal setting and educational planning, and campus/community resources. 4930.13
CSU area E

COUN 30
Personal Growth and Development
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Examination of the psycho-social dynamics of personal growth: Focus on self exploration, learning to make choices, stress and coping, interpersonal relationships, origin and resolution of conflicts and the role of emotions in behavior and health; includes active personal involvement, group interaction, and self-study. 4930.13
AA/AS Area 2; CSU area E

COUN 57
Career and Life Planning
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

In-depth career and life planning: Self-exploration, identifying values, interests, needs and goals; development of skills for assuming careers and lifestyles over the life span, influence of career choice on the quality of life, and the development of a career action plan. Designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. 4930.10
CSU area E

COUN 201
Orientation to College: Students Success and Support Program
1 unit, 1 hour lecture (P/NP)

Information for new students: College programs, policies and procedures, campus resources, assessment; and abbreviated Student Educational Plan (SEP). 4930.10

COUN 202
Orientation to American Culture and College
1 unit, 1 hour lecture (GR or P/NP)

Introduction to American collegiate life to immigrant and international students: Cultural issues, interpersonal communication skills, navigation of the educational system and campus resources, and strategies of effective study patterns. 4930.10

COUN 207
Career Exploration
3 units, 3 hours lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in COUN 207A, 207B, or 207C.

Career decision-making, occupational assessment, and job search: Exploration of values, skills, and goals leading to realistic career choices; practice in networking, employment research, resume preparation, and interviewing techniques. 4930.10

COUN 207A
Career Exploration
1 unit, 1 hour lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in COUN 207.

Career decision making: Exploration and clarification of values, skills, and goals to facilitate informed and realistic career choices, and introduction to personal and occupational assessment tools. 4930.10

COUN 207B
Career Exploration
1 unit, 1 hour lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in COUN 207.

Occupational assessment tools: Practice in networking, informational interviews, research on employment opportunities and trends, and resources used in job search. 4930.10

COUN 207C
Career Exploration
1 unit, 1 hour lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in COUN 207.

Job search skills: Resumes, cover letters, telephone skills, networking, and interviewing techniques. 4930.10

COUN 221
Preparing for College/University Transfer
0.5-1 unit, 0.5-1 hour lecture (GR or P/NP)

In-depth information and assistance with the transfer process to four-year colleges and universities: Lower-division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid, and scholarship information. Students will receive the information necessary to develop a Student Educational Plan (SEP) for transfer. 4901.10

COUN 230
Strategies for Personal Development
3 units, 3 hours lecture (GR or P/NP)

Examination of theories and principles of personal growth and interpersonal effectiveness: Dynamics of relationships in the areas of friendship, love, family, school, occupations and other group relations; emphasis on self exploration and developing positive coping strategies.
4930.10
AA/AS Area 2

NONCREDIT OFFERINGS IN
COUNSELING COLLEGE PREPARATION AND ORIENTATION (CCY)

Construction Management provides students, who work in or plan to enter management of residential projects and commercial projects, with the knowledge and skills necessary for employment. Emphasis is placed on inspection, estimating, scheduling, legal, and business aspects of construction

CAREER OPPORTUNITIES

This program is designed to ensure that students have academic skills required to be successful in their academic goals, which ultimately allows for success in career goals.

COURSE SEQUENCE

Students must complete a minimum of 4hrs

Core Courses 4-8 hours

COUN 521	College Readiness I	4-8
COUN 522	College Readiness II	4-8
TOTAL CORE HOURS:		**4-8**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

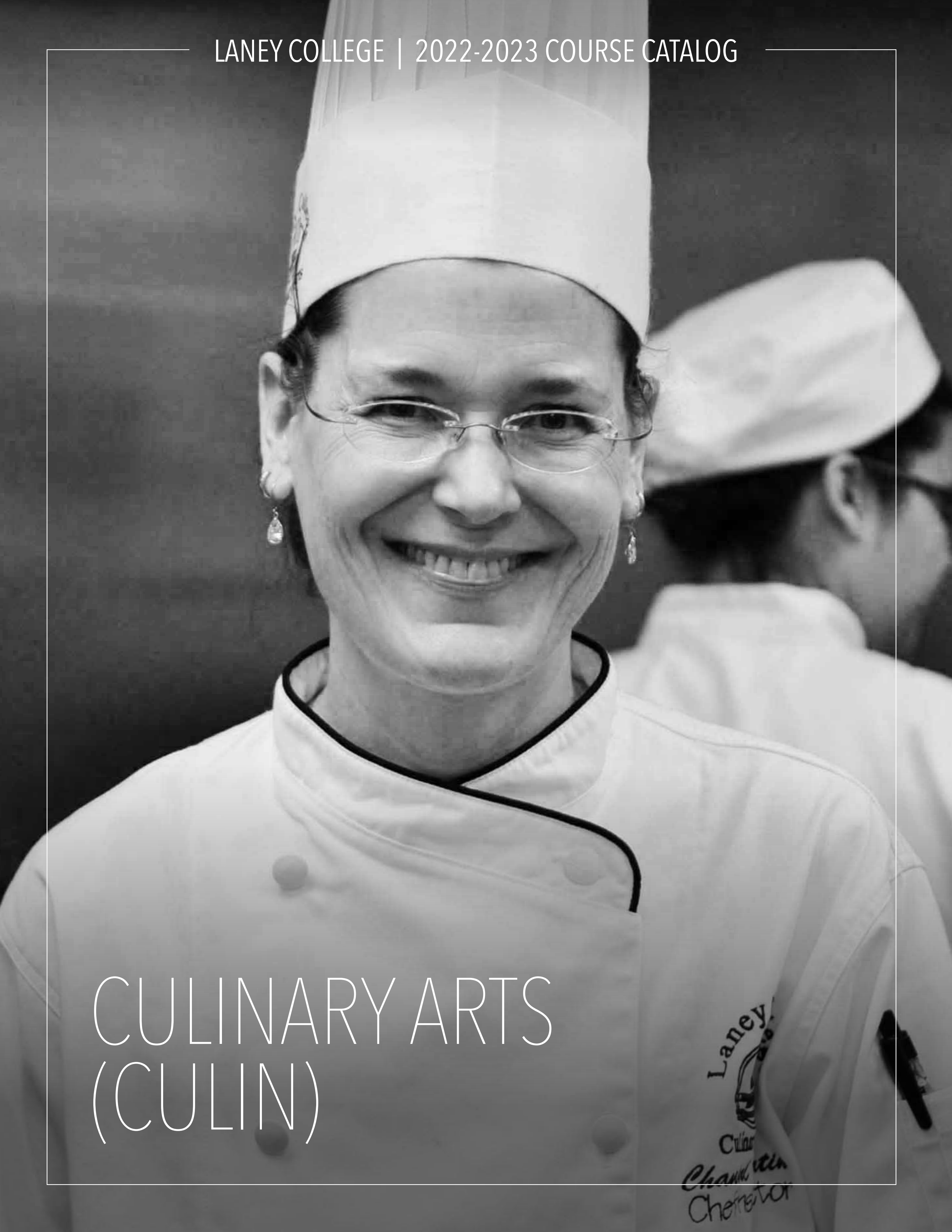
- Navigate the college system (student portal, email account and Passport system), for college policies, procedures, and various information.

COUN 521
College Readiness I
0 units, 4-8 hours laboratory (P/NP or SP)
Course study under this section may be repeated three times.

Orientating students to college: Campus resources, college programs, policies and procedures. 4930.14

COUN 522
College Readiness II
0 units, 4-8 hours laboratory (P/NP or SP)
Course study under this section may be repeated three times.

College success skills: Time management and goal setting skills. 4930.14



CULINARY ARTS (CULIN)

PHOTO: *Michael Mejia. Photography Instructor*

ADVANCED CULINARY TECHNIQUES CERTIFICATE OF ACHIEVEMENT (CA)

The Advanced Culinary Techniques Certificate of Achievement is designed specifically for culinary industry workers. It is a program of Applied Professional Training meant for hospitality employees, seeking to advance their careers into upper management and/or ownership.

Through individual hands-on practice, team work and personalized guidance by instructors, the Laney College ACT CA program provides students the opportunity to perfect existing skill set, gain hands-on experience with modern international techniques, and gain managerial expertise.

Career Opportunities

Operational management and/or ownership: Executive Chef, Food and Beverage Director, General Manager, Business Owner.

Degree Requirements

Core Courses (13 units)

CULIN 238	International Cuisine	7
CULIN 243	Principles of Food, Beverage, and Labor Controls	3
CULIN 242	Supervision in the Hospitality Industry	3
TOTAL MAJOR UNITS:		**13**

PROGRAM LEARNING OUTCOMES

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

- Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling, preparation, proper service techniques, and dining room management including the use of commercial equipment and tools.
- Synthesize classical cooking terminology and station organization.
- Apply the procedures in order to run a cost effective food service establishment, including: menu analysis, labor cost, and human resource practices to manage restaurant staff.

PHOTO: *Michael Mejia. Photography Instructor*

BAKING AND PASTRY CERTIFICATE OF ACHIEVEMENT (CA)

Rise to the Challenge! Do you have a passion for food, creative expression with a sense of diligence and discipline? The Culinary Baking and Pastry Program at Laney College prepares you for an entry level baking employment, baker, pastry chef/owner and food industry trend setter or a stepping stone to a four-year college. Your experience in our program includes classroom lectures reinforced with lab kitchen production. The Baking and Pastry AS Degree or Certificate of Achievement integrates the techniques and knowledge you need for the industry. The program integrates safety, leadership, math, food science, and operational efficiency.

Career Opportunities in

Cook, Pastry Commis, Cook's assistant, Food sales, Food writer, Food truck owner, Independent business owner, Teacher.

COURSE SEQUENCE

First Semester (13 units)

CULIN 88	Introduction to Food and Culture	3
CULIN 203	Introduction to Baking Foundations	4
CULIN 204	Baking Fundamentals	4
CULIN 215	Culinary Math Fundamentals	1
CULIN 217	Formulas and Food Costs	1

Second Semester (9 units)

CULIN 205	Artisan Breads	5
CULIN 206	Cake Decorating	4

Third Semester (10 units)

CULIN 207	International Patisserie	5
CULIN 208	Confiserie (Candy and Chocolate Making)	5

Fourth Semester (8units)

CULIN 228	Managing Food Sanitation	1
CULIN 209	Contemporary Plated Desserts	6
CULIN 236	Culinary Career Development	`
TOTAL MAJOR UNITS:		**40**

PROGRAM LEARNING OUTCOMES

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

- Demonstrate food safety and sanitation practices while using baking and pastry related equipment.
- Apply fundamentals baking and pastry techniques and their variations to a wide range of classic and contemporary pastries, breads, cake, candy, and plated desserts.
- Interpret recipes or formulas, both orally and written, and evaluate products base on ingredients, cost, method, timing, appearance, texture and overall eating quality.

BAKING AND PASTRY ASSOCIATE OF SCIENCE (AS)

Rise to the Challenge! Do you have a passion for food, creative expression with a sense of diligence and discipline? The Culinary Baking and Pastry Program at Laney College prepares you for an entry level baking employment, baker, pastry chef/owner and food industry trend setter or a stepping stone to a four-year college. Your experience in our program includes classroom lectures reinforced with lab kitchen production. The Baking and Pastry AS Degree or Certificate of Achievement integrates the techniques and knowledge you need for the industry. The program integrates safety, leadership, math, food science, and operational efficiency.

Career Opportunities in

Cook, Pastry Commis, Cook's assistant, Food sales, Food writer, Food truck owner, Independent business owner, Teacher.

COURSE SEQUENCE

First Semester (13 units)

CULIN 88	Introduction to Food and Culture	3
CULIN 203	Introduction to Baking Foundations	4
CULIN 204	Baking Fundamentals	4
CULIN 215	Culinary Math Fundamentals	1
CULIN 217	Formulas and Food Costs	1

Second Semester (9 units)

CULIN 205	Artisan Breads	5
CULIN 206	Advanced Cake Decorating	4

Third Semester (10 units)

CULIN 207	International Patisserie	5
CULIN 208	Confiserie (Candy and Chocolate Making)	5

Fourth Semester (8 units)

CULIN 228	Managing Food Sanitation	1
CULIN 209	Contemporary Plated Desserts	6
CULIN 236	Culinary Career Developments	1
TOTAL MAJOR UNITS:		**40**

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate food safety and sanitation practices while using baking and pastry related equipment.
- Apply fundamentals baking and pastry techniques and their variations to a wide range of classic and contemporary pastries, breads, cake, candy, and plated desserts.
- Interpret recipes or formulas, both orally and written, and evaluate products base on ingredients, cost, method, timing, appearance, texture and overall eating quality.

CULINARY ARTS AND RESTAURANT MANAGEMENT CERTIFICATE OF ACHIEVEMENT (CA)

Is food your art? Do you love the sound and smell of sizzling food? Do you enjoy "nourishing" people with the recipes you create? Deep down, do you secretly feel you could be the next Top Chef? If you answered yes to any of these questions, the Restaurant Management program could be the place for you!

The major in Restaurant Management offers technical trade theory and practical laboratory experiences in basic restaurant management and cooking procedures which prepare students for entry into the various job classifications of the industry. Students have the opportunity to demonstrate their capabilities in the operations and supervision of the food preparation facility at Laney College. The courses may be applied to the Culinary Arts Associate in Applied Science Degree.

Note: This program includes frequent application of fractions, decimals, and percents. The department recommends, if needed, to take an introductory Mathematics course to assist with these concepts.

Career Opportunities

Cook, Station Cook (Line, Grill, Short-Order), Sous Chef, Chef de Cuisine, Private or Personal Chef, Caterer, Food Sales/Buyer, Food Writer, Recipe Tester, Food Truck Owner, Food Product Developer, Restaurateur, Independent Business Owner/Consultant, Food & Beverage Manager, Teacher.

COURSE SEQUENCE

First Semester (7 units)

CULIN 212	Introduction to Culinary Arts	4
CULIN 215	Culinary Math Fundamentals	1
CULIN 217	Formulas and Food Costs	1
CULIN 218	Ingredients and Equipment	1

Second Semester (7 units)

CULIN 228	Managing Food Sanitation	1
CULIN 223	Stocks, Soups and Sauces	1
CULIN 224	Principals of Heat Cooking	1
CULIN 227	Dynamic Heat Cooking	4

Third Semester (12 units)

CULIN 237	Garde Manger and Contemporary American Bistro Cooking	7
CULIN 232	Dining Room Service and Management	1
CULIN 235	Culinary Nutrition	3
CULIN 236	Culinary Career Development	1

Fourth Semester (13 units)

CULIN 238	International Cuisine	7
CULIN 243	Principles of Food, Beverage, and Labor Controls	3
CULIN 242	Supervision in the Hospitality Industry	3
TOTAL MAJOR UNITS:		**39**

Recommended:

CULIN 203 Introduction to Baking Foundations 4

CULIN 204 Baking Fundamentals 4

PROGRAM LEARNING OUTCOMES

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

- Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling, preparation, proper service techniques, and dining room management including the use of commercial equipment and tools
- Synthesize classical cooking terminology and station organization.
- Apply the procedures in order to run a cost effective food service establishment, including: menu analysis, labor cost, and human resource practices to manage restaurant staff.

CULINARY ARTS AND RESTAURANT MANAGEMENT ASSOCIATE OF SCIENCE (AS)

Is food your art? Do you love the sound and smell of sizzling food? Do you enjoy "nourishing" people with the recipes you create? Deep down, do you secretly feel you could be the next Top Chef? If you answered yes to any of these questions, the Restaurant Management program could be the place for you!

The major in Restaurant Management offers technical trade theory and practical laboratory experiences in restaurant management and cooking procedures that prepare students for entry into the numerous and diverse job classifications of this exciting and growing industry. Students have the opportunity to demonstrate their talents and capabilities in the operations and supervision of the food preparation facilities at Laney College. With classes in safety, leadership, math, nutrition, and operational efficiency, the Restaurant Management AS Degree and Certificate of Achievement integrate the techniques and knowledge needed for success in this dynamic industry.

Note: This program includes frequent application of fractions, decimals, and percentages. The department recommends, if needed, to take an introductory mathematics course to assist with these concepts

Career Opportunities

Cook, Station Cook (Line, Grill, Short-Order), Sous Chef, Chef de Cuisine, Private or Personal Chef, Caterer, Food Sales/Buyer, Food Writer, Recipe Tester, Food Truck Owner, Food Product Developer, Restaurateur, Independent Business Owner/Consultant, Food & Beverage Manager, Teacher.

COURSE SEQUENCE

First Semester (7 units)

CULIN 212	Introduction to Culinary Arts	4
CULIN 215	Culinary Math Fundamentals	1
CULIN 217	Formulas and Food Costs	1
CULIN 218	Ingredients and Equipment	1

Second Semester (7 units)

CULIN 228	Managing Food Sanitation	1
CULIN 223	Stocks, Soups and Sauces	1
CULIN 224	Principals of Heat Cooking	1
CULIN 227	Dynamic Heat Cooking	4

Third Semester (12 units)

CULIN 237	Garde Manger and Contemporary American Bistro Cooking	7
CULIN 232	Dining Room Service and Management	1
CULIN 235	Culinary Nutrition	3
CULIN 236	Culinary Career Development	1

Fourth Semester (13 units)

CULIN 238	International Cuisine	7
CULIN 243	Principles of Food, Beverage, and Labor Controls	3
CULIN 242	Supervision in the Hospitality Industry	3
TOTAL MAJOR UNITS:		**39**

For Associate Degree General Education requirements, refer to page 60.

Recommended but not required:
CULIN 203 Introduction to Baking Foundations 4
CULIN 204 Baking Fundamentals 4

PROGRAM LEARNING OUTCOMES

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

- Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling, preparation, proper service techniques, and dining room management including the use of commercial equipment and tools
- Synthesize classical cooking terminology and station organization.
- Apply the procedures in order to run a cost effective food service establishment, including: menu analysis, labor cost, and human resource practices to manage restaurant staff.

CULINARY FOUNDATIONS CERTIFICATE OF ACHIEVEMENT (CA)

The Culinary Foundations Certificate of Achievement is composed of courses designed for the individual seeking to acquire culinary skills for employment within the exciting and fast-growing food service industry. The program of study includes courses in knife skills, ingredient identification, cooking methods (i.e., sautéing, poaching, grilling), hands-on food production, and food costs. When completed, the courses may be applied to the Culinary Arts and Restaurant Management CA or AS degree.

Career Opportunities

Career opportunities with the Culinary Foundations certificate include, but are not limited to: Cook's Assistant/Commis, Cook (Station, Line and/or Short-Order), Personal Chef, Caterer, Food Writer, Recipe Tester, Food Truck Owner, Food Product Developer.

Degree Requirements

First Semester (13 units)

CULIN 212	Introduction to Culinary Arts	4
CULIN 215	Culinary Math Fundamentals	1
CULIN 217	Formulas and Food Costs	1
CULIN 218	Ingredients and Equipment	1
CULIN 223	Stocks, Soups and Sauces	1
CULIN 224	Principals of Heat Cooking	1
CULIN 227	Dynamic Heat Cooking	4
TOTAL MAJOR UNITS:		**13**

PROGRAM LEARNING OUTCOMES

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

- Apply the concepts and techniques of food safety, sanitation, personal hygiene, and professionalism in food handling and preparation.
- Apply classical cooking terminology and techniques

CULINARY ARTS (CULIN)

The two certificate programs (majors) in this department are Baking and Pastry and Restaurant Management. They provide students with the knowledge and skills enhance successful employment in the various job classifications of the Culinary Arts industry. The programs include pre-employment courses, supervised experience prior to employment and short-term workshops for upgrading skills. Many classes are endorsed by the Retail Bakers Association (RBA) and the National Restaurant Association (NRA).

CULIN 88
Introduction to Food and Culture
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: ENGL 1A or 1AS or ESOL 52
Acceptable for credit: CSU, UC

Exploration of the relationship between food and culture in society: Focus on the historical, geographical, religious, nutritional and economic factors that influence access to food in societies.
1306.00
AA/AS area 2, 3; CSU area D; IGETC 4

CULIN 200
Special Projects Laboratory
1-2 units, 3-6 hours laboratory (GR or P/NP)
Recommended preparation: Two semesters of any Culinary Arts courses or equivalent
Course study under this section may be repeated three times.

Open laboratory for upgrading of specific culinary skills, and selected culinary projects. 1306.30

CULIN 201A
Culinary Boot Camp
2 units, 1 hour lecture, 3 hours laboratory (P/NP)
Recommended preparation: ESOL 290, 527A, 527B

Introduction to the culinary arts technical education: History of food, history of culinary arts discipline, kitchen vocabulary, kitchen etiquette, basic cooking theory and hands on commercial kitchen technical skills. 1306.30

CULIN 201B
Culinary Boot Camp
2 units, 1 hour lecture, 3 hours laboratory (P/NP)
Recommended preparation: CULIN 201A

Introduction to the culinary arts technical education: History of local culinary food arts discipline, basic baking theory and technique, food sensory awareness, food pathways and basic nutritional concepts, and obtaining a food handlers certificate. 1306.30

CULIN 203
Introduction to Baking Foundations
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Recommended preparation: Food Handler’s Card, ESOL 527A, CULIN 215

Introduction to baking theory and practice: Organization of work and production; classical to modern techniques for biscuits, scones, quick breads, cookies, yeasted doughs, laminated doughs, and cake making methods. 1306.30

CULIN 204
Baking Fundamentals
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Recommended preparation: ENGL 1A or ESOL 52A; CULIN 215

Introduction to baking theory and practice: Organization of work and production; classical to modern techniques for pies, tarts, scones, Pâte à Choux, cookie making methods and knife skills used in a commercial baking application. 1306.30

CULIN 205
Artisan Breads
5 units, 2 hours lecture, 9 hours laboratory (GR or P/NP)

Introduction to artisan bread making: Science of baking, vocabulary of bread, various mixing and baking methods, pre-ferments, sourdough starters with natural yeast, includes both lean and rich doughs, lamination methods. 1306.30

CULIN 206
Cake Decorating
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)

Cake decorating techniques: Cake baking techniques, production of fillings and finishes; speed and accuracy of cake assembly; designing and planning both commercial and custom specialty cakes to include salutations, borders, floral piping, royal icing, modeling chocolate, fondant and gumpaste. 1306.30

CULIN 207
International Patisserie
5 units, 2 hours lecture, 9 hours laboratory (GR or P/NP)
Recommended Preparation: CULIN 205, 206

Application of advanced baking and pastry methods: Set up, design, and preparation of international pastries including the Commonwealth, French, Italian, Austrian, and Middle Eastern. 1306.30

CULIN 208
Confiserie (Candy and Chocolate Making)
5 units, 2 hours lecture, 9 hours laboratory (GR or P/NP)
Recommended Preparation: CULIN 205, 206, 207

Introduction to the principles involved in candy and chocolate making: Tempering chocolate, creating confections with a variety of centers, techniques in creating brittles, nougats and marshmallows. 1306.30

CULIN 209
Contemporary Plated Desserts
6 units, 2 hours lecture, 12 hours laboratory (GR or P/NP)
Recommended Preparation: CULIN 207, 208

Capstone course requiring creation and presentation of modern plated desserts: Application of alternative (vegan, gluten-free, and trending recipes) desserts, frozen desserts, sauces, menu writing, and seasonally attractive presentations. 1306.30

CULIN 212
Introduction to Culinary Arts
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Corequisite(s): Food Handler’s Card

Introduction to culinary principles: Ingredient identification and uses, knife skills, cooking techniques, instruction and practice in safety and sanitation, navigating a commercial kitchen and equipment, professionalism, and making delicious food. 1306.30

CULIN 215
Culinary Math Fundamentals
1 unit, 1 hour lecture (GR or P/NP)

Culinary math fundamentals: Theory and application of mathematics used in the hospitality industry including weights and measures. 1306.30

CULIN 217
Formulas and Food Costs
1 unit, 1 hour lecture (GR or P/NP)

Theory and application of mathematics used in the hospitality industry: Weight and measurement conversions, recipe costing, yield analysis, and techniques for planning quantity production. 1306.30

CULIN 218
Ingredients and Equipment
1 unit, 1 hour lecture (GR or P/NP)
Recommended preparation: ENGL 1A or 1AS

Introduction to the latest ingredients and equipment used in today’s professional kitchens: Explore vital ingredients of the modern kitchen; fruits, vegetables, herbs, spices, grains, dairy and more; includes storage, handling, and processing. 1306.30

CULIN 223
Stocks, Soups and Sauces
1 unit, 1 hour lecture (GR or P/NP)

Introduction to stocks, soups, and sauces: From bone broth to bearnaise, the art and science of preparing delicious food. 1306.30

CULIN 224
Principals of Heat Cooking
1 unit, 1 hour lecture (GR or P/NP)

Introduction to methods that make food sizzle: Simmering to sautéing, techniques of transferring fire to food; braising, sautéing, grilling, baking, roasting, simmering, steaming, poaching, and broiling. 1306.30

CULIN 227
Dynamic Heat Cooking
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Recommended Preparation: CULIN 212, 215, 217, 218

Food preparation and cooking methods focused on transfer of fire to food: Braising, sautéing, grilling, baking, roasting, simmering, steaming, poaching, and broiling; use of commercial cooking tools and equipment, standardized recipes, aesthetic presentation, and application of speed and accuracy. 1306.30

CULIN 228
Managing Food Sanitation
1 unit, 1 hour lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in CULIN 33.

Advanced theory and principles of food sanitation: Safe food handling and storage, HACCP program planning, OSHA regulations, and personal hygiene and safety. Preparation for NRA SERVSAFE certification exam. 1306.30

CULIN 232
Dining Room Service and Management
1 unit, 1 hour lecture (GR or P/NP)

Recommended Preparation: CULIN 237

Contemporary and classical dining service: Fine art of hospitality, “service progression” steps, beverage service, quick and full service dining room management operations. 1307.00

CULIN 234
Introduction to Cooking Techniques
5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)
Corequisite(s): Food Handler’s Card

Introduction to fundamental culinary principles: Knife skills, techniques and operations, product identification, ingredient handling, commercial recipe execution, and professional standards of commercial kitchen operations. 1306.30

CULIN 235
Culinary Nutrition
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: CULIN 223, 224, 227, 228, 232, 237
Not open for credit to students who have completed or are currently enrolled in CULIN 53.

Introduction to the elements of nutrition and health: Overview of relationship between food and health, the importance of nutrition on a personal level, developing and modifying healthy recipes, nutritional menu planning, and marketing good nutrition to the public. 1306.30

CULIN 236
Culinary Career Development
1 unit, 1 hour lecture (GR or P/NP)
Recommended Preparation: ENGL 1A or 1AS, ESOL 52
Not open for credit to students who have completed or are currently enrolled in CULIN 214

Preparation for work and career success in the Culinary Arts: Preparing resumes and cover letters, completing job applications, interviewing techniques, social media profile development, investigating job search resources, and completion of professional portfolio. 1307.00

CULIN 237
Garde Manger and Contemporary American Bistro Cooking
7 units, 3 hours lecture, 12 hours laboratory (GR or P/NP)
Recommended Preparation: CULIN 223, 224, 227, 228, 232, 235
Not open for credit to students who have completed or are currently enrolled in CULIN 31

Introduction to professional fine-dining restaurant food-service: Focus on a la carte cooking and garde manger; hands-on lab experience in a working restaurant incorporating contemporary American cooking techniques and theories. Appropriate department dress code required. 1306.30

CULIN 238
International Cuisine
7 units, 3 hours lecture, 12 hours laboratory (GR or P/NP)
Recommended Preparation: CULIN 228, 232, 235, 237, 242, 243
Not open for credit to students who have completed or are currently enrolled in CULIN 41

Capstone course in professional fine-dining restaurant food service: Progressive integration of a la carte cooking; hands-on lab experience in a working restaurant incorporating international cooking methods and ingredients; and advanced cooking and plating techniques. Appropriate department dress code required. 1306.30

CULIN 242
Supervision in the Hospitality Industry
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: CULIN 228, 232, 235, 237, 238, 243
Not open for credit to students who have completed or are currently enrolled in CULIN 51

Advanced theory and techniques of food-service and hospitality industry workforce management: Theories and principles of human relations and personnel management skills, including, ethics, the hiring process, standard operating procedures, legal considerations, compensation, benefits, discrimination, harassment, and wellness. 1307.10

CULIN 243
Principles of Food, Beverage, and Labor Controls
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: CULIN 228, 232, 235, 237, 238, 242
Not open for credit to students who have completed or are currently enrolled in CULIN 50

Advanced theory and techniques of food-service and hospitality management: Emphasis on food, beverage, and labor cost controls; service production quality standards; and menu analysis techniques. 1306.30

CULIN 271
iEat: Survey Course of Culinary Arts in the Food Sciences
0.5 units, 0.25 hours lecture, 0.75 hours laboratory (P/NP)
Corequisite(s): BIOL 272, BIOL 273, CHEM 274

Introduction to food sciences with a focus on culinary preparation of food. Topics including safety, career opportunities and hands on experience. Part of a four-part series, including: Culinary 271, Biology 272 and 273, and Chemistry 274. 1306.00

CULIN 472B
Occupational Work Experience in Culinary Arts/ Baking
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for Credit: CSU

Supervised employment providing opportunities in culinary arts/baking or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 1306.30

CULIN 472C
Occupational Work Experience in Culinary Arts/ Cooking
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for Credit: CSU

Supervised employment providing opportunities in culinary arts/cooking or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 1307.10

DANCE (DANCE)

PHOTO: *Michael Mejia. Photography Instructor*

DANCE
ASSOCIATE OF ARTS (AA)

The Department of Dance offers an Associate Arts Degree in dance that provides an extensive curriculum in dance theory and practice which meets most of the CSU, UC transfer requirements. The A.A. program gives an interdisciplinary concentration to students through dance in the context of a broader education within the Liberal Arts. Students have opportunities in dance composition; performance; production; historical and cultural perspectives; study abroad/global exchange; multimedia forms of expression and other integrating technologies. Completion of the A.A. program prepares students to pursue various careers in the performing arts and, with additional courses, transfer into higher education. For the Associate Arts Dance Degree, students must complete the General Education pattern, and the degree major course work for a total of 60 units. Students wishing to continue to transfer to the CSU or UC system should meet with a counselor to develop a transfer plan which addresses all general education and lower-division transfer requirements.

Career Opportunities

Transfer to Post-secondary Performing Arts Program, College and Universities. Dance/Fitness instructor opportunities (private and public dance studios, after school programs, seasonal long and short-term arts programs, gyms, academic arts settings). Choreography and Performance opportunities (dance companies, media/video, performing arts programs, etc.).

COURSE SEQUENCE

Core Courses (9 units)

DANCE 1	History of Dance	3
DANCE 6	Dance Production	3
DANCE 8A	Dance Composition and Choreography	3

Required Activity Courses (7 units)

DANCE 60	Ballet I	1
DANCE 64	Jazz Dance	1
DANCE 68	Modern Dance I	1

Select one of the following:

DANCE 61	Ballet II	1
or		
DANCE 77	West African Dance II	1
or		
DANCE 81	Haitian Dance II	1

Select one of the following:

DANCE 65	Jazz Dance II	2
or		
DANCE 69	Modern Dance II	2

Select one of the following:

DANCE 76	West African Dance I	1
or		
DANCE 80	Haitian Dance I	1

Select 3 units from the following (3 units):

DANCE 5	Rhythmic Analysis	2
DANCE 7	Dance Study Abroad	3-5
DANCE 61	Ballet II	1
DANCE 62	Ballet III	1
DANCE 63	Ballet IV	1
DANCE 65	Jazz Dance II	2
DANCE 66	Jazz Dance III	2
DANCE 67	Jazz Dance IV	2
DANCE 69	Modern Dance II	2
DANCE 70	Modern Dance III	2
DANCE 71	Modern Dance IV	2
DANCE 72	Jazz Tap I	1
DANCE 73	Jazz Tap II	1
DANCE 76	West African Dance I	1
DANCE 77	West African Dance II	1
DANCE 78	West African Dance III	1
DANCE 79	West African Dance IV	1
DANCE 80	Haitian Dance I	1
DANCE 81	Haitian Dance II	1
DANCE 82	Haitian Dance III	1
DANCE 83	Haitian Dance IV	1
TOTAL MAJOR UNITS:		**19**

For Associate Degree General Education requirements, refer to that section of the Catalog.

Recommended but NOT required:
THART 21, MUSIC 10

PROGRAM LEARNING OUTCOMES

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

- Communication: Students will be able to analyze, write and speak about historical, theoretical and cultural dimensions of multiple dance genres.
- Dance Mechanics: Students will recognize and apply basic anatomical and kinesthetic structure and function for more efficient and sustainable dancing.
- Choreography: Students will develop an articulate individual choreographic voice by expressing themselves creatively through dance composition and performance.
- Musicality: Students will identify, analyze and demonstrate movement as related to musical structure.

DANCE (DANCE)

Our mission is to provide an extensive curriculum in dance theory and practice that is socially and culturally inclusive through which students can experience a wide range of dance perspectives, genres, develop their choreographic voice, and explore freedom of movement while preserving the history and integrity of the dance discipline.

DANCE 1
History of Dance
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey of Dance History: Critical reflections and analysis of classical, contemporary, social, and traditional dance; the works of early of major choreographers through twenty-first century; discussion and analysis of dance within its cultural context. 1008.00
AA/AS area 3; CSU area C1; IGETC area 3A

DANCE 5
Rhythmic Analysis
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Rhythmic analysis of movement and musical forms accompanying dance: Moving rhythmic patterns and metric combinations. 1008.00
CSU area C1

DANCE 6
Dance Production, Rehearsal and Performance
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Development of elements, specific tasks necessary for production and performance: Planning, preparation and evaluation of student and faculty compositions. 1008.10

DANCE 7
Dance Study Abroad
5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)
Recommended preparation: AFRAM 32 or ANTHR 3 or DANCE 1 or ETHST 1
Acceptable for credit: CSU

Study of dance via travel to country of origin: Spiritual values, history, language, folklore and research of cultural life cycles as reflected in the region of study. 1008.10
AA/AS area 3

DANCE 8A
Dance Composition and Choreography
3 units, 1 hour lecture, 6 hours laboratory (GR or P/NP)
Recommended preparation: DANCE 60, 61, 64, 65, 68, or 69
Acceptable for credit: CSU, UC

Study and development of skills, technique, choreographic devices and elements for dance composition: Improvisation, accompaniment, ideas culminating in the presentation of original movement or performance and evaluation. 1008.10

DANCE 49
Independent Study in Dance
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Dance. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1008.00

DANCE 60
Ballet I
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Study and development of beginning skills and techniques of ballet: Including body alignment, placement, positions of the feet, carriage of the arms and musicality. 1008.00
CSU area E

DANCE 61
Ballet II
1 unit, 3 hours laboratory (GR or P/NP)
Prerequisite(s): DANCE 60
Acceptable for credit: CSU, UC

Intense study and development of skills and techniques of ballet: Including body alignment, placement, positions of the feet, carriage of the arms, musicality and movement quality. 1008.00
CSU area E

DANCE 62
Ballet III
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Intense study and development of skills and techniques of ballet of an advanced/intermediate level: Including continued study of classical alignment, adagio, petit and grand allegro. 1008.00
CSU area E

DANCE 63
Ballet IV
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Intense study and development of skills and techniques of advanced ballet: Including body alignment, placement, positions of the feet, advanced adagio, advanced petit and grand allegro, and classical variations. 1008.00
CSU area E

DANCE 64
Jazz Dance I
1 unit, 3 hours laboratory (GR)
Acceptable for credit: CSU, UC

Study and development of the skills and techniques of jazz dance: Development of beginning to intermediate level of proficiency in skills related to rhythm, dance production, stagecraft and choreography. 1008.00
CSU area E

DANCE 65
Jazz Dance II
2 unit, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): DANCE 64
Conditional Enrollment: Instructor’s Approval
Acceptable for credit: CSU, UC

Study and development of the skills and techniques of jazz dance: Development of intermediate to advanced skills/knowledge related to body awareness and body mechanics, musicality, choreography and evolution of jazz dance forms. 1008.00
CSU area E

DANCE 66
Jazz Dance III
2 unit, 1 hour lecture, 3 hour laboratory (GR)
Recommended preparation: DANCE 65 or instructor’s approval
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Study and development of the skills and techniques of jazz dance: Intermediate-advanced proficiency in dance mechanics, dance anatomy, musicality, jazz dance choreography, dance production, stage performance and dance history. 1008.00
CSU area E

DANCE 67
Jazz Dance IV
2 unit, 1 hour lecture, 3 hour laboratory (GR or P/NP)
Conditional Enrollment: Instructor’s Approval
Recommended preparation: DANCE 65 or 66
Acceptable for credit: CSU, UC

Study and development of the skills and techniques of jazz dance: Advanced proficiency in dance mechanics, dance anatomy, musicality, jazz dance choreography, dance production, stage performance and dance history. 1008.00
CSU area E

DANCE 68
Modern Dance I
1 unit, 3 hours laboratory (GR)
Acceptable for credit: CSU, UC

Study and development of the beginning skills and techniques emphasizing the evolution of modern dance from its origins to present day. 1008.00
CSU area E

DANCE 69
Modern Dance II
2 unit, 1 hour lecture, 3 hour laboratory (GR)
Prerequisite(s): DANCE 68 or instructor’s approval
Acceptable for credit: CSU, UC

Study and development of the intermediate skills and technique in Modern dance: Emphasizing the evolution of modern dance from its origins to present day and the development of individual movement styles. 1008.00
CSU area E

DANCE 70
Modern Dance III
2 unit, 1 hour lecture, 3 hour laboratory (GR)
Prerequisite(s): DANCE 69
Acceptable for credit: CSU, UC

Study and development of the advanced/intermediate skills and technique in Modern dance: Emphasizing proficiency in dance mechanics, dance anatomy, history, the development of choreography, individual movement styles and performance. 1008.00
CSU area E

DANCE 71
Modern Dance IV
2 unit, 1 hour lecture, 3 hour laboratory (GR)
Prerequisite(s): DANCE 70
Acceptable for credit: CSU, UC

Study and development of the advanced skills and technique in Modern dance: Emphasizing proficiency in dance mechanics, dance anatomy, the historical, philosophical and social evolution of modern dance from its origins to present day, choreography, performance and repertory work. 1008.00
CSU area E

DANCE 72
Jazz Tap I
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Study and development of the beginning skills and techniques of Jazz Tap dance: Evolution of tap dance from its African origins to the present and its influence on jazz dance. 1008.00
CSU area E

DANCE 73
Jazz Tap II
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Intense study and development of the intermediate skills and techniques of Jazz Tap dance: Evolution of tap dance from its African origins to the present; influence on jazz dance; study and development of related skills and techniques. 1008.00
CSU area E

DANCE 76
West African Dance I
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Study of the skills and techniques of traditional West African dance forms: History, folklore, culture, language, and costumes of various indigenous ethnic groups. 1008.00
CSU area E

DANCE 77
West African Dance II
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Intense study of the skills and techniques of traditional West African dance forms: History, folklore, culture, language, and costumes of various indigenous ethnic groups. 1008.00
CSU area E

DANCE 78
West African Dance III
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Intense study of the skills and techniques of traditional West African dance forms from Senegal and Guinea: History, folklore, culture, language, and costumes of various indigenous ethnic groups. 1008.00
CSU area E

DANCE 79
West African Dance IV
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Intense study of the skills and techniques of traditional West African dance forms from Mali and Liberia: History, folklore, culture, language, and costumes of various indigenous ethnic groups. 1008.00
CSU area E

DANCE 80
Haitian Dance I
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Study and development of skills and techniques in African Haitian Dance: Music and rhythm identification rooted in the social, cultural and historical context of African and Caribbean dance; technical foundation based in Katherine Dunham technique. 1008.00
CSU area E

DANCE 81
Haitian Dance II
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Further study and development of the skills and techniques in traditional Haitian dance: Body alignment, placement, cultural significance, musicality and movement quality. 1008.00
CSU area E

DANCE 82
Haitian Dance III
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Intense study of the skills and techniques in Haitian dance of an advanced/intermediate level, with a specific focus on specific regions of Haiti. 1008.00

CSU area E

DANCE 83
Haitian Dance IV
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Intense study and development of the skills and techniques of intermediate/advanced Haitian dance: Including body alignment, placement, singing while dancing, performance, with a focus on regional variations of Haitian dance from the Congo Nation as well as Social dances of Haiti. 1008.00
CSU area E

DANCE 92
Salsa I
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU/UC

Study and development of beginning skills and techniques of Cuban and Latin Salsa emphasizing the evolution of Salsa dance from its origins to present day. 1008.00
CSU area E

PHOTO: *Michael Mejia, Photography Instructor*

DANCE FOLK (DANCFOLK)

PHOTO: *Michael Mejia. Photography Instructor*

DANCE FOLK (DANCFOLK)

DANCFOLK 100
Pilates Mat Teacher Training I
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Body mechanics and basic exercises for injury prevention and athletic performance: Critical analysis and evaluation of Pilates industry standards and requirements for teaching Mat to diverse populations in fitness, health and wellness environments. 1008.10

DANCFOLK 103
Restorative Mind Body Healing I
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU

Exploration of restorative practices and well-being: Experiential therapeutic breathing techniques and improvements for mental health and mind-body wellness, working for diverse cultures. 1008.10

DANCFOLK 112
Pilates Joyful Movement I: Personal/Observation/Student Teaching
0.5 units, 2 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Introduction to theory and practice of Joseph Pilates' movement principles: Teaching and learning methodologies, observation and documenting teaching practices in one-on-one and group settings. 1008.10

DANCFOLK 117
Pilates Technique I
0.5 units, 2 hours lecture (GR or P/NP)

Fundamental training of muscles of the torso: Stabilization and strengthening techniques for diverse body types, controlled exercises to increase core strength, postural stability, and optimize performance for dancers, movers, and everyday people. 1008.10

LANEY COLLEGE | 2022-2023 COURSE CATALOG

ECONOMICS (ECON)

ASSOCIATE IN ARTS DEGREE IN ECONOMICS FOR TRANSFER (AA-T)

The Associate in Arts in Economics for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Economics or similar major for completion of a baccalaureate degree. Students are required to complete:

Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis.
No more than 60 semester units are required.

The Associate in Arts in Economics for Transfer Degree will also assist Economics major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

CAREER OPPORTUNITIES

Students continue their studies at a 4-year university to pursue a career in market research, economic consulting, financial analysis, and stocks.

COURSE SEQUENCE

Core Courses (13-15 units)

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
or		
MATH 3A	Calculus I	5

List A: Select one course from the following (4-5 units)

MATH 3B	Calculus II	5
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
CIS 1	Introduction to Computer Information Systems	4

List B: Select one course from the following (3-5 units)

Any List A course not already used

MATH 3C	Calculus III	5
MATH 3E	Linear Algebra	3

TOTAL MAJOR UNITS:	**20-25**
IGETC or CSU GE-Breadth Education Pattern	**37-39**
CSU Transferable General Elective Courses to meet 60 units	
Total:	**60**

PROGRAM LEARNING OUTCOMES

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

- Apply economic theories and economic reasoning to real life situations
- Use analytical techniques to measure economic conditions related to the individual, business firms, industries, and economic systems.
- Explain the role that households, business

organizations, governments, and the international sector, play in free markets, command economies, and mixed economies.

ECONOMICS (ECON)

Economics is the social scientific study of how individuals, organizations and societies currently produce and consume goods, services and resources now and in the future. Through the economics courses offered at Laney College, students will develop a better understanding of the choices we make as individuals and societies regarding the development and use of resources and their multifarious impacts in the microsphere and macrosphere.

An Associate in Arts for Transfer in Economics (AA-T) degree prepare students for a transfer to a four-year institution and knowledge of economic trends and conditions when entering the business or finance industry. The AA-T degree in Economics is awarded upon satisfactory completion of the major course requirements and the general education requirements. Review the Associate Degrees and Certificates section in this catalog for more information on the AA/AS-T overall and general education requirements.
Students are encouraged to visit a counselor each academic semester to create or review their Student Education Plan (SEP).

CAREER OPPORTUNITIES

Successfully completion for the program prepares students to transfer to a 4-year university or create a career in market research, economic consulting, financial analysis, or stocks.

ECON 1
Principles of Economics (Macro-Economics)
3 units, 3 hours lecture (GR)
Prerequisite(s): MATH 203 or 211D or 230
Acceptable for credit: CSU, UC

Introductory economic concepts: Measurements of national income and production; causes of inflation, recession and depression; money and banking; government monetary and fiscal (spending and taxation) policies; stabilization techniques; economic growth; history of economic thought and philosophy. 2204.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: ECON 202)

ECON 2
Principles of Economics (Micro-Economics)
3 units, 3 hours lecture (GR)
Prerequisite(s): MATH 203 or 211D or 230
ECON 1 is not prerequisite to ECON 2.
Acceptable for credit: CSU, UC

Principles of micro-economics: Forms of business organization, theory of the firm within competitive and noncompetitive markets, distribution of income, poverty, labor issues, agriculture. 2204.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: ECON 201)

ELECTRICAL & ELECTRONICS TECHNOLOGY (ECON)

ELECTRICALELECTRICIAL TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

The Certificate of Achievement in Electrical Technology prepares students for employment on new and remodeled electrical systems work in residential, light commercial and heavy commercial installations: Employability skills, residential and commercial wiring methods, and electrical system design and estimating skills. Students gain broad-based background skills and hands-on experience wiring typical residential and commercial scenarios. Basic to all topics is the observance and practice of electrical safety for workers and installation of electrical in accordance with the National Electrical Code. Students will also be able to apply the building efficiency techniques while implementing renewable electrical systems.

Career Opportunities

Graduates will be employed as apprentice "inside journeyman" electricians, lighting installers, photovoltaic (solar electrical) system installers, in residential developments, home remodel, light commercial installations such as stores and strip-malls, as well as manufacturing facilities where they will install power, lighting, machine wiring and controls, and motor control systems.

COURSE SEQUENCE

First Semester (8 units):

E/ET 203	Basic Electricity	3
E/ET 204	Technical Mathematics for Electricians	3
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2

Second Semester (9 units)

E/ET 217	Residential House Wiring	3
E/ET 208	Solar Photovoltaic Systems	3
E/ET 226	Lighting Efficiency Technology	3

Third Semester (9 units)

E/ET 218	Commercial Wiring	3
E/ET 221	Motors and Drives	3
E/ET 207A	National Electrical Code for Electricians I	3

Fourth Semester (5 units)

E/ET 207B	National Electrical Code for Electricians II	3
E/ET 227	Professional Interactions in the Workplace	2

TOTAL MAJOR UNITS: **31**

PROGRAM LEARNING OUTCOMES

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

- Analyze how electrical concepts, and safety impacts the function and efficiency of the residential and commercial buildings.
- Develop communication skills to effectively address and resolve work related issues.
- Diagnose appropriate electrical safety and theories, to make sound and safe installations

ELECTRICAL TECHNOLOGY ASSOCIATE OF SCIENCE (AS)

The Associate of Science in Electrical Technology degree prepares students for employment on new and remodeled electrical systems work in residential, light commercial and heavy commercial installations: Employability skills, residential and commercial wiring methods, and electrical system design and estimating skills. Students gain broad-based background skills and hands-on experience wiring typical residential and commercial scenarios. Basic to all topics is the observance and practice of electrical safety for workers and installation of electrical in accordance with the National Electrical Code. Students will also be able to apply the building efficiency techniques while implementing renewable electrical systems.

Career Opportunities

Graduates will be employed as apprentice "inside journeyman" electricians, lighting installers, photovoltaic (solar electrical) system installers, in residential developments, home remodel, light commercial installations such as stores and strip-malls, as well as manufacturing facilities where they will install power, lighting, machine wiring and controls, and motor control systems.

COURSE SEQUENCE

First Semester (8 units)

E/ET 203	Basic Electricity	3
E/ET 204	Technical Mathematics for Electricians	3
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2

Second Semester (9 units)

E/ET 217	Residential House Wiring	3
E/ET 208	Solar Photovoltaic Systems	3
E/ET 226	Lighting Efficiency Technology	3

Third Semester (9 units)

E/ET 218	Commercial Wiring	3
E/ET 221	Motors and Drives	3
E/ET 207A	National Electrical Code for Electricians I	3

Fourth Semester (5 units)

E/ET 207B	National Electrical Code for Electricians II	3
E/ET 227	Professional Interactions in the Workplace	2

TOTAL MAJOR UNITS: 31

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Analyze how electrical concepts, and safety impacts the function and efficiency of the residential and commercial buildings.
- Develop communication skills to effectively address and resolve work related issues.
- Diagnose appropriate electrical safety and theories, to make sound and safe installations

RESIDENTIAL AUTOMATION CLOUD BASED CERTIFICATE OF ACHIEVEMENT (CA)

Home and building automation is one of the fastest growing industries, and the Residential Automation Cloud Based Certificate of Achievement will cover the new technologies and how to connect smart devices to communicate efficiently. The program addresses specific areas of interest in the field, for a significant number of students and provides an opportunity for students to upgrade their skills in digital communications in conjunction with industry requirements. Communications technologies taught in this program will enable students to run cables and manage music throughout the house, home theaters, and much more. The majority of courses are project-based, and students will use the latest technology and devices in communications technology.

Career Opportunities

Data line installers, cable pullers, end terminators, connect devices via wifi, systems such as security alarm and all other computerized systems will be connected.

COURSE SEQUENCE

Core Requirements (18 units)

E/ET 203	Basic Electricity	3
E/ET 220	Electronics and Semiconductors	3
E/ET 224	Security and Fire Alarm Systems	3
E/ET 225	Audio & Video Technology	3
E/ET 228	Advanced Lighting Controls	3
E/ET 234	Programmable Devices	3
TOTAL MAJOR UNITS:		**18**

PROGRAM LEARNING OUTCOMES

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

- Analyze the requirements and design of electronics and communication (data) cabling installation.
- Demonstrate the use of copper media and fiber optics, installing cable safely and efficiently, and identifying emerging technologies that affect the design and implementation of cabled multi-media networks
- Obtain skills needed to test, locate, and correct faults within cable and/or cable installation and providing customer support home and building

ROBOTICS AND MECHATRONICS CONTROLS CERTIFICATE OF ACHIEVEMENT (CA)

The Certificate of Achievement in Robotics and Mechatronics Controls focuses on the terminology of assembly, process and execution within the field. Automation of the Robotics and Mechatronics process and each stage of the assembly, trouble-shooting, is the main focus.

Career Opportunities

Manufacturing, process control, employment at BART, employment at Tesla

COURSE SEQUENCE

Core Courses (26 units)

E/ET 203	Basic Electricity	3
E/ET 220	Electronics and Semiconductors	3
E/ET 221	Motors and Drives	3
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2
E/ET 228	Advanced Lighting Controls	3
E/ET 229	PLC (Programmable Logic Controllers)	3
E/ET 231	Mechatronics & Electric Motor Control	3
E/ET 234	Programmable Devices	3
E/ET 235	Hydraulic Control System	3
TOTAL MAJOR UNITS:		**26**

PROGRAM LEARNING OUTCOMES

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

- Explain the concept of inventory, indexing, and sorting.
- Analyze program actuators and sensors.
- Develop and/or convey skills in transformers, reversing contractors, control relays, and logic functions.

SOLAR PHOTOVOLTAIC PROFESSIONALS CERTIFICATE OF ACHIEVEMENT (CA)

Solar industry is a fast-growing industry and professionals in this area are in high demand. The Certificate of Achievement in Solar Photovoltaic Professionals will prepare the students to face the challenges of this technology, the standards, the codes applications and installation skills. The courses in the program are project based, students will design and install PV systems and learn how to communicate with the market and the customers.

Career Opportunities

Provides an opportunity for students to enter fields or job markets such as PV System Installers, Designers, Customer Relations, Sales Representatives.

COURSE SEQUENCE

Core Requirements (19 units)

E/ET 203	Basic Electricity	3
E/ET 207A	National Electrical Code for Electricians I	3
E/ET 218	Commercial Wiring	3
E/ET 208	Solar Photovoltaic Systems	3
E/ET 222	Photovoltaic NABCEP Test Preparation	2
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2
E/ET 217	Residential House Wiring	3
TOTAL MAJOR UNITS:		**19**

PROGRAM LEARNING OUTCOMES

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

- Explain the theory and operation of Photovoltaic power generation.
- Determine site suitability for PV installation.
- Analyze collected site data, design the installation, and select equipment size and type to produce projected performance.

ELECTRICAL AND ELECTRONICS TECHNOLOGY (E/ET)

The Electrical and Electronics Technology (E/ET) Department at Laney College is a training center providing Technical Education to the students to enter the demanding job markets. The reputation of the department as a quality educational provider that is responsive to students' and industries' needs, establishes the department as a regional model for delivering technical education. Student learning and academic success is department's highest priority. Access to the State of California Certification (Licensing) of Electricians is available at Laney College (State Site #172) through the state recognized "Electrical Trainee" program including all state-required courses (eleven in total). CALCTP (California Advanced Lighting Controls Training Program) courses such as AT-T (Acceptance Test Technicians) are taught and certified by CALCTP.

E/ET 11
Commercial Electricity for HVAC
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)
Recommended preparation: E/ET 202 and ECT 214
Acceptable for credit: CSU

Introduction to advanced commercial electricity for heating and air conditioning: High voltage single-phase and three-phase, transformers, capacitors, HVAC system controls, motor controls, HVAC electrical schematic diagrams, instrumentation, national codes and safety. 0946.00

E/ET 31
Introduction to DDC Hardware for Building Automation Systems
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): E/ET 202 and ECT 214
Not open for credit to students who have completed or are currently enrolled in ECT 31.
Acceptable for credit: CSU

Introduction to basic microprocessor/microcontroller operations: Analog and digital, input and output interfaces. Microprocessor and microcontroller hardware and some simple process control software routines. Introduction to Programmable Logic Controllers (PLCs). 0946.00

E/ET 33
Control Systems Networking for Building Automation
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): E/ET 37 or ECT 37
Not open for credit to students who have completed or are currently enrolled in ECT 33.
Acceptable for credit: CSU

Introduction to global and local communication networks: Emphasis on design, installation and troubleshooting for building control systems using direct digital control systems. 0946.00

E/ET 37
Introduction to PC Hardware and Software for Building Technicians
3 units, 2 hours lecture, 3 hours laboratory (GR)
Not open for credit to students who have completed or are currently enrolled in ECT 37.
Acceptable for credit: CSU

Introduction to computer hardware and software: Practical computer skills, including computer components and functions; basics of Windows competency and file structure system; Excel, Visio and databases; Internet protocols and Ethernet cabling basics. 0946.00
AA/AS area 4c

E/ET 202
Fundamentals of Electricity for ECT
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): ECT 214

Introduction to basic concepts of electricity: Ohm's law, power, electrical circuits, electrical diagrams, magnetism and electromagnetism, instruments and tools used in the industry, safety procedures, and controls and motors. 0934.40

E/ET 203
Basic Electricity
3 units, 2 hours lecture, 3 hours laboratory (GR)

Introduction to basic concepts of electricity: Ohm's law, power, electrical circuits, electrical diagrams, magnetism and electromagnetism, controls and motors, instruments and tools used in the industry and safety procedures. 0934.40

E/ET 204
Technical Math for Electricians
3 units, 3 hours lecture (GR)

Topics in mathematics with specific application to the Electrical/ Electronics industry: Decimals and fractions, ratios and proportions, unit conversions, areas and volumes, application of algebraic equations in Ohm's and Kirchoff's Laws, solving for circuit resistance and reactance, relevant trigonometric functions, and use of graphs to represent and analyze data. 0934.40

E/ET 206
Cabling Technician
3 units, 2 hours lecture, 3 hours laboratory (GR)
Recommended Preparation: E/ET 220

Various kinds of cables used in the telecommunication industry: Emphasis on installation application of connectors. 0934.30

E/ET 207A
National Electrical Code for Electricians I
3 units, 3 hours lecture (GR)
Recommended preparation: E/ET 217 or E/ET 218

Introduction to the first half of the current National Electrical Code: General wiring including "Wiring and Protection," "Wiring Methods and Materials," and "Equipment for General Use." 0934.40

E/ET 207B
National Electrical Code for Electricians II
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: E/ET 207A or 217

Introduction to the second half of the National Electrical Code: "Special Occupancies," "Special Equipment," "Special Conditions," "Communications Systems," and "Tables." 0934.40

E/ET 208
Solar Photovoltaic Systems
3 units, 2 hours lecture, 3 hours laboratory (GR)
Corequisite(s): E/ET 203

Intermediate revision of Photovoltaic Systems: Arrays, electrical power they generate, and their inclusion into the electrical system; power sources and energy storage techniques, and system attachment to structures, hands-on practice with Photovoltaic (PV) power generation and its present and future applications. 0934.40

E/ET 217
Residential House Wiring
3 units, 2 hours lecture, 3 hours laboratory (GR)
Corequisite(s): E/ET 203

Safely wiring a single-family dwelling per the National Electrical Code using laboratory mock-up walls: Lighting and appliance branch circuits, special purpose outlets, service-entrance calculations, and grounding; project estimating and pricing. 0934.40

E/ET 218
Commercial Electrical Wiring
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): E/ET 203
Recommended preparation: E/ET 217

Commercial electrical wiring: Emphasis on safety and branch circuit requirements and installation for both power and lighting; main electrical services and calculations, grounding, fault current, transformers and motors (both single and three-phase), and motor controls. 0934.40

E/ET 220
Electronics and Semiconductors
3 units, 2 hours lecture, 3 hours laboratory (GR)
Recommended preparation: E/ET 203

Introduction to basic concepts of electronics and electronic devices: Semiconductor theory, semiconductor devices including diodes, transistors, thyristors, and analog and digital integrated circuits, linear and digital electronic circuits. 0924.00

E/ET 221
Motors and Drives
3 units, 2 hours lecture, 3 hours laboratory (GR)
Recommended preparation: E/ET 203

Introduction to the application of motors and drives used in commercial and industrial refrigeration, air conditioning, heating and ventilation: Different types of motors and drives and their applications, including electric and magnetic (VFD) variable frequency drives for improved efficiency control and energy savings. 0934.40

E/ET 222
Photovoltaic NABCEP Test Preparation
2 units, 2 hours lecture (GR)
Recommended preparation: E/ET 208

Preparation of NABCEP certification exam: Comprehension and application of key terms and concepts of photovoltaic (solar electric) system operation. 0934.40

E/ET 223
CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology
2 units, 2 hours lecture (GR)

CAL-OSHA 30-hour training: Industry Standards for regulations covered by the Occupational Safety and Health Administration (OSHA) Standards for the Construction

Industry 29 CFR 1926. 0934.40

E/ET 224
Security and Fire Alarm Systems
3 units, 2 hours lecture, 3 hours laboratory (GR)
Recommended preparation: E/ET 203

Introduction to Security and Fire Alarm systems: Security and Fire Alarm systems design, installation, commissioning, and troubleshooting. 0934.40

E/ET 225
Audio & Video Technology
3 units, 2 hours lecture, 3 hours laboratory (GR)
Recommended preparation: E/ET 203

Introduction to Sound and Communication Industry: Electrical code, system wiring methods, fastening devices, electrical conductors, circuits, voltage and data communication, and system devices. 0934.40

E/ET 226
Lighting Efficiency Technology
3 units, 3 hours lecture (GR)
Recommended preparation: E/ET 203

Current technology in energy efficient lighting control and systems: Latest advances in lamp, ballast, luminaire and control technologies as well as recent developments in energy legislation. 0934.40

E/ET 227
Professional Interactions in the Workplace
2 units, 2 hours lecture (GR)

Introduction to basic concepts of professional interactions as applied to the workplace: Installers, designers, engineers, estimators, sales persons, client needs and expectations. 0934.40

E/ET 228
Advanced Lighting Controls
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): E/ET 203
Recommended preparation: E/ET 226

Advanced Lighting Controls with specific application in lighting industry and efficiency: Automatic controls, switches and dimmers, sensors and LED lighting sources, outdoors lightings, Daylighting and energy efficiency for commercial buildings, and use of data to apply the Title 24 requirements, for Acceptance Test Technician qualification. 0934.00

E/ET 229
PLC (Programmable Logic Controllers)
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): E/ET 203
Recommended preparation: E/ET 221

Basic operating principles of the modern PLC (Programmable Logic Controllers): Operation, usage, instruction, applications, hardware selection and configuration. 0934.20

E/ET 231
Mechatronics & Electric Motor Control
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): E/ET 229
Recommended Preparation: E/ET 203

Automated mechanical systems: Mechatronics disciplines including mechanics, sensors, actuators, electronics, pneumatics, hydraulics and PLCs that control mechatronic systems. 0934.20

E/ET 233
Electrician State Exam Preparation
3 units, 2 hours lecture, 3 hours laboratory (GR)
Recommended preparation: E/ET 207B or 227 or completed the Electrical Technology certificate and are going to take the State Electrician Exam.

Preparation for the California state exam: Electrician Trainee exam applying National Electric Code in residential and commercial applications. 0934.00

E/ET 234
Programmable Devices
3 units, 2 hours lecture, 3 hours laboratory (GR)

Advanced study in electronics: Thyristors: SCRs, Triacs, Diacs, PUTs; IC Operational Amplifiers; IC 555 Timers; Optoelectronic Devices; Arduino microcontroller with C++ programming; Raspberry Pi microcontroller with Sketch and Python programming. 0924.00

E/ET 235
Hydraulic Control System
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): E/ET 234
Corequisite(s): E/ET 229 and 231

Electronic hydraulic systems: Closed loop control of pressure control valves, hydraulic pump, line, hose, flow, temperature, and level; electrical accessories, electric motors, sensors, programmable controllers, and industrial communications. 0934.00

ENGINEERING (ENGIN)

DIGITAL FABRICATION TECHNOLOGY - DESIGN AND ENGINEERING CERTIFICATE OF ACHIEVEMENT (CA)

Laney College's Engineering and Design focused Digital Fabrication Technology Program prepares graduates for modern Digital Fabrication and Advanced Manufacturing careers in design firms, engineering firms, furniture, cabinet, industrial art, custom installation and parts manufacturing shops. These multi-disciplinary courses emphasize and expand on the fundamentals of computer-assisted design (CAD) and computer-assisted manufacturing (CAM) techniques. Students will learn intermediate and advanced skills in iterative, design oriented thinking by employing rapid prototyping philosophy framed within a creative problem solving mindset. Graduates will leave with the ability to: conceptualize a project, 3D model it in its entirety, create the project using computer numerically controlled (CNC) and advanced manufacturing equipment, rapidly analyze and improve a project through iteration, and finish a project using modern and hand techniques. Engineering and design-based thinking will frame the way students approach projects and problems, using skills and techniques in those disciplines to guide solution based problem solving.

Career Opportunities

CNC operator, CNC programmer, Part designer, Fabricator, CAD/CAM specialist, Design and fabrication consultant, 3D printer operator, Digital Fabrication technician, Production assistant.

COURSE SEQUENCE

Fundamental skills (min 10 units)

CARP 224A	Digital Fabrication I	2
MACH 210	Machine Technology I	5
ENGIN 10	Introduction to Engineering	3

Computer Assisted Design (min 3 or 4 units):

MACH 20	CAD Solid Modeling with Solidworks	4
ENGIN 22	Engineering Graphics	3
ARCH 125	Digital Tools for Architecture and Design	3

Further study in Digital Fabrication (min 10 units):

CARP 224B	Digital Fabrication II	2
MACH 30	Introduction to CNC Programming	4
MACH 31	Advanced CNC and CAD/CAM Programming	4

Continuation and discovery of new disciplines (min 6 units)

ARCH 142	Digital Craft For Architecture and Design	3
ENGIN 110	Engineering Entrepreneurship	3

Cooperative Education (min 2 units):

ENGIN 466J	Occupational Work Experience in Engineering Technology	1-4

TOTAL MAJOR UNITS: 31-32

PROGRAM LEARNING OUTCOMES

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

- Safety - Demonstrate proper safety protocols of all tools and equipment in the classroom .
- Skills - Students will be able to use modern industrial computer numerically controlled (CNC) equipment to produce projects and apply improvements within the prototyping process using engineering and design principles.
- Materials and Practices - Students will identify, analyze, evaluate and apply the correct materials to the appropriate production parameters creating efficient work flows for projects with optimal material use.

ENGINEERING (ENGIN)

Engineers design the systems, structures and products that keep the world running. Engineers specialize in one of a wide range of fields such as electrical engineering, mechanical engineering, chemical engineering, materials engineering, industrial engineering, civil engineering, and more. Depending on specialization, engineers can find work in a wide range of different settings from a manufacturing plant in Silicon Valley or energy efficient construction project in San Francisco to road building in Africa, petroleum exploration in the North Sea, or design of new nanotechnology products at a national laboratory.

Laney College offers the lower division engineering major preparation courses for transfer in good standing to colleges and universities across California and the U.S. Engineering involves the application of scientific and mathematical principles to solve practical technical problems. In addition to the engineering courses, the preparation typically includes coursework in the sciences and mathematics, for example: Chemistry 1A and 1B (additional courses required for chemical Engineering), Physics 4A, 4B, and 4C, and Math 2A, 3A, 3B, 3C, 3E, and 3F. Because specific requirements vary among colleges and universities and between majors in different branches of engineering, students seeking transfer with an engineering major should consult with a Laney counselor to develop an appropriate Student Education Plan (SEP) and review CSU and UC engineering articulation agreements via the ASSIST website (www.assist.org) to ensure that all required courses for the major are completed.

ENGIN 10
Introduction to Engineering
3 units, 2 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU, UC

Introduction to Engineering: Overview of the branches of engineering, the functions of an engineer, and the industries in which engineers work; methods and tools of engineering problem solving and design, engineering ethics, and communication skills pertinent to the engineering profession. 0901.00
(C-ID: ENGR 110)

ENGIN 18
Introduction to Electrical Engineering
4 units, 3 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): PHYS 4B and MATH 3F or 3E
Acceptable for credit: CSU, UC

Basic circuit elements, modeling, critical laws and network theorems: Analysis of techniques of lumped, linear circuits including operational amplifiers; analysis of AC circuits and power; semiconductor diodes and rectifier design. 0901.00

ENGIN 22
Engineering Graphics
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): MATH 50
Acceptable for credit: CSU, UC

Principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD): Development of visualization skills; orthographic projections; mechanical dimensioning practices; three dimensional modeling and the engineering design process; use of CAD software is an integral part of the course. 0901.00
AA/AS area 4c
(C-ID: ENGR 150)

ENGIN 35
Engineering Mechanics - Statics
3 units, 3 hours lecture (GR)
Prerequisite(s): MATH 3C and PHYS 4A
Acceptable for credit: CSU, UC

Vectorial treatment of principles of the equilibrium of particles and rigid bodies: Properties of forces, moments, couples and resultants; two- and three-dimensional force systems acting on engineering structures in equilibrium; analysis of truss, and beams; distributed forces, shear and bending moment diagrams, center of gravity, centroids, friction, and area and mass moments of inertia. 0901.00

ENGIN 36
Engineering Mechanics of Materials
3 units, 3 hours lecture (GR)
Prerequisite(s): ENGIN 35
Acceptable for credit: CSU, UC

Application of principles of statics to materials: Concepts of stress, strain, and material behavior to analyze simple structural members under axial, bending, and torsional loadings; multi- axial treatment of stresses and strains, tensor transformations, yielding and failure. 0901.00
(C-ID: ENGR 240)

ENGIN 45
Properties of Materials
4 units, 3 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): CHEM 1A and PHYS 4A

Recommended preparation: ENGL 1A
Acceptable for credit: CSU, UC

Study of crystalline and noncrystalline structure: Examining the microstructure that determines the thermodynamic, mechanical, electronic, magnetic, and environmental properties of metallic, ceramic, polymers, composite, and electronic materials. 0901.00
(C-ID: ENGR 140B)

ENGIN 49
Independent Study in Engineering
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Engineering. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0901.00

ENGIN 77
Computer Programming for Engineers Using MATLAB
4 units, 3 hours lecture, 3 hours laboratory (GR)
Recommended preparation: MATH 3A
Acceptable for credit: CSU, UC

Introduction to computer programming techniques and the use of MATLAB for solving computer-based engineering problems: Basic programming techniques including loops, conditionals, and procedural programming; data analysis and graphing; linear algebra and matrices, solutions to systems of linear equations; numerical integration and differentiation, graphic interpolations. 0901.00
AA/AS area 4c

ENGIN 100
Earth Systems: Sustainability, Ecology and Environmental Justice for Technicians and Engineers
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Introduction to earth's ecological systems: The built environment and principles of sustainability with a focus on ecology, systems theory, the application of technology, and environmental justice. Investigation of green collar jobs in construction, renewable energy, and building performance fields. Designed for students of Architecture and Engineering Technology, Carpentry, Construction Management, Electricity/Electronics Technology, Engineering, and Environmental Control Technology. 0901.00
AA/AS area 1, 2

ENGIN 110
Engineering Entrepreneurship
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Application of engineering concepts and practices to innovation, sustainability, and entrepreneurial thinking: Problem analysis and solution development using engineering principles applied to product development and business strategy. 0901.00

ENGIN 466J
Occupational Work Experience in Engineering Technology
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in engineering or related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0924.00

ENGLISH (ENGL)

ASSOCIATE IN ARTS DEGREE IN ENGLISH FOR TRANSFER (AA-T)

The Associate in Arts in English for Transfer Degree (AA-T in ENGL) is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in English or similar major for completion of a baccalaureate degree.

Students are required to complete:

Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis.

No more than 60 semester units are required.

The Associate in Arts in English for Transfer Degree (AA-T in ENGL) will also assist English major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities

A degree in English provides a sound foundation for students seeking careers in a variety of fields such as education, law and government, media relations, journalism, marketing, communications, speech, script and grant writing, video game content development, and technical writing.

Core Courses (7 units)

ENGL 1B	Composition and Reading	4
ENGL 5	Critical Thinking in Reading and Writing	3

List A: Choose two of the following (6 units)

ENGL 30A	Introduction to American Literature	3
ENGL 30B	Introduction to American Literature	3

List B: Choose one of the following (3-4 units):

ENGL 1A	Composition and Reading	4
ENGL 10A	Creative Writing	3

List C: Choose one of the following (3 units)

ENGL 10B	Creative Writing	3
ENGL 17A	Shakespeare	3
ENGL 17B	Shakespeare	3
ENGL 31	Survey of African-American Literature	3
ENGL 43	Introduction to the Study of Poetry	3
COMM 2A	The Fundamentals of Oral Interpretation of Literature	3
JOURN 21	Newswriting	3
M/LAT 36	Survey of Latina/o Literature	3
THART 2	Introduction to the Theatre Arts	3
TOTAL MAJOR UNITS:		**19-20**

IGTEC or CSU GE-Breadth Education Pattern	**37-39**
CSU Transferrable General Elective Courses to meet 60 units	
TOTAL UNITS	**60**

PROGRAM LEARNING OUTCOMES

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

- Apply techniques of close textual reading, analysis, and interpretation of a variety of literary genres in their social, cultural, historical, and political contexts.
- Develop individual perspectives in essays that demonstrate critical thinking, logical organization, and command of voice and style.
- Conduct inquiry into historical and contemporary discourse, in order to respond to and influence contemporary discourse, one's self, and the world.

ENGLISH (ENGL)

Laney College's English Department's mission is to develop, expand, and refine students' abilities to think critically and creatively about themselves and the world, and to use the English language as a tool for self-empowerment and social justice.

English Course Numbering Guide:
Non-Degree Applicable and Non-Transferable: English 243 through 269B
Associate Degree Applicable and Non-Transferable: English 208A, B, C, D through 243
Transferable to UC and/or CSU, and Associate Degree Applicable: English 1A through 138

ENGL 1A
Composition and Reading
4 units, 4 hours lecture (GR)
Prerequisite(s): ESOL 52 or 52B or appropriate placement through multiple measures assessment.
Not open for credit to students who have completed or are currently enrolled in ENGL 1AS.
Acceptable for credit: CSU, UC

Reading and writing expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively. 1501.00
AA/AS area 4a, 4d; CSU area A2; IGETC area 1A
(C-ID: ENGL 100)

ENGL 1AS
Composition and Reading with Support
5 units, 5 hours lecture (GR)
Prerequisite(s): ENGL 264B, ESL 21B, or ESOL 52 or 52B or appropriate placement through multiple measures assessment.
Not open for credit to students who have completed or are currently enrolled in ENGL 1A.
Acceptable for credit: CSU, UC

Reading and writing expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively; reading, writing, study, and information literacy strategies. 1501.00
AA/AS area 4a, 4d; CSU area A2
(C-ID: ENGL 100)

ENGL 1B
Composition and Reading
4 units, 4 hours lecture (GR)
Prerequisite(s): ENGL 1A or 1AS
Acceptable for credit: CSU, UC

Continued expository writing: Careful reading of selected plays, poems, and novels. 1501.00
AA/AS area 3, 4a, 4d; CSU area C2, IGETC area 3B
(C-ID: ENGL 120)

ENGL 5
Critical Thinking in Reading and Writing
3 units, 3 hours lecture (GR)
Prerequisite(s): ENGL 1A or 1AS
Acceptable for credit: CSU, UC

Development of the ability to analyze, criticize and advocate ideas: Relationship of language to logic, induction and deduction, facts, inferences, judgments, and formal and informal fallacies of language and thought. Instructs in writing about issues of critical thinking to develop both thinking and writing skills. 1501.00
AA/AS area 4a, 4d; CSU area A3; IGETC area 1B
(C-ID: ENGL 105)

ENGL 10A
Creative Writing
3 units, 3 hours lecture (GR)
Prerequisite(s): ENGL 1A or 1AS
Acceptable for credit: CSU, UC

Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00
AA/AS area 3, 4d; CSU area C2
(C-ID: ENGL 200)

ENGL 10B
Creative Writing
3 units, 3 hours lecture (GR)
Prerequisite(s): ENGL 1A or 1AS
ENGL 10A is not prerequisite to ENGL 10B.
Acceptable for credit: CSU, UC

Continuation of writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00
AA/AS area 3, 4d; CSU area C2

ENGL 17A
Shakespeare
3 units, 3 hours lecture (GR)
Prerequisite(s): ENGL 1A or 1AS
Acceptable for credit: CSU, UC

Study of selected works of Shakespeare. 1503.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3B

ENGL 17B
Shakespeare

3 units, 3 hours lecture (GR)
Prerequisite(s): ENGL 1A or 1AS
ENGL 17A is not prerequisite to ENGL 17B.
Acceptable for credit: CSU, UC

Continued study of selected works of Shakespeare. 1503.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3B

ENGL 30A
Introduction to American Literature
3 units, 3 hours lecture (GR)
Recommended Preparation: ENGL 1A or 1AS
Acceptable for credit: CSU, UC

Survey of American literary traditions from their beginnings to the second half of the nineteenth century. 1503.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3B
(C-ID: ENGL 130)

ENGL 30B
Introduction to American Literature
3 units, 3 hours lecture (GR)
Prerequisite(s): ENGL 1A
ENGL 30A is not prerequisite to ENGL 30B
Acceptable for credit: CSU, UC

Continuation of 30A: Survey of American Romanticism to literature of the present. 1503.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3B
(C-ID: ENGL 135)

ENGL 31
Survey of African-American Literature
3 units, 3 hours lecture (GR)
Prerequisite(s): ENGL 1A
Acceptable for credit: CSU, UC

Major works in African American literature: From the earliest literature through the Harlem Renaissance to the present. 1503.00
AA/AS area 3, 4d, 5; CSU area C2; IGETC area 3B

ENGL 43
Introduction to the Study of Poetry
3 units, 3 hours lecture (GR)
Prerequisite(s): ENGL 1A
Acceptable for credit: CSU, UC

Introduction to the elements of poetry: Imagery, sound, form, tone, and diction. 1503.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3B

ENGL 49
Independent Study in English
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in English. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1501.00

ENGL 208A
Writing Workshop
1 unit, 0.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Individualized instruction in writing: Thesis control and essay organization. 1501.00

ENGL 208B
Writing Workshop
1 unit, 0.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: ENGL 208A

Individualized instruction in writing: Thesis control, essay organization, and idea development. 1501.00

ENGL 208C
Writing Workshop
1 unit, 0.5 hours lecture, 1.5 hours laboratory (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
Writing Workshop
1 unit, 0.5 hours lecture, 1.5 hours laboratory (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 210A
Creative Writing
3 units, 3 hours lecture (GR)

Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00
AA/AS area 3, 4d

ENGL 210B
Creative Writing
3 units, 3 hours lecture (GR)
ENGL 210A is not prerequisite to ENGL 210B.

Continuation of writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00
AA/AS area 3, 4d

ENGL 217A
Shakespeare
3 units, 3 hours lecture (GR)

Study of selected works of Shakespeare. 1503.00
AA/AS area 3, 4d

ENGL 217B
Shakespeare
3 units, 3 hours lecture (GR)
ENGL 217A is not prerequisite to ENGL 217B.

Continued study of selected works of Shakespeare. 1503.00
AA/AS area 3, 4d

ENGL 230A
Introduction to American Literature
3 units, 3 hours lecture (GR)

Survey of American literary traditions from their beginnings to the second half of the nineteenth century. 1503.00
AA/AS area 3, 4d

ENGL 230B
Introduction to American Literature
3 units, 3 hours lecture (GR)

Continuation of 230A: Survey of American Romanticism to literature of the present. 1503.00
AA/AS area 3, 4d

ENGL 231
Survey of African-American Literature
3 units, 3 hours lecture (GR)

Major works in African American literature: From the earliest literature through the Harlem Renaissance to the present. 1503.00
AA/AS area 3, 4d, 5

ENGL 243
Introduction to the Study of Poetry
3 units, 3 hours lecture (GR)

Introduction to the elements of poetry: Imagery, sound, form, tone, and diction. 1503.00
AA/AS area 3, 4d

ENGL 264A
Preparation for Composition, Reading, and Research
4 units, 3 hours lecture, 3.5 hours laboratory (GR or P/NP)
Non-degree applicable

Introduction to college-level composition, reading, and research: Active reading strategies; writing and prewriting strategies; argumentation techniques; research techniques. 1501.00

ENGL 264B
Preparation for Composition, Reading, and Research
4 units, 3 hours lecture, 3.5 hours laboratory (GR or P/NP)
Prerequisite(s): ENGL 264A
Non-degree applicable

Skill development in composition, reading, and research: Active reading strategies; writing and prewriting strategies; argumentation techniques; research techniques. 1501.00

ENGL 269A
Foundations in Reading and Writing
6 units, 6 hours lecture (GR)
Not open for credit to students who have completed or are currently enrolled in ENGL 250A-D/267A-B or 251A-D/268A-B.
Non-degree applicable

Foundations in reading and writing to prepare students for success in college: Reading strategies including prereading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20

ENGL 269B
Foundations in Reading and Writing
6 units, 6 hours lecture (GR)
Prerequisite(s): ENGL 269A or 259A-C
Not open for credit to students who have completed or are currently enrolled in ENGL 250A-D/267A-B or 251A-D/268A-B.
Non-degree applicable

Continuation of ENGL 269A with further study in reading and writing strategies to prepare students for success in college: Reading strategies including prereading, summarizing, paragraph analysis, study techniques, scanning, and note taking; and writing strategies including prewriting, essay organization, paragraph development, sentence combining, editing, and proofreading. 4930.20

ENGLISH NONCREDIT OFFERINGS

ACADEMIC COMPOSITION SKILLS CERTIFICATE OF COMPETENCY (CCY)

The Academic Composition Skills Certificate of Competency (CCy ENGL) ensures necessary skills in fundamentals of English composition and research for students enrolled in composition courses. Students who complete this program will have skills which will help them succeed in future courses that require essay writing.

Career Opportunities

This program is designed to ensure that students have academic skills required to be successful in their academic goals, which ultimately allows for success in career goals.

COURSE SEQUENCE

Students must complete a minimum of 52.5hrs:

ENGL 508A	Academic Composition Skills: Prewriting and Organization	17.5 - 262.5
ENGL 508B	Academic Composition Skills: Paragraph Development, Analysis, & Research	17.5 - 262.5
ENGL 508C	Academic Composition Skills: Sentence Structure and Proofreading	17.5 - 262.5
TOTAL MAJOR UNITS:		**52.5-787.5**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Write well organized, well developed, well edited, well researched, and clear essays.

ENGL 508A
Academic Composition Skills: Prewriting and Organization
0 units, 52.5-262.5 hours laboratory (P/NP or SP)
Course study under this section may be repeated five times.

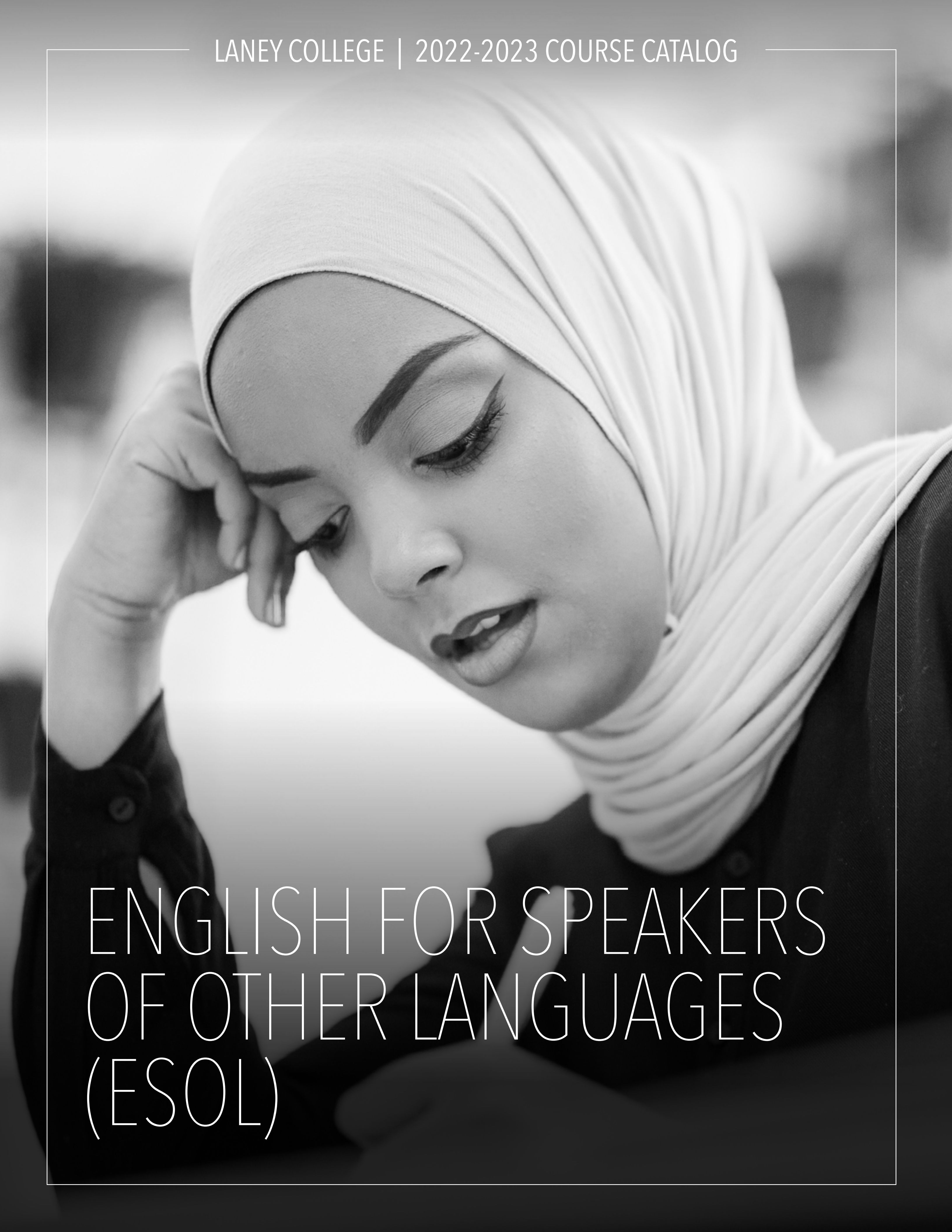
Individualized instruction in academic composition: Prewriting and essay organization. 1501.00

ENGL 508B
Academic Composition Skills: Paragraph Development, Analysis, & Research
0 units, 52.5-262.5 hours laboratory (P/NP or SP)
Course study under this section may be repeated five times.

Individualized instruction in academic composition: Paragraph Development, Analysis, and Research. 1501.00

ENGL 508C
Academic Composition Skills: Sentence Structure and Proofreading
0 units, 52.5-262.5 hours laboratory (P/NP or SP)
Course study under this section may be repeated five times.

Individualized instruction in academic composition: Sentence structure and proofreading. 1501.00



ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES: INTERMEDIATE CERTIFICATE OF PROFICIENCY (CP)

The Intermediate Certificate of Proficiency in ESOL verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the intermediate level. Students interested in completing this certificate should consult with the ESOL program chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement. The certificate will provide international students with evidence of English study, which makes a job-seeker more competitive in many countries.

COURSE SEQUENCE

Core Courses (14 units)

ESOL 252A	Reading and Writing 2	6
or		
ESL 222A	Intermediate Reading and Writing	6
ESOL 262A	Listening and Speaking 2	4
or		
ESL 232A	Intermediate Listening and Speaking	4
or		
ESOL 263A	Listening and Speaking 3	4
or		
ESL 233A	High Intermediate Listening and Speaking	4
or		
ESOL 50A	Advanced Listening and Speaking	4
or		
ESL 50A	Advanced Listening and Speaking	4
ESOL 272A	Grammar 2	4
or		
ESL 215A	Intermediate Grammar	4
or		
ESOL 273A	Grammar 3	4
or		
ESL 216A	High Intermediate Grammar	4
or		
ESOL 274A	Grammar 4	4
or		
ESL 217A	Advanced Grammar	4
TOTAL MAJOR UNITS:		**14**

PROGRAM LEARNING OUTCOMES

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

- Writing - Intermediate Satisfy intermediate ESOL standards for clear, effective, well-organized, well-developed, well-edited and logically-sound sentences, paragraphs and essays, and appropriate citation of sources.
- Reading - Intermediate Apply active reading strategies in order to comprehend, critically analyze and explain ideas in intermediate level ESOL texts.
- Communication - Intermediate Communicate fluently, accurately and appropriately in spoken American English at a level required in intermediate ESOL courses.
- Classroom Culture - Intermediate Participate in campus and classroom culture at a level required for success in intermediate ESOL courses.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES: HIGH INTERMEDIATE CERTIFICATE OF PROFICIENCY (CP)

The High Intermediate Certificate of Proficiency in ESOL verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the high intermediate level. Students interested in completing this certificate should consult with the ESOL program chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement. The c ertificate will provide international students with evidence of English study, which makes a job-seeker more competitive in many countries.

COURSE SEQUENCE

Core Requirement (14 units)

ESOL 253A	Reading and Writing 3	6
or		
ESL 223A	High Intermediate Reading and Writing	6
ESOL 273A	Grammar 3	4
or		
ESOL 274A	Grammar 4	4
or		
ESL 216A	High Intermediate Grammar	4
or		
ESL 217A	Advanced Grammar	4
ESOL 263A	Listening and Speaking 3	4
or		
ESOL 50A	Advanced Listening and Speaking	4
or		
ESL 233A	High Intermediate Listening and Speaking	4
or		
ESL 50A	Advanced Listening and Speaking	4
TOTAL MAJOR UNITS:		**14**

PROGRAM LEARNING OUTCOMES

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

- Classroom Culture - High Intermediate Participate in campus and classroom culture at a level required for success in high intermediate ESOL courses.
- Reading - High Intermediate Apply active reading strategies in order to comprehend, critically analyze and explain ideas in high intermediate level ESOL texts.
- Communication - High Intermediate Communicate fluently, accurately and appropriately in spoken American English at a level required in high intermediate ESOL courses.
- Writing - High Intermediate Satisfy high intermediate ESOL standards for clear, effective, well-organized, well-developed, well- edited and logically-sound sentences, paragraphs and essays, and appropriate citation of sources.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES: ADVANCED CERTIFICATE OF PROFICIENCY (CP)

The Advanced Certificate of Proficiency in ESOL verifies that a student has successfully completed 14 units of college-level work, including the Advanced ESOL Reading and Writing course and at least four other units of Advanced ESOL. Students interested in completing this certificate should consult with the ESOL program chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement. The certificate will provide international students with evidence of English study, which makes a job-seeker more competitive in many countries.

COURSE SEQUENCE

Core Courses: Choose two or three courses (14 units)

ESOL 50A	Advanced Listening and Speaking	4
or		
ESL 50A	Advanced Listening and Speaking	4
ESOL 52A	Advanced Reading and Writing	6
or		
ESL 52A	Advanced Reading and Writing	6
ESOL 274A	Grammar 4	4
or		
ESL 217A	Advanced Grammar	4

If you have not completed a minimum of 14 units from the above core courses, select any of the following:

ESOL 275A	Grammar 5	4
or		
ESL 219A	Applied Grammar and Editing	4
or		
Courses numbered 1-199 in any discipline		
TOTAL MAJOR UNITS:		**14**

PROGRAM LEARNING OUTCOMES

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

- Writing - Advanced Satisfy advanced ESOL standards for clear, effective, well-organized, well-developed, well-edited and logically sound sentences, paragraphs and essays, and appropriate citation of sources.
- Reading -Advanced Apply active reading strategies in order to comprehend, critically analyze and explain ideas in advanced ESOL and college-level texts.
- Classroom Culture - Advanced Participate in campus and classroom culture at a level required for success as an advanced ESOL student.
- Communication - Advanced Communicate fluently, accurately and appropriately in spoken American English at a level required in advanced ESOL courses.

PROGRAM READINESS FOR MULTILINGUAL STUDENTS (CA)

The Program Readiness Certificate of Achievement verifies that multilingual students have demonstrated readiness to succeed in in a four-year college transfer program.

Career Opportunities

This program is designed to ensure that students have academic skills required to be successful in their academic goals, which ultimately allows for success in career goals. This program also provides international students with evidence of advanced English proficiency, a qualification that opens many career opportunities when they return to their native countries.

COURSE SEQUENCE

Core Courses: (14 units):

ESOL 50A	Advanced Listening and Speaking	4
ESOL 52	Advanced Reading and Writing	6
ENGL 1A	Composition and Reading	4

Select one of the following: (3 units)

COUN 24	College Success	3
COUN 30	Personal Growth and Development	3
COUN 57	Career and Life Planning	3
TOTAL MAJOR UNITS:		**14**

PROGRAM LEARNING OUTCOMES

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

- Develop individual perspectives in essays that demonstrate critical thinking skills, command of standard grammar, and logical organization.
- Locate and appropriately cite information from print and electronic sources--from libraries, the internet, databases and elsewhere; evaluate its relevance and reliability; and incorporate it effectively into essays.
- Function as a productive member of a college class by cooperating in interactive learning.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The ESOL Department at Laney provides the foundation skills in English for a large percentage of the community, addressing the needs of immigrants who arrive in the Bay Area, international students, and multilingual students who have received most of their education in the U.S. (Generation 1.5). The Department supports the individual learning of each student to improve his/ her/their ability to speak and understand both oral and written English; to develop reading, writing, and critical thinking skills; and to appreciate and be successful in an American cultural environment. The Laney ESOL Department provides an inclusive educational environment that recognizes the positive attributes of our culturally and linguistically diverse student population and strives to support them in their studies, work and life while instilling a vision for self and community advocacy and social justice.

The accelerated ESOL core curriculum, developed by the Peralta ESOL Advisory Council (PEAC), was revised in fall 2020. It is a four-level program—from High Beginning to Advanced—and offers an A and B course at the lower levels. The two courses at these levels are designed to allow students to accelerate through the A levels; thus finishing the program in 4 semesters while giving up to 6 semesters to those students who need more time to acquire language skills. Most of the courses listed are also offered as non-credit (free) courses, numbered 500 and above.

Disclaimer: The ESOL curriculum is in the process of revision at this catalog's time of publication, so the following information may no longer be accurate. For current information, see the Department website: https://laney.edu/esl/esl-courses/

ESOL 50A
Advanced Listening and Speaking
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process or ESL 233B or ESOL 263B
Not open for credit to students who have completed or are currently enrolled in ESL 50A.
Acceptable for credit: CSU

Advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms and pronunciation. 4930.86
AA/AS area 4d; CSU area A1

ESOL 50B
Oral Communication for Advanced ESOL Students
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): ESL 50A or ESOL 50A
Not open for credit to students who have completed or are currently enrolled in ESL 50B.
Acceptable for credit: CSU

Continuation of ESOL 50A: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms and pronunciation. 4930.86
AA/AS area 4d; CSU area A1

ESOL 52
Advanced Reading and Writing
6 units, 6 hours lecture (GR or P/NP)
Prerequisite(s): ESOL 253 or 253A or 253B or 513 or 553 or Placement by multiple measures assessment process.
Not open for credit to students who have completed or are currently enrolled in ESOL 52A or 52B.
Acceptable for credit: CSU, UC

Advanced level of reading and writing: Critical thinking skills, analysis of literature and culturally significant texts. Building of research and other academic papers. Students will analyze and compare both literary and non-fiction texts from diverse cultures in order to develop a broader cross-cultural understanding of themes. 4930.87
AA/AS area 3, 4a, 4d

ESOL 251A
Reading and Writing 1
6 units, 6 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process
Not open for credit to students who have completed or are currently enrolled in ESL 285A.
Non-degree applicable

High beginning level of reading and writing: Fiction and non fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. 4930.87

ESOL 251B
Reading and Writing 1
6 units, 6 hours lecture (GR or P/NP)
Prerequisite(s): ESL 285A or ESOL 251A
Not open for credit to students who have completed or are currently enrolled in ESL 285B.
Non-degree applicable

Continuation of ESOL 251A: Fiction and non-fiction readings adapted for ESL; writing short narrative and descriptive paragraphs. 4930.87

ESOL 252A
Reading and Writing 2
6 units, 6 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process or ESL 285B or ESOL 251B
Not open for credit to students who have completed or are currently enrolled in ESL 222A.
Non-degree applicable

Intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESL reading materials; expanding paragraphs into simple narratives and essays. 4930.87

ESOL 252B
Reading and Writing 2
6 units, 6 hours lecture (GR or P/NP)
Prerequisite(s): ESL 222A or ESOL 252A
Not open for credit to students who have completed or are currently enrolled in ESL 222B.
Non-degree applicable

Continuation of ESOL 252B: Academic vocabulary and critical thinking skills using intermediate-level ESL reading materials; expanding paragraphs into simple narratives and essays. 4930.87

ESOL 253
Reading and Writing 3
6 units, 6 hours lecture (GR or P/NP)
Prerequisite(s): ESOL 252A or 252B or Placement through multiple-measures assessment process
Recommended Preparation: ESOL 512
Not open for credit to students who have completed or are currently enrolled in ESOL 253A or 253B
Non-degree applicable

High Intermediate level of reading and writing: Critical readings of essays, short academic texts, short stories, and/or a book-length text. Writing well-developed essays and compositions. 4930.87

ESOL 257A
Intermediate Reading & Writing Workshop: Developing Critical Reading, Writing and Thinking Skills
1 unit, 0.75 hours lecture, 0.75 hours laboratory (GR or P/NP)
Corequisite(s): ESOL 252A or 252B or 512
Non-degree applicable

Skills to succeed in ESOL 252A or 252B: Learning strategies and individualized instruction for intermediate English learners to develop critical reading, writing, and thinking skills. 4930.87

ESOL 257B
Intermediate Reading & Writing Workshop: Expanding Critical Reading, Writing and Thinking Skills
1 unit, 0.75 hours lecture, 0.75 hours laboratory (GR or P/NP)
Corequisite(s): ESOL 252A or 252B or 512
Non-degree applicable

Continuation of ESOL 257A and support for ESOL 252A or ESOL 252B: Learning strategies and individualized instruction for intermediate English learners to expand on critical reading, writing, and thinking skills. 4930.87

ESOL 257C
Intermediate Reading & Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills
1 unit, 0.75 hours lecture, 0.75 hours laboratory (GR or P/NP)
Corequisite(s): ESOL 253 or 253A or 513
Non-degree applicable

Skills to succeed in ESOL 253: Learning strategies and individualized instruction for high intermediate English learners to strengthen critical reading, writing, and thinking skills. 4930.87

ESOL 257D
Intermediate Reading & Writing Workshop: Consolidating Critical Reading, Writing and Thinking Skills
1 unit, 0.75 hours lecture, 0.75 hours laboratory (GR or P/NP)
Corequisite(s): ESOL 253 or 253A or 513
Non-degree applicable

Continuation of ESOL 257C and support for ESOL 253: Learning strategies and individualized instruction for high intermediate English learners to consolidate critical reading, writing, and thinking skills. 4930.87

ESOL 259A
Advanced Reading and Writing Workshop: Developing Critical Reading, Writing, and Thinking Skills
1 unit, 0.75 hours lecture, 0.75 hours laboratory (GR or P/NP)
Corequisite(s): ESOL 52 or 52A or 552
Non-degree applicable

Skills to succeed in ESOL 52: Learning strategies and individualized instruction for advanced English learners to develop critical reading, writing, and thinking skills. 4930.87

ESOL 259B
Advanced Reading and Writing Workshop: Applying Reading, Writing and Critical Thinking Skills
1 unit, 0.75 hours lecture, 0.75 hours laboratory (GR or P/NP)
Corequisite(s): ESOL 52 or 52A or 552
Non-degree applicable

Continuation of ESOL 259A and support for ESOL 52: Learning strategies and individualized instruction for advanced English learners to apply critical reading, writing, and thinking skills with emphasis on research skills. 4930.87

ESOL 259C
Advanced Reading and Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills
1 unit, 0.75 hours lecture, 0.75 hours laboratory (GR or P/NP)
Corequisite(s): ENGL 1A or 1AS
Non-degree applicable

Skills to succeed in ENGL 1A: Learning strategies and individualized instruction for advanced English learners to strengthen critical reading, writing, and thinking skills. 4930.87

ESOL 259D
Advanced Reading and Writing Workshop: Consolidating Critical Reading, Writing, and Thinking Skills
1 unit, 0.75 hours lecture, 0.75 hours laboratory (GR or P/NP)
Corequisite(s): ENGL 1A or 1AS
Non-degree applicable

Continuation of ESOL 259C and support for ENGL 1A: Learning strategies and individualized instruction for advanced English learners to consolidate critical reading, writing, and thinking skills with emphasis on research skills. 4930.87

ESOL 261A
Listening and Speaking 1
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process
Not open for credit to students who have completed or are currently enrolled in ESL 283A.
Non-degree applicable

High beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 261B
Listening and Speaking 1
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): ESL 283A or ESOL 261A
Not open for credit to students who have completed or are currently enrolled in ESL 283B.
Non-degree applicable

Continuation of ESOL 261A: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 262A
Listening and Speaking 2
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process or ESL 285B or ESOL 261B
Not open for credit to students who have completed or are currently enrolled in ESL 232A.
Non-degree applicable

Intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 262B
Listening and Speaking 2
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): ESL 232A or ESOL 262A
Not open for credit to students who have completed or are currently enrolled in ESL 232B.
Non-degree applicable

Continuation of ESOL 262A: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 263A
Listening and Speaking 3
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process or ESL 232B or ESOL 262B
Not open for credit to students who have completed or are currently enrolled in ESL 233A.
Non-degree applicable

High intermediate level listening and speaking: improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 263B
Listening and Speaking 3
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): ESL 233A or ESOL 263A
Not open for credit to students who have completed or are currently enrolled in ESL 233B.
Non-degree applicable

Continuation of ESOL 263A: improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 265
Pronunciation 1
3 units, 3 hours lecture (GR or P/NP)
Non-degree applicable

High beginning level pronunciation for speakers of ESOL: Improving intonation, rhythm and stress patterns; individual sounds (consonants and vowels) to speak more clearly and with more intelligibility. 4930.86

ESOL 266
Pronunciation 2
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process
Non-degree applicable

Continuation of ESOL 265: Practice in pronunciation, intonation, and fluency in English in order to prepare for effective academic and career communication. 4930.86

ESOL 271A
Grammar 1
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process
Not open for credit to students who have completed or are currently enrolled in ESL 284A.
Non-degree applicable

High beginning level of English grammar: Basic grammar structures, sentence patterns and parts of speech. 4930.87

ESOL 271B
Grammar 1
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): ESL 284A or ESOL 271A
Not open for credit to students who have completed or are currently enrolled in ESL 284B.
Non-degree applicable

Continuation of ESOL 271A: Basic grammar structures, sentence patterns and parts of speech. 4930.87

ESOL 272A
Grammar 2
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process or ESL 284B or ESOL 271B or ESL 285B or ESOL 251B
Not open for credit to students who have completed or are currently enrolled in ESL 215A.
Non-degree applicable

Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESOL 272B
Grammar 2
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): ESL 215A or ESOL 272A
Not open for credit to students who have completed or are currently enrolled in ESL 215B
Non-degree applicable

Continuation of ESOL 272A: Introduction to complex grammar structures and sentence patterns. 4930.87

ESOL 273A
Grammar 3
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process or ESL 215B or ESOL 272B or ESL 285B or ESOL 251B
Not open for credit to students who have completed or are currently enrolled in ESL 216A.
Non-degree applicable

High intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. 4930.87

ESOL 273B
Grammar 3
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): ESL 216A or ESOL 273A
Not open for credit to students who have completed or are currently enrolled in ESL 216B.
Non-degree applicable

Continuation of ESOL 273A: Further study of complex grammar structures and sentence patterns. 4930.87

ESOL 274A
Grammar 4
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process or ESL 216B or ESOL 273B
Not open for credit to students who have completed or are currently enrolled in ESL 217A.
Non-degree applicable

Advanced level of English grammar: Expanding, refining and applying the complex grammar skills used in academic writing, reading, listening and speaking. 4930.87

ESOL 274B
Grammar 4
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): ESL 217A or ESOL 274A
Not open for credit to students who have completed or are currently enrolled in ESL 217B.
Non-degree applicable

Continuation of ESOL 274A: Expanding, refining and applying the complex grammar skills used in academic writing, reading, listening and speaking. 4930.87

ESOL 275A
Grammar 5
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): ENGL 201B or ESL 217B or ESOL 52B or 274B
Not open for credit to students who have completed or are currently enrolled in ESL 219A.
Non-degree applicable

Grammar, editing and proofreading practice for advanced EOSL writers: Review and clarification of troublesome grammar points, and practice in writing, editing, and proofreading. 4930.87

ESOL 275B
Grammar 5
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): ESL 219A or ESOL 275A
Not open for credit to students who have completed or are currently enrolled in ESL 219B.
Non-degree applicable

Continuation of ESOL 275A: Review and clarification of troublesome grammar points, and practice in writing, editing and proofreading. 4930.87

ESOL 279
Spelling
5 units, 5 hours lecture (GR or P/NP)
Recommended preparation: ESL 285A or ESOL 251A
Not open for credit to students who have completed or are currently enrolled in ESL 256A.
Non-degree applicable

Study of the spelling of American English: Focus upon sounds and pattern. 4930.87

ESOL 283
Business English
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: ESOL 253
Non-degree applicable

High-Intermediate English for Business: Development and strengthening of English language skills for the professional setting: vocabulary for the workplace, navigating meetings and negotiations, giving professional presentations, reading and writing reports and professional correspondences. 4931.00

ESOL 284
English Language Skills for Technology
1 unit, 1 hour lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in ESL 287A
Non-degree applicable

Low-beginning English for technology: Grammar and vocabulary for speaking, listening, reading and writing related to academic uses of hardware and software. 4930.87

ESOL 285
English Language Skills for Technology
2 units, 1 hours lecture (GR or P/NP)
Not open for students who have completed or are currently enrolled in ESL 287B.
Non-degree applicable

Low-beginning English for technology: Grammar and vocabulary for speaking, listening, reading and writing related to academic uses of hardware and software. 4930.87

ESOL 286
English for Job Search
3 units, 2 hours lecture (GR or P/NP)
Not open for credit to students who have completed ESL 267.
Non-degree applicable

High-beginning English for Job Search: English language skills for career exploration and job search. Learn how to clearly communicate in English about your employment goals, skills and personal qualities for use in applications, professional correspondences, resumes and job interviews. 4931.00

ESOL 287
ESOL for Customer Service
4 units, 3 hours lecture (GR or P/NP)
Non-degree applicable

High-Beginning English: Polite language and industry standard service protocols for communicating with customers in the service industry. 4931.00

ESOL 290
English for Special Purposes
1-2 units, 1-2 hours lecture (GR or P/NP)
Non-degree applicable

Intermediate-level English language to career specific training: Practice listening, speaking and some reading and writing in English in the context of the targeted industry. 4931.00

ESOL 291
Vocabulary 1
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process
Not open for students who have completed or are currently enrolled in ESL 254A.
Non-degree applicable

Basic vocabulary for high beginning ESOL, including spelling and pronunciation of target words. 4930.87

ESOL 292
Vocabulary 2
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process
Not open for students who have completed or are currently enrolled in ESL 205A.
Non-degree applicable

Continuation of ESOL 291: Study of words and idioms as used in context. 4930.87

ESOL 293
Vocabulary 3
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): Placement through multiple-measures assessment process
Not open for credit to students who have completed or are currently enrolled in ESL 205B.
Non-degree applicable

Continuation of ESOL 292: Focus on vocabulary useful in academic courses; analysis of word derivations. 4930.87

ESOL 295A
College Ready Skills: Culture and Classroom Etiquette
0.5 units, 0.25 hours lecture/ 0.75 hours laboratory (GR or P/NP)
Non-degree applicable

College-ready skills in cultural conventions and classroom etiquette: Individualized instruction for beginning to low-intermediate English learners to explore cultural conventions and classroom etiquette to facilitate academic success. 4930.87

ESOL 295B
College Ready Skills: Culture and Classroom Etiquette
0.5 units, 0.25 hours lecture/ 0.75 hours laboratory (GR or P/NP)
Recommended preparation: ESOL 295A
Non-degree applicable

College-ready skills in cultural conventions and classroom etiquette: Individualized instruction for beginning to low-intermediate English learners to explore cultural conventions and classroom etiquette to facilitate academic success. 4930.87

ESOL 295C
College Ready Skills: Culture and Classroom Etiquette
0.5 units, 0.25 hours lecture/ 0.75 hours laboratory (GR or P/NP)
Recommended preparation: ESOL 295B
Non-degree applicable

College-ready skills in cultural conventions and classroom etiquette: Individualized instruction for beginning to low-intermediate English learners to explore cultural conventions and classroom etiquette to facilitate academic success. 4930.87

ESOL 295D
College Ready Skills: Education Technology Skills
0.5 units, 0.25 hours lecture/ 0.75 hours laboratory (GR or P/NP)
Recommended preparation: ESOL 295C
Non-degree applicable

Continuation of ESOL 295C: Individualized instruction for beginning to low-intermediate English learners to explore education technology skills to facilitate academic success. 4930.87

ESOL 296A
Reading for College English
1 unit, 1 hour lecture (GR or P/NP)
Recommended preparation: ESOL 52 or 552 or ENGL 264B or Placement through multiple-measures assessment process
Non-degree applicable

Study and discussion of book-length work of expository prose: Reading and discussion skills to prepare for English 1A. 4930.85

ESOL 296B
Thinking Skills for College English
1 unit, 1 hour lecture (GR or P/NP)
Recommended preparation: ESOL 52 or 552 or ENGL 264B or Placement through multiple-measures assessment process
Non-degree applicable

Thinking skills to prepare for critical reading and research writing in English 1A: Evaluation of sources of information and identification of logical fallacies. 4930.85

NONCREDIT OFFERINGS IN ESOL

BRIDGE TO CREDIT ESOL CERTIFICATE OF COMPETENCY (CCY)

The Bridge to Credit Certificate of Competency (CCy ESOL) verifies that a student has successfully completed the non-credit ESOL course sequence. This sequence prepares students for the academic rigor of credit courses by integrating English language instruction with organizational tools for student success. Students interested in completing the certificate should consult with the ESOL program chair and a counselor.

Career Opportunities

This certificate's emphasis on organizational life skills will prepare non-native speaking students for vocational programs and job advancement. The certificate will provide international students with evidence of English study, which may make a jobseeker more competitive in many countries.

COURSE SEQUENCE

Students must complete a minimum of 134 hrs

Core Courses: (200-385 hrs)

ESOL 541A	Bridge to Credit ESOL - Level I	50-96.25
ESOL 541B	Bridge to Credit ESOL - Level II	50-96.25
ESOL 541C	Bridge to Credit ESOL - Level III	50-96.25
ESOL 541D	Bridge to Credit ESOL - Level IV	50-96.25
TOTAL MAJOR UNITS:		**200-385**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Synthesize written information and technological skills to register for credit-level courses at an educational institution.
- Comprehend and respond appropriately to spoken American English at the level of entry-level credit ESOL courses.
- Apply written information, technological skills, and college success strategies to college level courses.

ESOL ADVANCED
CERTIFICATE OF COMPETENCY (CCY)

The ESOL Advanced Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the advanced level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

Career Opportunities

This certificate will help prepare students for academic work, vocational programs and job advancement.

COURSE SEQUENCE

Students must complete a minimum of 172 hours

Core Courses: (172-245 hrs)

ESOL 550	Advanced Listening and Speaking	70
ESOL 552	Advanced Reading and Writing	105
ESOL 574	Grammar 4	70
TOTAL MAJOR UNITS:		**172-245**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

ESOL ADVANCED READING AND WRITING CERTIFICATE OF COMPETENCY (CCY)

The Advanced ESOL Reading and Writing Certificate of Competency verifies that multilingual students have gained critical academic skills to support their successful completion of college transfer English composition courses, other coursework and career goals.

Career Opportunities

This program is designed to ensure that students have academic skills required to be successful in their academic goals, which ultimately allows for success in career goals.

COURSE SEQUENCE

Students must complete a minimum of 110 hours

Core Courses: (110-157.5 hrs)

ESOL 559A	Advanced Reading and Writing Workshop: Developing Critical Reading, Writing and Thinking Skills	26.26
and		
ESOL 559B	Advanced Reading and Writing Workshop: Applying Reading, Writing and Critical Thinking Skills	26.26
and		
ESOL 552	Advanced Reading and Writing	105
or		
ESOL 559C	Advanced Reading and Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills	26.26
and		
ESOL 559D	Advanced Reading and Writing Workshop: Consolidating Critical Reading, Writing, and Thinking Skills	26.26
TOTAL MAJOR UNITS:		**110-157.5**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Independently utilize reading strategies to critically integrate ideas into own writing.
- Identify and revise for own problem areas in writing.
- Locate and appropriately cite information from print and electronic sources— from libraries, the Internet, databases, and elsewhere—evaluate its relevance and reliability, and incorporate it effectively into essays.

ESOL COLLEGE READY SKILLS CERTIFICATE OF COMPETENCY (CCY)

The ESOL College Ready Skills Certificate verifies that a student has successfully completed the ESOL College Ready Skills four-course sequence. This sequence prepares beginning to low-intermediate English language learners new to American college classrooms for the cultural expectations and academic rigor of college-level ESOL courses. The program focuses on integrating English language instruction with study habits, communication skills, and education technology skills to facilitate student success. Students interested in completing the certificate should consult with the ESOL program chair and a counselor.

Career Opportunities

This certificate will help prepare students for academic work, vocational programs, and job advancement.

COURSE SEQUENCE

Students must complete a minimum of 47 hours.

Core Courses: (47-70 hours)

ESOL 595A	College Ready Skills: Culture and Classroom Etiquette	17.5
ESOL 595B	College Ready Skills: Academic Success Strategies	17.5
ESOL 595C	College Ready Skills: Best Study Practices	17.5
ESOL 595D	College Ready Skills: Education Technology Skills	17.5
TOTAL MAJOR UNITS:		**47-70**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Comprehend and respond appropriately to spoken American English at the level of entry-level credit ESOL courses.
- Apply written information, technological skills, American classroom etiquette, and college success strategies to college-level courses.

ESOL HIGH BEGINNING CERTIFICATE OF COMPETENCY (CCY)

The ESOL High Beginning Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the high beginning level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs and job advancement.

COURSE SEQUENCE

Students must complete a minimum of 172 hours.

CORE COURSES: (172-245 hours)

ESOL 511	Reading and Writing 1	105
ESOL 561	Listening and Speaking 1	70
ESOL 571	College Ready Skills: Best Study Practices	70
TOTAL MAJOR UNITS:		**172-245**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate high beginning skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

ESOL HIGH INTERMEDIATE CERTIFICATE OF COMPETENCY (CCY)

The ESOL High Intermediate Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the high intermediate level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

Career Opportunities

This certificate will help prepare students for academic work, vocational programs and job advancement.

COURSE SEQUENCE

Students must complete a minimum of 172 hours.

Core Courses: (172-245 hrs)

ESOL 513	Reading and Writing 3	105
ESOL 563	Listening and Speaking 3	70
ESOL 573	Grammar 3	70
or		
ESOL 574	Grammar 4	70
TOTAL MAJOR UNITS:		**172-245**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate high intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

ESOL INTERMEDIATE CERTIFICATE OF COMPETENCY (CCY)

The ESOL Intermediate Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the intermediate level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

Career Opportunities

This certificate will help prepare students for vocational programs, academic work and job advancement.

COURSE SEQUENCE

Students must complete a minimum of 172 hours.

CORE COURSES: (172-245 hours)

ESOL 512	Reading and Writing 2	105
ESOL 562	Listening and Speaking 2	70
ESOL 572	Grammar 2	70
TOTAL MAJOR UNITS:		**172-245**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate high intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

ESOL INTERMEDIATE READING AND WRITING CERTIFICATE OF COMPETENCY (CCY)

The Certificate of Competency in ESOL Intermediate Reading and Writing (CCy ESOL) serves verifies that multilingual students have gained critical academic skills to support their successful completion of ESOL reading and composition courses at the intermediate level.

Career Opportunities

This program is designed to ensure that students have academic skills required to be successful in their academic goals, which ultimately allows for success in career goals.

COURSE SEQUENCE

Students must complete a minimum of 125 hours.

Core Courses: (125-157.5 hrs)

ESOL 512	Reading and Writing 2	105
ESOL 557A	Intermediate Reading & Writing Workshop: Developing Critical Reading, Writing and Thinking Skill	26.26
and		
ESOL 557B	Intermediate Reading & Writing Workshop: Expanding Critical Reading, Writing and Thinking Skill	26.26
or		
ESOL 513	Reading and Writing 3	105
and		
ESOL 557C	Intermediate Reading & Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skill	26.26
and		
ESOL 557D	Intermediate Reading & Writing Workshop: Consolidating Critical Reading, Writing and Thinking Skill	26.26
TOTAL MAJOR UNITS:		**125-157.5**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Independently utilize reading strategies to critically integrate ideas into own writing.
- Construct clear, effective, well-organized, well-developed, well-edited, and logically sound sentences, paragraphs and essays with appropriate citation of sources, satisfying intermediate ESOL standards.

VOCATIONAL ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (VESOL) CERTIFICATE OF COMPETENCY (CCY)

Laney College's noncredit VESOL I Program offers courses that will prepare students for the language skills required in entry-level employment or college certificate programs in the hospitality and retail industries. In this program students will practice communicating in the workplace with co-workers and customers, learn how to conduct a basic job search in the American workplace and use simple technology at work, such as email by developing language skills including listening, speaking, reading and writing tasks related to work in restaurants, hotels, retail stores and offices.

Career Opportunities

This certificate will assist students in finding entry-level positions in the regional hospitality, retail and other targeted industries.

COURSE SEQUENCE

Students must complete a minimum of 97.3 hours.

Core Courses:		**79.8-99 hrs**
ESOL 586	English for Job Search	35
ESOL 534A	English for Technology 1	22.4-32
ESOL 534B	English for Technology 2	22.4-32

Select two courses from one of the following groups (17.5-52.5 hrs):

ESOL 583	Business English	52.5
ESOL 587	ESOL for Customer Service	52.5
ESOL 590	English for Special Purposes	17.5-35

TOTAL MAJOR UNITS: 97.3 - 151.5

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate the ability to apply for and communicate in an entry-level job in the hospitality, retail and other targeted industries

ESOL 511
Reading and Writing 1
0 units, 105 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541D or Placement through multiple-measures assessment process
Course study under this section may be repeated twelve times.

High beginning level of reading and writing: Fiction and non fiction readings adapted for ESOL; writing short narrative and descriptive paragraphs. 4930.87

ESOL 512
Reading and Writing 2
0 units, 105 hours lecture (P/NP or SP)
Recommended preparation: ESOL 251A or 251B or 511 or Placement through multiple-measures assessment process
Course study under this section may be repeated twelve times.

Intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESOL reading materials; expanding paragraphs into simple narratives and essays. 4930.87

ESOL 513
Reading and Writing 3
0 units, 105 hours lecture (P/NP or SP)
Recommended preparation: ESOL 512 or ESOL 252B or ESL 222 or Placement through multiple-measures assessment process
Course study under this section may be repeated twelve times.

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

ESOL 527A
English for Culinary 1
0 units, 22.4-32 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Development and strengthening of English language skills: Practice listening, speaking and some reading and writing in the context of food preparation and handling. 4931.00

ESOL 527B
English for Culinary 2
0 units, 22.4-32 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D

Course study under this section may be repeated ten times.

Continuation of 527A: Practice listening, speaking, reading and writing in the context of food preparation and handling. 4931.00

ESOL 528A
English for Special Purposes 1
0 units, 22.4-32.2 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Development and strengthening English language skills: Practice listening, speaking and some reading and writing in English in the context of the targeted industry. 4931.00

ESOL 528B
English for Special Purposes 2
0 units, 22.4-32.2 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Continuation of ESOL 528A: Practice listening, speaking, reading and writing in the context of the targeted CTE pathway. 4931.00

ESOL 530A
English for Customer Service 1
0 units, 33.6-48 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Development and strengthening of English speaking and listening skills. Dealing with customers in service areas. 4931.00

ESOL 530B
English for Customer Service 2
0 units, 33.6-48 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Continuation of ESOL 530A: Development and strengthening of English speaking and listening skills. Dealing with customers in service areas. 4931.00

ESOL 532A
English for Job Search Skills 1
0 units, 33.6-48 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Exploring skills in English for job search: English for a broad range of careers and job search techniques, career resources, use of computer apps and internet websites, compiling appropriate information for job applications, cover letters and resumes, typical interview questions and techniques. 4930.87

ESOL 532B
English for Job Search Skills 2
0 units, 33.6-48 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Continuation of ESOL 532A: Further skills in English for job search for a broad range of careers and job search techniques, career resources, use of computer apps and internet websites, compiling appropriate information for job applications, cover letters and resumes, typical interview questions and techniques. 4930.87

ESOL 534A
English for Technology 1
0 units, 22.4-32 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Low-beginning English for technology: Grammar and vocabulary for speaking, listening, reading and writing related to academic and ESOL technological resources. 4930.87

ESOL 534B
English for Technology 2
0 units, 22.4-32 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Continuation of ESOL 534A: Grammar and vocabulary for speaking, listening, reading and writing related to academic and ESOL technological resources. 4930.87

ESOL 541A
Bridge to Credit ESOL - Level I
0 units, 50-96.25 hours lecture (P/NP or SP)
Course study under this section may be repeated twelve times.

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

ESOL 541B
Bridge to Credit ESOL - Level II
0 units, 50-96.25 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A
Course study under this section may be repeated twelve times.

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

ESOL 541C
Bridge to Credit ESOL - Level III
0 units, 50-96.25 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541B
Course study under this section may be repeated twelve times.

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

ESOL 541D
Bridge to Credit ESOL - Level IV
0 units, 50-96.25 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541C
Course study under this section may be repeated twelve times.

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

ESOL 550
Advanced Listening and Speaking
0 units, 70 hours lecture (P/NP or SP)
Recommended preparation: ESOL 563 or Placement through multiple-measures assessment process.
Course study under this section may be repeated twelve times.

Advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms and pronunciation. 4930.86

ESOL 552
Advanced Reading and Writing
0 units, 105 hours lecture (P/NP or SP)
Recommended preparation: ESOL 513 or Placement through multiple-measures assessment process.
Not open for credit to students who have completed or are currently enrolled in ESOL 52A, ESOL 52B or ESOL 52.
Course study under this section may be repeated twelve times.

Advanced level of reading and writing: Critical thinking skills, analysis of literature and culturally significant texts; building of research and other academic papers; analysis and comparison of both literary and nonfiction texts from diverse cultures in order to develop a broader cross-cultural understanding of themes. 4930.87

ESOL 557A
Intermediate Reading & Writing Workshop: Developing Critical Reading, Writing and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ESOL 252A or 252B or 512
Course study under this section may be repeated twelve times.

Skills to succeed in ESOL 252A or 252B or 512: Learning strategies and individualized instruction for intermediate English learners to develop critical reading, writing, and thinking skills. 4930.87

ESOL 557B
Intermediate Reading & Writing Workshop: Expanding Critical Reading, Writing and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ESOL 252A or 252B or 512
Course study under this section may be repeated twelve times.

Continuation of ESOL 557A and support for ESOL 252A or ESOL 252B or ESOL 512: Learning strategies and individualized instruction for intermediate English learners to expand on critical reading, writing, and thinking skills. 4930.87

ESOL 557C
Intermediate Reading & Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ESOL 253 or 513
Course study under this section may be repeated twelve times.

Skills to succeed in ESOL 253 or ESOL 513: Learning strategies and individualized instruction for high intermediate English learners to strengthen critical reading, writing, and thinking skills. 4930.87

ESOL 557D
Intermediate Reading & Writing Workshop: Consolidating Critical Reading, Writing and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ESOL 253 or 513
Course study under this section may be repeated twelve times.

Skills to succeed in ESOL 253 or ESOL 513: Learning strategies and individualized instruction for high intermediate English learners to strengthen critical reading, writing, and thinking skills. 4930.87

ESOL 559A
Advanced Reading and Writing Workshop: Developing Critical Reading, Writing, and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ESOL 52 or 552
Course study under this section may be repeated twelve times.

Skills to succeed in ESOL 052 or ESOL 552: Learning strategies and individualized instruction for advanced English learners to develop critical reading, writing, and thinking skills. 4930.87

ESOL 559B
Advanced Reading and Writing Workshop: Applying Critical Reading, Writing, and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ESOL 52 or 552
Course study under this section may be repeated twelve times.

Continuation of ESOL 259A or 559A and support for ESOL 52 or 552: Learning strategies and individualized instruction for advanced English learners to apply critical reading, writing, and thinking skills with emphasis on research skills. 4930.87

ESOL 559C
Advanced Reading and Writing Workshop: Strengthening Critical Reading, Writing, and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ENGL 1A
Course study under this section may be repeated twelve times.

Skills to succeed in ENGL 1A: Learning strategies and individualized instruction for advanced English learners to strengthen critical reading, writing, and thinking skills. 4930.87

ESOL 559D
Advanced Reading and Writing Workshop: Consolidating Critical Reading, Writing, and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ENGL 1A or 1AS
Course study under this section may be repeated twelve times.

Continuation of ESOL 559C and support for ENGL 1A: Learning strategies and individualized instruction for advanced English learners to consolidate critical reading, writing, and thinking skills with emphasis on research skills. 4930.87

ESOL 561
Listening and Speaking 1
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 541D or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

High beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 562
Listening and Speaking 2
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 561 or 261B or ESL 283B or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

Intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 563
Listening and Speaking 3
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 562 or 262B or ESL 232B or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

High intermediate level listening and speaking: improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 571
Grammar 1
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 541D or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

High beginning level of English grammar: Basic grammar structures, sentence patterns and parts of speech. 4930.87

ESOL 572
Grammar 2
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 571 or 271B or 251B or ESL 284B or 285B or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESOL 573
Grammar 3
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 272B or 572 or ESL 215B or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

High intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. 4930.87

ESOL 574
Grammar 4
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 273B or 573 or ESL 216B or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

Advanced level of English grammar: Expanding, refining and applying the complex grammar skills used in academic writing, reading, listening and speaking. 4930.87

ESOL 583
Business English
0 units, 52.5 hours lecture (P/NP or SP)

High-Intermediate English for Business: Development and strengthening of English language skills for the professional setting: vocabulary for the workplace, navigating meetings and negotiations, giving professional presentations, reading and writing reports and professional correspondences. 4931.00

ESOL 586
English for Job Search
0 units, 35 hours lecture (P/NP or SP)
Course study under this section may be repeated ten times.

High-beginning English for Job Search: English language skills for career exploration and job search. Learn how to clearly communicate in English about your employment goals, skills and personal qualities for use in applications, professional correspondences, resumes and job interviews. 4931.00

ESOL 587
ESOL for Customer Service
0 units, 52.5 hours lecture (P/NP or SP)
Not open for credit to students who have completed or are currently enrolled in ESL 266.

High-Beginning English: Polite language and standard protocols for communicating with customers in service areas. 4931.00

ESOL 590
English for Special Purposes
0 units, 17.5-35 hours lecture (P/NP or SP)

Intermediate-level English language to career specific training: Practice listening, speaking and some reading and writing in English in the context of the targeted industry. 4931.00

ESOL 595A
College Ready Skills: Culture and Classroom Etiquette
0 units, 4.38 hours lecture, 13.13 hours laboratory (P/NP or SP)
Not open for credit to student who have completed or are currently enrolled in ESOL 295A.
Course study under this section may be repeated twelve times.

College-ready skills in cultural conventions and classroom etiquette: Individualized instruction for beginning to low-intermediate English learners to explore cultural conventions and classroom etiquette to facilitate academic success. 4930.87

ESOL 595B
College Ready Skills: Academic Success Strategies
0 units, 4.38 hours lecture, 13.13 hours laboratory (P/NP or SP)
Recommended Preparation: ESOL 595A
Not open for credit to student who have completed or are currently enrolled in ESOL 295B.
Course study under this section may be repeated twelve times.

Continuation of ESOL 595A: Individualized instruction for beginning to low-intermediate English learners to explore American college expectations and study skills and strategies to facilitate academic success. 4930.87

ESOL 595C
College Ready Skills: Best Study Practices
0 units, 4.38 hours lecture, 13.13 hours laboratory (P/NP or SP)
Recommended Preparation: ESOL 595B
Not open for credit to student who have completed or are currently enrolled in ESOL 295C.
Course study under this section may be repeated twelve times.

Continuation of ESOL 595B: Individualized instruction for beginning to low-intermediate English learners to explore communication skills and further developing best study practices to facilitate academic success. 4930.87

ESOL 595D
College Ready Skills: Education Technology Skills
0 units, 4.38 hours lecture, 13.13 hours laboratory (P/NP or SP)
Recommended Preparation: ESOL 595C
Not open for credit to student who have completed or are currently enrolled in ESOL 295D.
Course study under this section may be repeated twelve times.

Continuation of ESOL 595C: Individualized instruction for beginning to low-intermediate English learners to explore education technology skills to facilitate academic success. 4930.87

ENVIRONMENTAL CONTROL TECHNOLOGY (ECT)

BUILDING AUTOMATION SYSTEMS CERTIFICATE OF ACHIEVEMENT (CA)

The AS degree in Building Automation Systems prepares students to install, service, operate, maintain, and troubleshoot building automation systems (BAS) in commercial buildings, controlling Heating, Ventilation, and Air Conditioning (HVAC) Systems, energy management systems, as well as lighting and security systems. Students who complete this program can significantly impact building energy consumption. Graduates can seek employment as building automation technicians and control systems technicians with manufacturers, vendors, service companies, and large facilities, such as government and educational facilities, hospitals, and office buildings.

Career Opportunities

Graduates will be employed as building automation technicians, control technicians, field technicians, programmers, and sales specialists with control systems and building automation manufacturers, vendors, installers, as well as control systems technicians in large facilities, such as university campuses, hospitals, hotels, government facilities, or schools.

COURSE SEQUENCE

First Semester (12 units)

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 1	Physics for Building Science or	2
PHYS 99	Physics for Building Science	2
ECT 37	Introduction to PC Hardware and Software for Building Technicians or	2
E/ET 37	Introduction to PC Hardware and Software for Building Technicians	3
ECT 214	Technical Mathematics for ECT	3

Second Semester (13 units)

E/ET 221	Motors and Drives	3
ECT 11	Mechanical and Electrical Devices	2
ECT 21	Introduction to Direct Digital Controls	2
ECT 22	Commercial HVAC Systems	2
ECT 24	Commercial HVAC System Troubleshooting	2
ECT 31	Introduction to DDC Hardware for Building Automation Systems or	3
E/ET 31	Introduction to DDC Hardware for Building Automation Systems	3

Third Semester (12.5 units)

ECT 12	Blueprint Reading and Interpretation For ECT	1.5
ECT 25	Introduction to Building Commissioning	2
ECT 27	Advanced Direct Digital Controls	2
ECT 32	Control Systems Design	2
ECT 33	Control Systems Networking for Building Automation or	3
E/ET 33	Control Systems Networking for Building Automation	3
ECT 212	Testing, Adjusting and Balancing HVAC	2

Fourth Semester (10.5 units)

ECT 26	Advanced Building Commissioning	3
ECT 29	Data Analysis for Performance Monitoring	2
ECT 34	Control Routines for Energy Efficiency	2
ECT 35	Control Systems Integration	2
ECT 36	Energy Issues, Policies, and Codes	1.5

TOTAL MAJOR UNITS: 48

PROGRAM LEARNING OUTCOMES

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

- Explain the theory and techniques relevant to building automation, including technical math, physics for building science, electricity, computer hardware and software basics, and techniques for reading and interpreting design documents, drawings, and specifications.
- Describe the components, functional applications, troubleshooting strategies, and testing, adjusting and balancing techniques for commercial HVAC systems.
- Describe the components and functions of Direct Digital Controls (DDC) microprocessor hardware and software and practice control systems programming and energy efficient control system design strategies.
- Describe the processes for building commissioning, re-commissioning and retro-commissioning.
- Assessment method: assess control systems networking and control systems integration strategies in commercial buildings.
- Explain energy saving opportunities in buildings, including control systems documentation, energy efficient control routines, data analysis, performance monitoring, and energy efficient policies and codes compliance.

BUILDING AUTOMATION SYSTEMS ASSOCIATE OF SCIENCE (AS)

The AS degree in Building Automation Systems prepares students to install, service, operate, maintain, and troubleshoot building automation systems (BAS) in commercial buildings, controlling Heating, Ventilation, and Air Conditioning (HVAC) Systems, energy management systems, as well as lighting and security systems. Students who complete this program can significantly impact building energy consumption. Graduates can seek employment as building automation technicians and control systems technicians with manufacturers, vendors, service companies, and large facilities, such as government and educational facilities, hospitals, and office buildings.

Career Opportunities

Graduates will be employed as building automation technicians, control technicians, field technicians, programmers, and sales specialists with control systems and building automation manufacturers, vendors, installers, as well as control systems technicians in large facilities, such as university campuses, hospitals, hotels, government facilities, or schools.

COURSE SEQUENCE

First Semester (12 units)

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 1	Physics for Building Science or	2
PHYS 99	Physics for Building Science	2
ECT 37	Introduction to PC Hardware and Software for Building Technicians or	3
E/ET 37	Introduction to PC Hardware and Software for Building Technicians	3
ECT 214	Technical Mathematics for ECT	3

Second Semester (13 units)

E/ET 221	Motors and Drives	3
ECT 11	Mechanical and Electrical Devices	2
ECT 21	Introduction to Direct Digital Controls	2
ECT 22	Commercial HVAC Systems	2
ECT 24	Commercial HVAC System Troubleshooting	2
ECT 31	Introduction to DDC Hardware for Building Automation Systems or	3
E/ET 31	Introduction to DDC Hardware for Building Automation Systems	3

Third Semester (12.5 units)

ECT 12	Blueprint Reading and Interpretation For ECT	1.5
ECT 25	Introduction to Building Commissioning	2
ECT 27	Advanced Direct Digital Controls	2
ECT 32	Control Systems Design	2
ECT 33	Control Systems Networking for Building Automation or	3
E/ET 33	Control Systems Networking for Building Automation	3
ECT 212	Testing, Adjusting and Balancing HVAC	2

Fourth Semester (10.5 units)

ECT 26	Advanced Building Commissioning	3
ECT 29	Data Analysis for Performance Monitoring	2
ECT 34	Control Routines for Energy Efficiency	2
ECT 35	Control Systems Integration	2
ECT 36	Energy Issues, Policies, and Codes	1.5

TOTAL MAJOR UNITS: **48**

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Explain the theory and techniques relevant to building automation, including technical math, physics for building science, electricity, computer hardware and software basics, and techniques for reading and interpreting design documents, drawings, and specifications.
- Describe the components, functional applications, troubleshooting strategies, and testing, adjusting and balancing techniques for commercial HVAC systems.
- Describe the components and functions of Direct Digital Controls (DDC) microprocessor hardware and software and practice control systems programming and energy efficient control system design strategies.
- Describe the processes for building commissioning, re-commissioning and retro-commissioning.
- Assessment method: assess control systems networking and control systems integration strategies in commercial buildings.
- Explain energy saving opportunities in buildings, including control systems documentation, energy efficient control routines, data analysis, performance monitoring, and energy efficient policies and codes compliance.
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COMMERCIAL HVAC SYSTEMS CERTIFICATE OF ACHIEVEMENT (CA)

Environmental Control Technology is a technical program offering the theoretical, technical, and problem-solving skills essential for employment in the heating, ventilation, air conditioning, and refrigeration industry. Students completing the suggested curriculum can seek employment as refrigeration technicians, heating, ventilation, air conditioning technicians, and building engineers and technicians.

Career Opportunities

Did you know that commercial buildings consume over 1/3 of the electric energy used in California? Increasing energy efficiency takes hands-on, technical knowledge and electronic and computer-based skills, which you can learn in the Environmental Control Technology (ECT) program. ECT students install, service and operate heating, ventilation, air conditioning and refrigeration (HVACR) and building control systems. Well-trained ECT technicians specialize in either residential and light commercial systems, or large, commercial and industrial systems. ECT is a green field, challenging and rapidly changing. In both public and private sectors, current demand for well-trained technicians is a high and rapidly increasing, due to growing market demands in green technology, energy efficiency and sustainability. Laney's ECT program certificates and degree qualify for immediate employment. Graduate with an Associate of Science (AS) degree, and you will develop communication, advanced math, and science skills which will give you greater opportunities for career advancement in the field.

COURSE SEQUENCE

First Semester (15.5 units)

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 12	Blueprint Reading and Interpretation for ECT	1.5
ECT 13	Fundamentals of Refrigeration	4
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3
WELD 215	Welding for ECT Technicians	1.5

Second Semester (12 units)

E/ET 221	Motors and Drives	3
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Troubleshooting	2
ECT 16	Fundamentals of Heating and Air Conditioning	2
ECT 17	Residential and Light Commercial HVAC Troubleshooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	2

Third Semester (14 units)

E/ET 11	Commercial Electricity for HVAC Applications	2
ECT 19	Psychrometrics and Load Calculations	2
ECT 21	Introduction to Direct Digital Controls	2
ECT 22	Commercial HVAC Systems	2
ECT 24	Commercial HVAC Systems Troubleshooting	2
ECT 25	Introduction to Building Commissioning	2
ECT 212	Testing, Adjusting, and Balancing HVAC Systems	2

Fourth Semester (11 units)

ECT 23	HVAC Systems Design	2
ECT 26	Advanced Building Commissioning	3
ECT 27	Advanced Direct Digital Controls	2
ECT 29	Data Analysis for Performance Monitoring	2
ECT 30	Introduction to Control Systems Networking	1
ECT 213	Indoor Air Quality and Building Envelope	1

TOTAL MAJOR UNITS: 52.5

PROGRAM LEARNING OUTCOMES

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

- Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gasses, climbing ladders and lifting heavy objects.
- Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
- Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

COMMERCIAL HVAC SYSTEMS ASSOCIATE OF SCIENCE (AS)

Environmental Control Technology is a technical program offering the theoretical, technical, and problem-solving skills essential for employment in the heating, ventilation, air conditioning, and refrigeration industry. Students completing the suggested curriculum can seek employment as refrigeration technicians, heating, ventilation, air conditioning technicians, and building engineers and technicians.

Career Opportunities

Did you know that commercial buildings consume over 1/3 of the electric energy used in California? Increasing energy efficiency takes hands-on, technical knowledge and electronic and computer-based skills, which you can learn in the Environmental Control Technology (ECT) program. ECT students install, service and operate heating, ventilation, air conditioning and refrigeration (HVACR) and building control systems. Well-trained ECT technicians specialize in either residential and light commercial systems, or large, commercial and industrial systems. ECT is a green field, challenging and rapidly changing. In both public and private sectors, current demand for well-trained technicians is a high and rapidly increasing, due to growing market demands in green technology, energy efficiency and sustainability. Laney's ECT program certificates and degree qualify for immediate employment. Graduate with an Associate of Science (AS) degree, and you will develop communication, advanced math, and science skills which will give you greater opportunities for career advancement in the field.

COURSE SEQUENCE

First Semester (15.5 units)

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 12	Blueprint Reading and Interpretation for ECT	1.5
ECT 13	Fundamentals of Refrigeration	4
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3
WELD 215	Welding for ECT Technicians	1.5

Second Semester (12 units)

E/ET 221	Motors and Drives	3
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Troubleshooting	2
ECT 16	Fundamentals of Heating and Air Conditioning	2
ECT 17	Residential and Light Commercial HVAC Troubleshooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	2

Third Semester (14 units)

E/ET 11	Commercial Electricity for HVAC Applications	2
ECT 19	Psychrometrics and Load Calculations	2
ECT 21	Introduction to Direct Digital Controls	2
ECT 22	Commercial HVAC Systems	2
ECT 24	Commercial HVAC Systems Troubleshooting	2
ECT 25	Introduction to Building Commissioning	2
ECT 212	Testing, Adjusting, and Balancing HVAC Systems	2

Fourth Semester (11 units)

ECT 23	HVAC Systems Design	2
ECT 26	Advanced Building Commissioning	3
ECT 27	Advanced Direct Digital Controls	2
ECT 29	Data Analysis for Performance Monitoring	2
ECT 30	Introduction to Control Systems Networking	1
ECT 213	Indoor Air Quality and Building Envelope	1

TOTAL MAJOR UNITS: 52.5

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate proper and safe use of chemicals, combustible materials, electricity, high-pressure gasses, climbing ladders and lifting heavy objects.
- Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
- Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

REFRIGERATION TECHNOLOGY CERTIFICATE OF PROFICIENCY (CP)

COURSE SEQUENCE

Core Courses (16.5 units)

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 13	Fundamentals of Refrigeration	4
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Troubleshooting	2
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3
TOTAL MAJOR UNITS:		**16.5**

PROGRAM LEARNING OUTCOMES

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

- Safe use of materials: Demonstrate proper and safe use of chemical, combustible materials, electricity, high-pressure gasses, climbing ladders and lifting heavy objects.
- Explain concepts related to refrigeration: Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
- Team work: Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

RESIDENTIAL AND LIGHT COMMERCIAL HVAC AND REFRIGERATION CERTIFICATE OF ACHIEVEMENT (CA)

Did you know that commercial buildings consume over 1/3 of the electric energy used in California? Increasing energy efficiency takes hands-on, technical knowledge and electronic and computer-based skills, which you can learn in the Environmental Control Technology (ECT) program. ECT students install, service and operate heating, ventilation, air conditioning and refrigeration (HVACR) and building control systems. Well-trained ECT technicians specialize in either residential and light commercial systems, or large, commercial and industrial systems. ECT is a green field, challenging and rapidly changing. In both public and private sectors, current demand for well-trained technicians is a high and rapidly increasing, due to growing market demands in green technology, energy efficiency and sustainability. Laney's ECT program certificates and degree qualify for immediate employment. Graduate with an Associate of Science (AS) degree, and you will develop communication, advanced math, and science skills which will give you greater opportunities for career advancement in the field.

COURSE SEQUENCE

First Semester (15.5 units)

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 12	Blueprint Reading and Interpretation for ECT	1.5
ECT 13	Fundamentals of Refrigeration	4
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3
WELD 215	Welding for ECT Technicians	1

Second Semester (12 units)

E/ET 221	Motors and Drives	3
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Troubleshooting	2
ECT 16	Fundamentals of Heating and Air Conditioning	2
ECT 17	Residential and Light Commercial HVAC Troubleshooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	2

TOTAL MAJOR UNITS: 27.5

PROGRAM LEARNING OUTCOMES

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

- Demonstrate proper and safe use of chemical, combustible materials, electricity, high-pressure gassesgases, climbing ladders and lifting heavy objects.
- Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
- Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

RESIDENTIAL AND LIGHT COMMERCIAL HVAC AND REFRIGERATION ASSOCIATE OF SCIENCE (AS)

Did you know that commercial buildings consume over 1/3 of the electric energy used in California? Increasing energy efficiency takes hands-on, technical knowledge and electronic and computer-based skills, which you can learn in the Environmental Control Technology (ECT) program. ECT students install, service and operate heating, ventilation, air conditioning and refrigeration (HVACR) and building control systems. Well-trained ECT technicians specialize in either residential and light commercial systems, or large, commercial and industrial systems. ECT is a green field, challenging and rapidly changing. In both public and private sectors, current demand for well-trained technicians is a high and rapidly increasing, due to growing market demands in green technology, energy efficiency and sustainability. Laney's ECT program certificates and degree qualify for immediate employment. Graduate with an Associate of Science (AS) degree, and you will develop communication, advanced math, and science skills which will give you greater opportunities for career advancement in the field.

COURSE SEQUENCE

First Semester (15.5 units)

E/ET 202	Fundamentals of Electricity for ECT	2
ECT 11	Mechanical and Electrical Devices	2
ECT 12	Blueprint Reading and Interpretation for ECT	1.5
ECT 13	Fundamentals of Refrigeration	4
ECT 211	Mechanical and Electrical Codes	1.5
ECT 214	Technical Mathematics for ECT	3
WELD 215	Welding for ECT Technicians	1

Second Semester (12 units)

E/ET 221	Motors and Drives	3
ECT 14	Advanced Refrigeration	2
ECT 15	Refrigeration Equipment Troubleshooting	2
ECT 16	Fundamentals of Heating and Air Conditioning	2
ECT 17	Residential and Light Commercial HVAC Troubleshooting	1
ECT 18	HVAC Installation Practices	1
ECT 28	Energy Management and Efficiency in Building Systems	2
TOTAL MAJOR UNITS:		**27.5**

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate proper and safe use of chemical, combustible materials, electricity, high-pressure gasses, climbing ladders and lifting heavy objects.
- Explain the theory of Refrigeration and Air Conditioning and the physical properties of components and devices.
- Demonstrate critical thinking, interpersonal, writing, and reading skills working with team members and customers.

ENVIRONMENTAL CONTROL TECHNOLOGY (ECT)

Environmental Control Technology is a technical program offering the theoretical, technical, and problem-solving skills essential for employment in the heating, ventilation, air conditioning, and refrigeration industry. Students completing the suggested curriculum can seek employment as refrigeration technicians, heating, ventilation, air conditioning technicians, and building engineers and technicians.

ECT 1
Physics for Building Science
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: MATH 201 or 210D
Acceptable for credit: CSU

Principles of physics relevant to Environmental Control Technologies: Thermodynamics, refrigeration cycles, principles of heat transfer transfer, fluid mechanics, electricity and power and energy conversion, and properties of light. 0946.00
AA/AS area 1

ECT 11
Mechanical and Electrical Devices
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)
Corequisite(s): ECT 13
Acceptable for credit: CSU

Introduction to fundamentals of electricity and controls as applied to HVAC&R operations: Basic theory, tools, instrumentation, AC and DC circuits, electrical and mechanical devices, controls. 0946.00

ECT 12
Blueprint Reading and Interpretation for ECT
1.5 units, 1.5 hours lecture (GR)
Corequisite(s): ECT 13
Acceptable for credit: CSU

Basic techniques for reading and interpreting typical design documents, drawings, and specifications: Emphasis on interpreting HVAC mechanical and electrical drawings, symbols and abbreviations. 0946.00

ECT 13
Fundamentals of Refrigeration
4 units, 3 hours lecture 3 hours laboratory (GR)
Acceptable for credit: CSU

Principles and processes of refrigeration systems: Thermodynamics, heat transfer, refrigeration cycle, types of systems and piping, energy efficiency, electrical and mechanical components, tools and instruments, brazing and soldering; methods for charging, recovering, and evacuating refrigerants; EPA laws and regulations, and safe handling of refrigerants. 0946.00

ECT 14
Advanced Refrigeration
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): ECT 13
Recommended preparation: E/ET 202
Acceptable for credit: CSU

Advanced methods of investigating and servicing refrigeration system components: Medium and low-temperature refrigeration; defrost methods; controls; accessories; and commercial equipment. 0946.00

ECT 15
Refrigeration Equipment Troubleshooting
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: ECT 14
Acceptable for credit: CSU

Introduction to troubleshooting practices on commercial refrigeration equipment: Electrical diagrams, service diagnostic procedures, maintenance, troubleshooting and repair, proper charging, leak testing, evacuating and recovering methods, including safety practices. 0946.00

ECT 16
Fundamentals of Residential and Light Commercial HVAC Systems
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Corequisite(s): ECT 14
Acceptable for credit: CSU

Introduction to residential and light commercial heating and air conditioning components and functions: Natural gas, propane gas, forced air, and hydronic equipment; emphasis on reading electrical diagrams, tracking sequences of operation, mechanical principles of operation, and application and safety procedures. 0946.00

ECT 17
Residential and Light Commercial HVAC Systems Troubleshooting
1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR or P/NP)

Corequisite(s): ECT 16
Acceptable for credit: CSU

Troubleshooting residential and light commercial heating and air conditioning equipment: Controls, electrical diagrams, sequence of operation, service diagnosis procedures, maintenance and repairs with emphasis on types of ignition systems and safety. 0946.00

ECT 18
HVAC Installation Practices
1 unit, 0.5 hour lecture, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): ECT 16
Acceptable for credit: CSU

Introduction to practical applications on residential and light commercial HVAC systems: Proper procedures for sizing and installing electrical and mechanical devices, HVAC equipment, Title 24 requirements, ventilation, filtration, flue pipes, (flex, square and rigid duct pipes). 0946.00

ECT 19
Psychrometrics and Load Calculations
2 units, 2 hours lecture (GR or P/NP)
Corequisite(s): ECT 22
Acceptable for credit: CSU

Analysis of physical properties of air in refrigeration and air conditioning; Use of proper analytical instruments, manual load calculation and software for calculating cooling and heating loads. 0946.00

ECT 21
Introduction to Direct Digital Controls
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: ECT 11
Acceptable for credit: CSU

Introduction to direct digital control systems and building automation systems: Basic electric DDC system and overview of fundamental logic, troubleshooting, hardware, software, network topology, and basic building operations. 0946.00

ECT 22
Commercial HVAC Systems
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)
Prerequisite(s): ECT 16 or Students who have been working in the field for more than 2 years
Acceptable for credit: CSU

Introduction to physical properties, interactive components, and methods for operating and controlling commercial HVAC systems: Thermodynamic principles of pressure, specific heat, specific volume, density and enthalpy; hydronic systems including boilers, chillers, cooling towers, water pumps; ventilation, filtration, air distribution; controls and instruments. 0946.00

ECT 23
HVAC System Design
2 units, 2 hours lecture (GR or P/NP)
Prerequisite(s): ECT 22 and 214
Acceptable for credit: CSU

Introduction to concepts and principles for the design of commercial HVAC systems and system controls: All-air systems, all-water systems, and air-water systems. 0946.00

ECT 24
Commercial HVAC System Troubleshooting
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: ECT 22
Acceptable for credit: CSU

Introduction to troubleshooting procedures for commercial HVAC systems: Methods used for repairing, servicing and installing electrical and mechanical devices, including ventilation, filtration, air distribution, and air and water treatment systems. 0946.00

ECT 25
Introduction to Building Commissioning
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Corequisite(s): ECT 22
Acceptable for credit: CSU

Introduction to fundamentals of commissioning, re-commissioning, retro-commissioning, and mechanical and electrical building systems: Review of building equipment and building control systems and the commissioning, re-commissioning and retro-commissioning process. 0946.00

ECT 26
Advanced Building Commissioning
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): ECT 25
Corequisite(s): ECT 29
Acceptable for credit: CSU

Advanced processes and applications of building commissioning, re-commissioning and retro-commissioning:

Conceptual design through the construction process, acceptance testing, writing final commissioning reports, and training of building maintenance and operations personnel. 0946.00

ECT 27
Advanced Direct Digital Controls
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): ECT 21
Acceptable for credit: CSU

Introduction to advanced concepts and operation of DDC controls: Input and output devices, programming strategies and translating sequence of operation documents for an HVAC system into an operations program for a DDC system. 0946.00

ECT 28
Energy Management and Efficiency in Building Systems
2 units, 2 hours lecture (GR or P/NP)
Recommended preparation: ECT 16
Acceptable for credit: CSU

Introduction to technical and economic operating principles of electrical and mechanical devices for making cost-effective decisions and energy-efficient choices: Use of energy analysis software tools such as Energy+, Cal Arch, DOE 2, and others. 0946.00

ECT 29
Data Analysis for Performance Monitoring
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): ECT 25
Corequisite(s): ECT 26
Acceptable for credit: CSU

Introduction to methods of acquiring HVAC equipment performance data to improve operations and reduce energy consumption. Data acquisition, portable data loggers and DDC control systems; methods of trending, electronic databases and spreadsheets such as Microsoft Excel. 0946.00

ECT 31
Introduction to DDC Hardware for Building Automation Systems
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): E/ET 202 and ECT 214
Not open for credit to students who have completed or are currently enrolled in E/ET 31.
Acceptable for credit: CSU

Introduction to basic microprocessor/microcontroller operations: Analog and digital, input and output interfaces. Microprocessor and microcontroller hardware and some simple process control software routines. Introduction to Programmable Logic Controllers (PLCs). 0946.00

ECT 32
Control Systems Designs
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)
Recommended preparation: ECT 21
Acceptable for credit: CSU

Introduction to control systems documentation practices: HVAC system schematics, I/O tables, network diagrams, logic diagrams and other drawings. Use of Microsoft Visio and Auto CAD, and documentation of control sequences of operation. 0946.00

ECT 33
Control Systems Networking for Building Automation
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): E/ET 37 or ECT 37
Not open for credit to students who have completed or are currently enrolled in E/ET 33.
Acceptable for credit: CSU

Introduction to global and local communication networks: Emphasis on design, installation and troubleshooting for building control systems using direct digital control systems. 0946.00

ECT 34
Control Routines for Energy Efficiency
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)
Recommended preparation: ECT 26
Acceptable for credit: CSU

Methods and practices for developing energy saving control routines: Energy efficient operating sequences for programming, testing, and troubleshooting; optimizing systems interactions; using metrics to drive sequence, fault detection diagnostics, and measurement and validation techniques. 0946.00

ECT 35
Control Systems Integration
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)
Prerequisite(s): ECT 27
Acceptable for credit: CSU

Introduction to control system integration practices: Common open protocols such as BACNET, Modbus and Lonworks, use of wireless protocol integration platforms such as Tridium Niagara and FieldBus, and review of whole building systems integration strategies. 0946.00

ECT 36
Energy Issues, Policies, and Codes
1.5 units, 1.5 hours lecture (GR)
Recommended preparation: ECT 25
Acceptable for credit: CSU

Introduction to regional and global energy issues: Energy efficiency market sectors, impact of building energy use on environmental, social, and economy sustainability. Overview of national and regional codes and policies regulating energy efficiency in buildings. 0946.00

ECT 37
Introduction to PC Hardware and Software for Building Technicians
3 units, 2 hours lecture, 3 hours laboratory (GR)
Not open for credit to students who have completed or are currently enrolled in E/ET 37.
Acceptable for credit: CSU

Introduction to computer hardware and software: Practical computer skills, including computer components and functions; basics of Windows competency and file structure system; Excel, Visio and databases; Internet protocols and Ethernet cabling basics. 0946.00
AA/AS area 4c

ECT 40
Introduction to Control System Networking
1 unit, 1 hour lecture (GR or P/NP)
Prerequisite(s): ECT 21
Acceptable for credit: CSU

Introduction to global and local communication networks: Standard protocols such as, BACNet, MS/TP, ARCNET, LONWORKS, and Ethernet will be discussed and the benefits of each type of network and diagnosis of common network problems. 0946.00

ECT 41
Energy Audits for Commercial Buildings
2 units, 1.5 hour lecture, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: ECT 28 or 29
Acceptable for credit: CSU

Introduction to commercial building energy auditing for conservation: Levels of energy auditing of building systems necessary to study energy use; economics and decision making; return on investment. 0946.10

ECT 101
Fundamentals of Building Science
3 units, 3 hours lecture (GR)
Prerequisite(s): MATH 201
Acceptable for credit: CSU

Principles of physics relevant to building's indoor environment and its control: Thermodynamics, fluid mechanics, refrigeration cycles, electricity and energy conversion, and properties of light. Emphasis will be on the basic principles of physics and their application to building and their environmental control. 0946.00
AA/AS area 1

ECT 211
Mechanical and Electrical Codes
1.5 units, 1.5 hours lecture (GR or P/NP)
Recommended preparation: ECT 12

Introduction to national, state and local regulations and standards that govern the design, installation and operation of air conditioning, heating, ventilation, and refrigeration systems: Code development process and its adoption and enforcement by local building authorities. 0946.00

ECT 212
Testing, Adjusting and Balancing HVAC Systems
2 units, 1.5 hours lecture, 1.5 hours laboratory (GR)
Corequisite(s): ECT 22

Introduction to theory and practice necessary to properly test, adjust and balance HVAC systems: Air and water systems, and instruments used to properly balance the systems. 0946.00

ECT 213
Indoor Air Quality and Building Envelope
1 unit, 1 hour lecture (GR or P/NP)
Recommended preparation: ECT 22

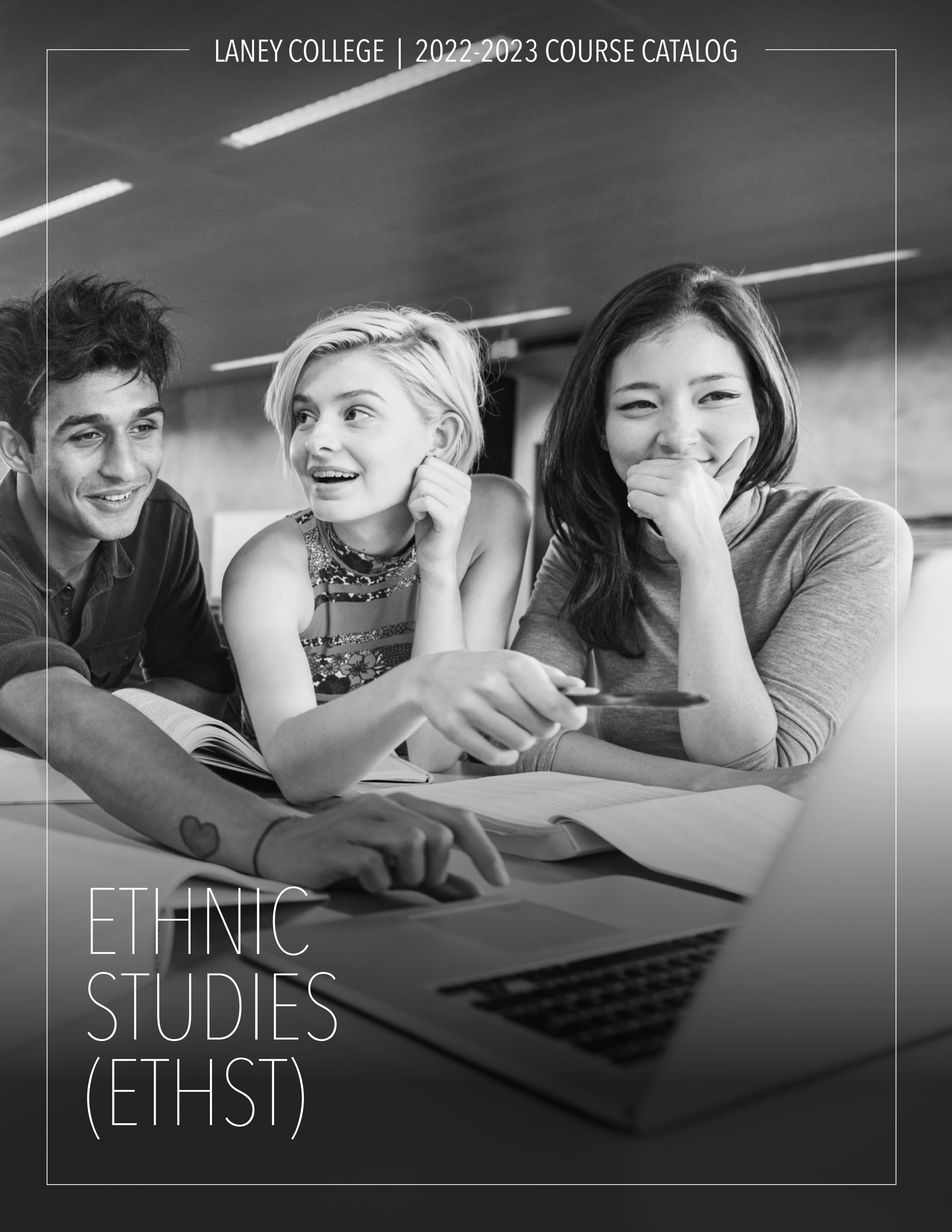
Introduction to building indoor air quality standards and maintenance procedures associated with comfort and health problems faced by workers and managers: Building envelope and testing procedures for proper service and maintenance of building heating, cooling and ventilation systems. 0946.00

ECT 214
Technical Mathematics for ECT
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: MATH 201 or 210D

Selected topics in mathematics with specific application to the HVACR industry: Decimals and fractions, ratios and proportions, unit conversions, areas and volumes, application of algebraic equations in gas laws and load calculations, relevant trigonometric functions, and use of graphs to represent and analyze data. The course is designed specifically to reinforce practice with HVACR example problems. 0946.00

ECT 466A
Occupational Work Experience in Environmental Control Technology
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in environmental control technology or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0946.00



ETHNIC STUDIES (ETHST)

COMMUNITY CHANGE STUDIES CERTIFICATE OF PROFICIENCY (CP)

The Community Change Studies program combines academic course work and experiential learning to prepare students for careers in community development and related efforts to impact the quality of life in low-income communities and communities of color. The program is designed to equip students with the foundational knowledge and practical skills they will need to take on increasing levels of responsibility in careers in community organizing, development, and other efforts to involve residents, parents, youth and other stakeholders as leaders and practitioners in improving education, public health, housing, jobs creation and other conditions in their communities. Students will engage in academic classroom work with a community engagement component as well as 120 hours of on-site learning (paid internship) at a local community organizing or community development organization.

Career Opportunities

Community Change Studies graduates will have strong backgrounds for careers in nonprofit, public policy, and systems level work and for academic study at four-year institutions. They will work directly with public and private agencies to build the capacity of individuals and organizations in the East Bay. Many of these positions will be in the nonprofit industry, which, according to the National Center for Charitable Statistics, accounts for 9.2% of all wages and salaries paid in the U.S. Some jobs will also be in in human services, where the U.S. Bureau of Labor Statistics projects a 23% growth between 2008 and 2018; these professions include individual and family services, mental health, a range of community rehabilitation services, state government agencies, and community-based organization advocates.

COURSE SEQUENCE

Core Courses (15 units)

COPED 451	Occupational Work Experience	3
ETHST 1	Introduction to Ethnic Studies	3
ETHST 12	Economics and Social Change: Racial Conflict and Class in America	3
ETHST 13	Introduction to Community Based Research in Urban America	3
ETHST 14	Community Building and Transformation in Urban America	3
TOTAL MAJOR UNITS:		**15**

PROGRAM LEARNING OUTCOMES

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

- Describe the history of different types of organized efforts to bring about people-driven social change: social movements, community organizing, electoral work, identity organizing, issue organizing and/or constituency-driven policy work.
- Execute key values and concepts of community change work, such as developing participatory, democratic organizations; enhancing human dignity and justice; and developing people's civic participation and voice.
- Apply critical thinking, strategy development and reflective practice to better access, evaluate, and interpret ideas; to communicate effectively; reach informed conclusions; and solve problems as a responsible global citizen in public service, community leadership, or community development.
- Analyze how community organizing and development approaches may differ by culture and tradition; how race, ethnicity, class, gender and other factors influence organizing; the use of cultural expression in organizing; and strategies for working within a single culture and multiculturally.
- Describe the community, where they are working and its broader context, including the political/economic/social trends, structures and actors that affect the community and its regional, state, national and global contexts.
- Appraise their own social identity and how social class, race, ethnicity, gender, bias, power and privilege play out in their contexts and for the community residents with whom they are working.

ETHNIC STUDIES
ASSOCIATE OF ARTS (AA))

The Ethnic Studies major is designed to assist all students develop an understanding and appreciation of other peoples and cultures in the United States. Using comparative methodologies and honoring community based knowledge, the major emphasizes a critical understanding of race and race relations. Students may elect among the following majors: African American Studies, Asian/Asian-American Studies, Ethnic Studies, Mexican/Latin- American Studies or Native American Studies. Each program provides a sound background for students preparing to pursue a degree in Ethnic Studies or a related field on transfer to four-year institutions while also supporting the acquisition of skills that will enhance career opportunities in government and community-based agencies.

Career Opportunities

Program is geared to future careers in Teaching, Social Work, Public Health, Community Organizing, as well as working in higher education or graduate school.

COURSE SEQUENCE

Core Requirement 1: Introduction to Ethnic Studies (3 units)

ETHST 1	Introduction to Ethnic Studies	3

Core Requirement 2: Intersections of Race and Gender (3 units)

Choose one of the following:

AFRAM 35	Women of Color	3
ASAME 35	Women of Color	3
NATAM 35	Women of Color	3
M/LAT 35	Women of Color	3

Comparative Ethnic Studies Courses (6 units)

Choose two of the following:

ETHST 3	Race, Gender and Sports	3
ETHST 12	Economics and Social Change: Racial Conflict and Class in America	3
ETHST 13	Introduction to Community Based Research in Urban America	3
ETHST 14	Community Building and Transformation in Urban America	3
ETHST 30	Introduction to Race, Gender and Health	3
ETHST 50	Introduction to Race, Class and Schools	3

Ethnic Studies Electives (6 units)

Select 2 courses (not chosen from above) for a total of 6 units in the following disciplines:

AFRAM, ASAME, M/LAT, or NATAM.

TOTAL MAJOR UNITS:	**18**

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Evaluate And Research: Evaluate the development of the field of Ethnic Studies, and utilize research methodologies and scholarship within the field to produce research papers.
- Analysis: Effectively employ social science methodologies in the analysis of issues related to Ethnic Studies.
- History: Identify and describe the general history of racial/ethnic people in the U.S.

ASSOCIATE IN ARTS IN SOCIAL JUSTICE: ETHNIC STUDIES FOR TRANSFER DEGREE (AA-T)

The Associate in Arts in Social Justice: Ethnic Studies for Transfer Degree, (AA-T SJS Ethnic Studies) is designed to prepare students for a seamless transfer with junior status and priority admission to their CSU campus to a program or major in Ethnic Studies or similar major for completion of a baccalaureate degree.

Students are required to complete:
Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements.
(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
Obtainment of a minimum grade point average of 2.0.
Students must earn a C or better in all courses required for the major or area of emphasis.
No more than 60 semester units are required.

The Associate in Arts in Social Justice: Ethnic Studies for Transfer Degree, (AA-T SJS Ethnic Studies) will also assist Ethnic Studies major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements

Career Opportunities

Program is geared to future careers in Teaching, Social Work, Public Health, Community Organizing, as well as working in higher education or graduate school.

COURSE SEQUENCE

Required Core 1: Introduction to Ethnic Studies (3 units)

ETHST 1	Introduction to Ethnic Studies	3

Required Core 2: Intersections of Race and Gender (3 units)

Choose one of the following:

AFRAM 35	Women of Color	3
ASAME 35	Women of Color	3
NATAM 35	Women of Color	3
M/LAT 35	Women of Color	3

Area 1: History or Government (min 3 units):

Choose 1 course from this list:

Courses used in one area cannot be used to fulfill a requirement for another area

AFRAM 30	African American History: Africa to 1865	3
AFRAM 31	African American History: 1865-1945	3
ASAME 2	Introduction to the Pacific Islander Experience from 1850 to the Present	3
M/LAT 34	History of Latinos in the United States: 1800 to Present	3

Area 2: Arts and Humanities (min 3 units):

Choose 1 course from this list

AFRAM 26	African American Culture: Black Music, Art, and Literature	3
ASAME 10	Asian and Asian American Popular Culture	3
ASAME 30	Asians and Asian-Americans Through Films	3
M/LAT 30A	Survey of Latin-American Films	3
M/LAT 30B	Survey of Latin-American Films	3
M/LAT 36	Survey of Latina/o Literature	3

Area 3: Social Science (min 6 units):

Choose 2 courses from this list.

AFRAM 1	Introduction to African American Studies	3
AFRAM 2	Black Economics	3
AFRAM 5	The African American Family in the United States	3
AFRAM 8	African-American Politics	3
AFRAM 11	Perceptions of the African American Male in America	3
AFRAM 12	Psychology of African Americans	3
AFRAM 14A	Social Psychology of African American Male/Female Relationships	3
AFRAM 16	The Prison Industrial Complex: African American Incarceration	3
AFRAM 23	Perceptions of African American Women	3
AFRAM 38	Environmental Racism and Justice	3
ASAME 2	Introduction to the Pacific Islander Experience from 1850 to the Present	3
ASAME 21	Asian-American Communities	3
ASAME 26	Politics in Modern Asia	3
ASAME 32	Asian-American Psychology	3
ASAME 42	Southeast Asians in the United States	3
ASAME 45A	Asian-American History to 1945	3
ASAME 45B	Asian American History From 1945 to the Present	3
ETHST 3	Race, Gender and Sports	3

ETHST 12	Economics and Social Change: Racial Conflict and Class in America	3
ETHST 13	Introduction to Community Based Research in Urban America	3
ETHST 14	Community Building and Transformation in Urban America	3
ETHST 30	Introduction to Race, Gender and Health	3
ETHST 50	Introduction to Race, Class and Schools	3
M/LAT 12	United States Relations with Mexico and Latin America	3
M/LAT 19	History of the Mexican American	3
M/LAT 23	Psychology of Latinas and Latinos	3
M/LAT 31	Survey of Chicana/Latina Women	3
M/LAT 33	Introduction to Chicana/o and Latina/o Studies	3
NATAM 1	History of Native American Indians	3
NATAM 2	Native American Indians in Contemporary Society	3

TOTAL MAJOR UNITS:	**18**
IGETC or CSU GE-Breadth Education Pattern	**37-39**
CSU Transferable General Elective Courses to meet 60 units	
TOTAL UNITS:	**60**

PROGRAM LEARNING OUTCOMES

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

- Evaluate And Research: Evaluate the development of the field of Ethnic Studies, and utilize research methodologies and scholarship within the field to produce research papers.
- Analysis: Effectively employ social science methodologies in the analysis of issues related to Ethnic Studies.
- Identify and describe the general history of racial/ethnic people in the U.S.

ETHNIC STUDIES (ETHST)

The Ethnic Studies major is designed to assist all students develop an understanding and appreciation of other peoples and cultures in the United States. Students may elect among the following majors: African American Studies, Asian/Asian-American Studies, Ethnic Studies, Mexican/Latin-American Studies or Native American Studies. Each program provides a sound background for students preparing to pursue a degree in Ethnic Studies or a related field on transfer to four-year institutions while also supporting the acquisition of skills that will enhance career opportunities in government and community-based agencies.

ETHST 1
Introduction to Ethnic Studies
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Survey of the American experience of ethnic and racial relations: Exploration of American history and contemporary issues facing minority groups in the United States. Emphasis on Native, African, Mexican, and Asian American cultural experiences. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4
(C-ID: SJS 110)

ETHST 3
Race, Gender and Sports
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Influence of racial and ethnic groups in sports in the United States: Cultural, historical, political and economic influences associated with gender participation and race relations. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

ETHST 12
Economics and Social Change: Racial Conflict and Class in America
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Historical examination of the experiences of African American, Asian-American, Spanish-Speaking, and other minority working in the 20th century, with special attention to union organizing. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

ETHST 13
Introduction to Community Based Research in Urban America
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Basic principles of community development: Models of successful community practice and how to create social capital. Case study methods will be used to explore resource mapping, problem assessment, and strategies for funding community based organizations. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

ETHST 14
Community Building and Transformation in Urban America
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Community organizing as a practice in areas of public service, non-profit work, and electoral politics: Political economy of community development through historical study of disenfranchised ethnic, racial, gendered and immigrant groups in the groups in the U.S. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

ETHST 30
Introduction to Race, Gender and Health
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Overview of disparities in health outcomes across communities of color using a public health approach: Analysis of policies, medical institutions, environment, and communities. 2203.00
AA/AS area 2, 5; CSU area D, F; IGETC area 4

ETHST 50
Introduction to Race, Class and Schools
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey of issues of equity, diversity and access in K-20 educational institutions: Analysis of urban schooling and comparative experiences in learning through the lens of race, class, culture and gender. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

FRENCH (FREN)

FRENCH (FREN)

The French Language curriculum offers a selection of courses designed to prepare students for further studies in humanities and liberal arts, and in professional careers which requires knowledge of the French language and culture.

FREN 1A
Elementary French
5 units, 5 hours lecture (GR or P/NP)
This course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC

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 6A

FREN 1B
Elementary French
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): FREN 1A
Acceptable for credit: CSU, UC

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, 6A

FREN 2A
Intermediate French
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): FREN 1B
Eligible for credit by examination
Acceptable for credit: CSU, UC

Proficiency in French at an intermediate level: Listening, speaking, reading, and writing; emphasis on listening comprehension and speaking for communication. 1102.00
AA/AS area 3; CSU area C2; IGETC area 3B, 6A

FREN 30A
Beginning Conversational French
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Introduction to speaking simple, modern French and to modern French culture: Vocabulary and mastery of structure through focus on application rather than on traditional terminology. 1102.00

FREN 30B
Beginning Conversational French (Continuation)
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: FREN 30A
Acceptable for credit: CSU

Continuation of FREN 30A: Introduction to speaking simple, modern French and to modern French culture; vocabulary and mastery of structure through focus on application rather than on traditional terminology. 1102.00

FREN 49
Independent Study in French
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student’s choice not covered by regular catalog offerings in French. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1102.00

GEOGRAPHY (GEOG)

GEOGRAPHY (GEOG)

The Associate in Arts in Geography for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Geography or similar major for completion of a baccalaureate degree. Students are required to complete:

Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

> (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
>
> (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis.

No more than 60 semester units are required.

The Associate in Arts in Geography for Transfer Degree will also assist Economics major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

CAREER OPPORTUNITIES

Geography majors go into a variety of fields including planning, education, resource management, business, county, city, state, federal government, computer mapping, technical writing, field survey, conservation, nonprofit development, and many more.

COURSE SEQUENCE

Core Requirements (7 units)

GEOG 1	Physical Geography	3
GEOG 1L	Physical Geography Laboratory	1
GEOG 2	Cultural Geography	3
or		
GEOG 3	World Regional Geography	3

List A: Select 2 courses (6 units)

GEOG 18	California Geography	3
GEOG 19	Global Climate Change	3

List B: Select 2 courses (6 units)

GEOL 10	Introduction to Geology	3
ANTHR 3	Introduction to Social and Cultural Anthropology	3

TOTAL MAJOR UNITS:	**19**
IGETC or CSU GE-Breadth Education Pattern	**37-39**
CSU Transferable General Elective Courses to meet 60 units	
TOTAL UNITS:	**60**

PROGRAM LEARNING OUTCOMES

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

- Analyze and critically evaluate scientific information.
- Synthesize multiple concepts integrating and connecting atmospheric, hydrologic and geologic systems and their influence on the biosphere.
- Characterize geographic principals that embody climate change issues.

GEOGRAPHY (GEOG)

The Department of Earth and Human Sciences consists of disciplines such as anthropology, geography, geology, and other physical sciences.

GEOG 1
Physical Geography
3 units, 3 hours lecture (GR)
Eligible for credit by examination
Acceptable for credit: CSU, UC

Basic elements of the earth's physical systems and processes: Earth-sun relations, weather, climate, water, plate tectonics, landforms, soils, and ecosystems and their interrelationships and global distribution patterns. 2206.00
AA/AS area 1; CSU area B1, D; IGETC area 5A
(C-ID: GEOG 110)

GEOG 1L
Physical Geography Laboratory
1 unit, 3 hours laboratory (GR)
Prerequisite(s) or corequisite(s): GEOG 1
Acceptable for credit: CSU, UC

Practical application of basic concepts and principles of physical geography: Earth-sun relationships, weather, climate, geologic processes, landforms, and field observation. 2206.00
CSU area B3; IGETC area 5C
(C-ID: GEOG 111)

GEOG 2
Cultural Geography
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Basic elements of cultural geography: Interrelationship of people and the land, including study of populations, cultural origins, migration, language and religion, ethnicity, systems of agriculture, urbanization, political units, economic organization and resource exploitation. 2206.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: GEOG 120)

GEOG 3
World Regional Geography
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

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
California Geography
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

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 area 1, 2; CSU area D; IGETC area 4
(C-ID: GEOG 140)

GEOG 19
Global Climate Change
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Overview of past, present and future climate changes: 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 area B1; IGETC area 5A
(C-ID: GEOG 130)

LANEY COLLEGE | 2022-2023 COURSE CATALOG

GEOLOGY (GEOL)

GEOLOGY (GEOL)

The Department of Earth and Human Sciences consists of disciplines such as anthropology, geography, geology, and physical sciences.

GEOL 10
Introduction to Geology
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

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 100)

GRAPHIC ARTS (GRART)

APPLIED GRAPHIC DESIGN/DIGITAL IMAGING CERTIFICATE OF ACHIEVEMENT (CA)

The certificate in Applied Graphic Design/Digital Imaging offers hands-on experience for students interested in combining artistic creativity and computer technology. Students receive practical knowledge of processes, theory of design principles and elements, computer software applications, and personal communication skills. Opportunities of employment from an education in graphic design range widely in emphasis. Related industries integrating graphic designers, digital imaging specialists, and multimedia authors vary as much as commercial printing does from motion pictures. All mass visual communications require the skills and training of graphic design/digital imaging.

Career Opportunities

Graphic designers, digital imaging specialists, and multimedia authors vary as much as commercial printing does from motion pictures. All mass visual communications require the skills and training of graphic designers/digital imaging.

COURSE SEQUENCE

First Semester (9 units)

GRART 32	Digital Documents (Adobe InDesign)	3
GRART 111	Elements and Principles of Graphic Design	3
GRART 113	Typography	3

Second Semester (9 units)

GRART 34	Adobe Illustrator Basics	3
GRART 112	Creative Process and Solutions	3
GRART 121	Applied Graphic Design 1	3

Third Semester (6 units)

GRART 36	Adobe Photoshop Basics	3
GRART 122	Applied Graphic Design 2	3

Fourth Semester (9 units)

GRART 42	Web Graphics (Dreamweaver)	3
GRART 114	Graphic Design Technology	3
GRART 123	Applied Graphic Design 3	3

TOTAL MAJOR UNITS: 33

PROGRAM LEARNING OUTCOMES

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

- Create complete and correct graphic files for both print and web.
- Apply the elements and principles of effective graphic design.
- Analyze, plan, and implement design strategies based on customers' desires.

APPLIED GRAPHIC DESIGN/ DIGITAL IMAGING ASSOCIATE OF ARTS (AA)

The AA degree in Applied Graphic Design/Digital Imaging offers hands-on experience for students interested in combining artistic creativity and computer technology. Students receive practical knowledge of processes, theory of design principles and elements, computer software applications, and personal communication skills. Opportunities of employment from an education in graphic design range widely in emphasis. Related industries integrating graphic designers, digital imaging specialists, and multimedia authors vary as much as commercial printing does from motion pictures. All mass visual communications require the skills and training of graphic design/ digital imaging.

Career Opportunities

Graphic designers, digital imaging specialists, and multimedia authors vary as much as commercial printing does from motion pictures. All mass visual communications require the skills and training of graphic designers/digital imaging.

COURSE SEQUENCE

First Semester (9 units)

GRART 32	Digital Documents (Adobe InDesign)	3
GRART 111	Elements and Principles of Graphic Design	3
GRART 113	Typography	3

Second Semester (9 units)

GRART 34	Adobe Illustrator Basics	3
GRART 112	Creative Process and Solutions	3
GRART 121	Applied Graphic Design 1	3

Third Semester (6 units)

GRART 36	Adobe Photoshop Basics	3
GRART 122	Applied Graphic Design 2	3

Fourth Semester (9 units)

GRART 42	Web Graphics (Dreamweaver)	3
GRART 114	Graphic Design Technology	3
GRART 123	Applied Graphic Design 3	3

TOTAL MAJOR UNITS: 33

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Create complete and correct graphic files for both print and web.
- Apply the elements and principles of effective graphic design.
- Analyze, plan, and implement design strategies based on customers' desires.

GRAPHICS IN MOTION CERTIFICATE OF PROFICIENCY (CP)

The certificate of achievement in Graphics in Motion introduces students to the fundamental building blocks of graphic arts, animation principles, and the creation of animated films. Students will cover topics in basic drawing for animation; Disney's 12 principles; timing and spacing of objects, nature, animals, and humans; and professional animation software. Once the course work is completed, students will be better qualified to transfer to a four-year university program in animation or to apply for entry-level jobs.

Career Opportunities

Animator, motion graphics assistant, checker of x-sheets, storyboarding artist, character designer, conceptual artist, assistant to video production using graphic arts, junior assistant in small graphic arts and video production companies; advertising specialist; video editing consultant, Intern in animation studios.

COURSE SEQUENCE

Core Courses (9 Units)

GRART 43	Web Graphics and Animation	3
GRART 150	Graphics in Motion Introduction to Animation	3
GRART 151	Graphics in Motion Intermediate Animation	3
TOTAL MAJOR UNITS:		**9**

PROGRAM LEARNING OUTCOMES

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

- Apply Disney's 12 principles of animation in animation projects.
- Develop good drawing and sketching skills using traditional drawing tools and digital media.
- Exhibit understanding of timing and motion in time-based media.

GRAPHIC ARTS (GRART)

The AA degree and certificate in Applied Graphic Design/ Digital Imaging offer hands-on experience for students interested in combining artistic creativity and computer technology. Students receive practical knowledge of processes, theory of design principles and elements, computer software applications, and personal communication skills.

GRART 32
Digital Documents (Adobe InDesign)
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: GRART 111 or 113
Acceptable for credit: CSU

Application of "page-layout" software utilized in the graphic arts/multimedia industries for digital document generation: Production of various basic publications, use of peripheral devices such as scanners and laser output devices, and efficient print-ready file preparation. 1030.00
AA/AS area 4c

GRART 34
Adobe Illustrator Basics
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: BUS 219 or CIS 205 or GRART 230
Acceptable for credit: CSU

Skill-based approach to vector-based drawing software: Emphasis on graphic design, print and web graphics, and fine arts application; exploration through hands-on projects. 1030.00
AA/AS area 4c

GRART 35
Advanced Adobe Illustrator
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Recommended Preparation: GRART 34
Acceptable for credit: CSU

Application of vector software utilized in the graphic arts/multimedia industries for digitized illustration and drawing of imagery: Logos, posters, publication illustrations, custom environments advanced typography, layers and appearances, drawing and coloring, brush techniques, blends, gradients and mesh, transparency, live effects and live 3D effects and other techniques; exploration through hands-on projects. 1030.00
AA/AS area 4c

GRART 36
Adobe Photoshop Basics
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Introduction to imaging software utilized in the graphic arts for photo and tonal manipulations: Selecting, painting and filling, layers, editing images, color correction, typography, tools, masks and channels, converting and manipulating images, and filters; exploration through hands-on projects. 1030.00
AA/AS area 4c

GRART 37
Digital Images for Photography and Print
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): GRART 36
Acceptable for credit: CSU

Introduction to imaging software utilized in the graphic arts for photo and tonal manipulations: Selecting, painting and filling, layers, editing images, color correction, typography, tools, masks and channels, converting and manipulating images, and filters; exploration through hands-on projects. 1030.00

GRART 42
Web Graphics (Dreamweaver)
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): GRART 36
Recommended preparation: GRART 230 or Computer literacy
Acceptable for credit: CSU

Introduction and application of software (Dreamweaver) used in web-page design and construction: Web-page construction with emphasis on graphic appearance. 1030.00
AA/AS area 4c

GRART 43
Web Graphics and Animation
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: GRART 34
Acceptable for credit: CSU

Introduction to software applications used in web and mobile design: Creating graphics and animation for screen display. 1030.00
AA/AS area 4c

GRART 111
Elements and Principles of Graphic Design
3 units, 2 hours lecture, 3 hours laboratory (GR)
Recommended preparation: GRART 32 or 230

Acceptable for credit: CSU

Introduction to elements, principles, and techniques of graphic design: Elements of point, line, space, and volume; principles of balance, unity, and emphasis; image generation techniques of proportion, contrast, visual impact, rhythm, and illusion; use of graphics software for project presentation. 1030.00
AA/AS area 4c

GRART 112
Creative Process and Solutions
3 units, 2 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU

Introduction to the established sequential graphic design process: Process of client communications, project objectives, creative briefs, goal orientation, creative production, presentation, solutions, and evaluation; development of creative imaging skills such as abstracting, morphing, sketching, symbol development, contrary expectations, and visual variety as project solutions. 1030.00

GRART 113
Typography
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Introduction to the importance of type as a graphic design factor: Traditions of communications through visual symbols and letterforms, historical development of alphabets to modern computer-type technologies, type terminology, measurement, composition, and layout using traditional and computer page- layout software; hands-on projects demonstrating typographical concepts. 1030.00

GRART 114
Graphic Design Technology
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): GRART 32
Recommended preparation: GRART 34 or 36
Acceptable for credit: CSU

Technology-based orientation to file preparation dependent upon final output method: Concepts of print and electronic display limitations, file formats, image resolution and correction, color modes, file inspection, packaging, and delivery to the graphic arts service provider. 1030.00
AA/AS area 4c

GRART 115
Web Site Design
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Introduction to web-site design from a planning perspective: Good elements of graphic design, process of design, goals of site, message, audience demographics and psychographics, content and architecture, pre-production, building and maintaining. 1030.00
AA/AS area 4c

GRART 121
Applied Graphic Design 1
3 units, 1 hour lecture, 6 hours laboratory (GR or P/NP)
Prerequisite(s): GRART 113
Recommended preparation: GRART 111 or 112
Acceptable for credit: CSU

Project-oriented class for the practical application of typographical theory: Impact of type on the audience, type composition, layout, emphasis, and characteristics for impact on readability, legibility, and graphic design aesthetics; use of computer page-layout software in project completion. 1030.00

GRART 122
Applied Graphic Design 2
3 units, 1 hour lecture, 6 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Project-oriented class for the practical application of design theory, procedures, and processes: Advertising design for publications such as newspapers and magazines, packaging, and publication design for the layout of newsletters and magazines; student-generated art using both hand and computer techniques for the creation of presentation designs. 1030.00

GRART 123
Applied Graphic Design 3
3 units, 1 hour lecture, 6 hours laboratory (GR)
Prerequisite(s): GRART 34
Recommended preparation: GRART 111 or 113
Acceptable for credit: CSU

Project-oriented class for the practical application of design theory, procedures, and processes: Business graphics and corporate design, poster design, and branding for product identity and acceptance; student-generated art using both hand and computer techniques for creation of presentation designs. 1030.00

GRART 150
Graphics In Motion Introduction to Animation
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)

Recommended preparation: ART 20
Acceptable for credit: CSU

Basic animation techniques and principles of movement for beginners: Animating graphic images and drawings, application of 12 principles of animation, timing and spacing, hands-on motion exercises, use of animation software. 1030.00
AA/AS area 4c

GRART 151
Graphics In Motion Intermediate Animation
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): GRART 150 or Instructor's approval
Acceptable for credit: CSU

Continuation of GRART 150: Complex motion, in depth application of the laws of physics involving motion, expressions in acting, using emotions, and general movement of objects, nature, and human forms for intermediate artists; deeper exploration of the 12 universal principles of animation, intermediate level timing and spacing exercises, hands-on motion exercises, use of professional animation software at the intermediate level. 1030.00

GRART 200
Special Projects Laboratory
1-5 units, 3-15 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.

Open laboratory: Upgrading of specific graphic art skills and selected graphic art projects. 1030.00

GRART 230
Computer Basics for Graphics
1 unit, .75 hour lecture, .75 hour laboratory (GR)
Recommended preparation: Basic keyboarding skill

Basic computer operations for beginners with an interest in graphics and multimedia: Introduction to basic and special graphic operations with emphasis on Macintosh operating systems, with some Windows basics for graphics. 1030.00
AA/AS area 4c

GRART 231
Introduction to Graphic Design
3 units, 3 hours lecture (GR or P/NP)
Recommended for majors and non-majors seeking a career path in Applied Graphic Design.

Introduction to the graphic arts industry and the role of the graphic designer: Historical aspect of graphic design, human communications, print and electronic documents, computer usage in graphic design, and design fundamentals and aesthetics. 1030.00

GRART 299
Survey Course for Digital Media/CIS [Graphic Arts]
0.5 units, 0.25 hours lecture, 0.75 hours laboratory (GR or P/NP)

Introduction to the Digital Media Industry [Graphic Arts]: Introduction to discipline of graphic design for print and electronic output. Part of a four-part series including MEDIA 299, PHOTO 299 and CIS 299. 1030.00

GRART 466K
Occupational Work Experience in Graphic Arts
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment in graphic arts or a related field: Extension of classroom learning to the job site. The employment must be related to the student's educational or occupational goals. Each 75 hours (about 3 days) of paid work equals one unit, while each 60 hours (about 2 and a half days) of non-paid work equals one unit. Students can earn at most 16 units through general and occupational work experience courses combined, but may re-enroll in such courses any number of times until the maximum of 16 units is earned. 1030.00

NONCREDIT OFFERINGS IN GRART

GRAPHIC ARTS (GRART)

GRART 501
Graphic Arts Open Lab
0 units, 17.5-262.5 hours laboratory (P/NP)
Recommended preparation: BUS 219 or CIS 205 or GRART 230
Course study under this section may be repeated three times.

Access to the Graphic Arts computer and design labs: Supervised tutoring in graphic software, desktop publishing, graphic design, and electronic imaging. 1030.00

HEALTH EDUCATION (HLTED)

HEALTH EDUCATION (HLTED)

The Health Education program at Laney College is under the Kinesiology, Sport Fitness and Athletics Department. We offer a variety of classes that can meet General Education requirements under Area E "Lifelong Learning and Self Development". Courses range from a broad exploration of health issues to specific first aid, CPR, and safety concepts. We strive to educate general population students on a variety of health and wellness issues to enhance their personal development as well as provide an opportunity for students in Health majors to develop the necessary knowledge, skills, and attitudes they will need for their degree programs and for careers in the Health and Wellness industry.

HLTED 1
Exploring Health Issues
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Examination of current problems related to individual and community health: Sexual behavior, birth control, sexually- transmitted diseases, drugs, consumerism, environment, psychosomatic health, nutrition, physical fitness, and preventive medicine. 0837.00
AA/AS area 2; CSU area E

HLTED 5
Weight Management and Fitness
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Integrated approach to weight management: Physical fitness concepts, nutritional and dietary applications, body composition analysis and behavioral strategies to improve individual health and fitness. 0837.00
AA/AS area 2; CSU area E

HLTED 6
Stress and Healthy Adaptation
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Core concepts of stress, stress reduction and stress management: Social and behavioral theories, assessment of health impacts of stress on individuals, communities, and society; investigation of stress reduction and coping techniques utilizing various relaxation modalities to adapt to life stressors in a resilient manner including diet, fitness, life skills, and mental health strategies. 0837.00
AA/AS area 2; CSU area E

HLTED 9
First Aid and Safety
1 unit, 2 hours lecture (GR or P/NP)
Meets American Red Cross/RTE (Responding to Emergency) as well as American Red Cross Adult CPR certification requirements.
Course study under this section may be repeated three times for recertification.
Acceptable for credit: CSU, UC

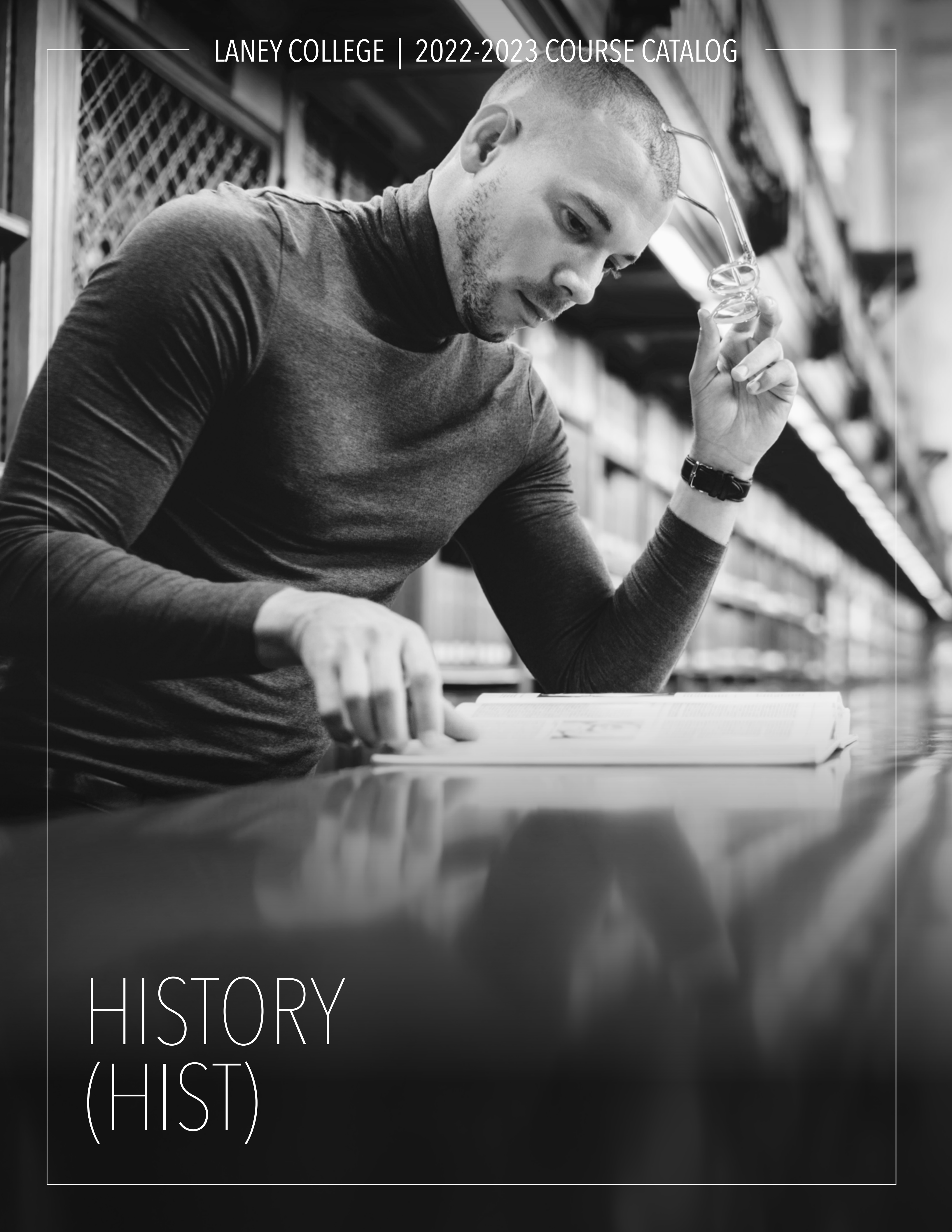
Introduction to first aid and safety: Development of skills and knowledge for immediate and temporary care in case of an accident or sudden illness; preventive measures. 0837.00

HLTED 14
First Aid and CPR
2 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Theory and detailed demonstration of the first aid care of the injured: Assessment and intervention of individuals condition and incorporation of proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements. 0837.00 (C-ID: KIN 101)

HLTED 20
Health and Wellness: Personal Change
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU

Focus on increased awareness of health and personal responsibility in health maintenance: Role of nutrition, physical activity, psycho-social-economic influences and environmental factors. Influences of stress, addiction, environment, family, advertising and income status on health. 0837.00



HISTORY (HIST)

ASSOCIATE IN ARTS DEGREE IN HISTORY FOR TRANSFER (AA-T))

The Associate in Arts Degree in History for Transfer (AA-T HIST) is designed to provide students with an understanding of both a diverse array of societies and how and why the historical process shaped our world. Through the coursework associated with the History AA-T, students will address questions of identity, community, knowledge, consciousness, intelligibility, communication, and meaning as they explore the broad disciplinary terrain of history.

Students are required to complete:
Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

Obtainment of a minimum grade point average of 2.0.
Students must earn a C or better in all courses required for the major or area of emphasis.
No more than 60 semester units are required.

The Associate in Arts Degree in History for Transfer (AA-T HIST) will also assist History major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

CAREER OPPORTUNITIES

A History AA-T Degree program provides students with the large range of potential educational and career opportunities afforded a graduate in the humanities and/or social sciences that include, but by no means are limited to, careers in education, public service, law, business, and creative arts.

COURSE SEQUENCE

Core Courses (6 units)

HIST 7A	History of the United States to 1877	3
HIST 7B	History of the United States Since 1865	3

List A: Select two courses (6 units)

HIST 2A	History of Europe to 1500	3
or		
HIST 3A	World History to 1500	3
HIST 3B	World History Since 1500	3
or		
HIST 2B	History of Europe Since 1500	3

List B: Area 1: Diversity Select one course (3-4 units)

Including HIST 3A or HIST 3B if not used in List A

HIST 3A	World History to 1500	3
HIST 3B	World History Since 1500	3
AFRAM 1	Introduction to African American Studies	3
AFRAM 30	African American History: Africa to 1865	3
AFRAM 31	African American History: 1865-1945	3
AFRAM 32	African American History: 1945 to the Present	3
AFRAM 35	Women of Color	3
or		
ASAME 35	Women of Color	3
or		
M/LAT 35	Women of Color	3
or		
NATAM 35	Women of Color	3
ANTHR 3	Introduction to Social and Cultural Anthropology	3
ASAME 45A	Asian-American History to 1945	3
ASAME 45B	Asian American History From 1945 to the Present	3
ETHST 1	Introduction to Ethnic Studies	3
ETHST 12	Economics and Social Change: Racial Conflict and Class in America	3
ETHST 13	Introduction to Community Based Research in Urban America	3
ETHST 14	Community Building and Transformation in Urban America	3
GEOG 2	Cultural Geography	3
M/LAT 19	History of the Mexican American	3
M/LAT 34	History of Latinos in the United States: 1800 to Present	3

NATAM 1	History of Native American Indians	3
SOC 5	Minority Groups	3

Area 2: Breadth Select one course (3 units)
Including any List A course if not already used

HIST 2A	History of Europe to 1500	3
HIST 2B	History of Europe Since 1500	3
HIST 3A	World History to 1500	3
HIST 3B	World History Since 1500	3
HIST 19	History of California	3
GEOG 3	World Regional Geography	3
LABST 10	American Labor Movement	3
POSCI 1	Government and Politics in the United States	3
POSCI 2	Comparative Government	3
POSCI 3	International Relations	3
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3

TOTAL MAJOR UNITS:	**18-19**
IGETC or CSU GE-Breadth Education Pattern	37-39
CSU Transferable General Elective Courses to meet 60 units	
TOTAL UNITS:	60

PROGRAM LEARNING OUTCOMES

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

- Apply knowledge of the historical process within particular fields of history and effective analysis and evaluation of historical cause and effect.
- Apply historical methodology and critical and creative thinking skills to analyze and evaluate primary and secondary sources and historical arguments.
- Analyze and evaluate the diverse historical identities, forces, and structures that have shaped past and present human history and continue to influence human history.

HISTORY (HIST)

Not everything that is faced can be changed. But nothing can be changed until it is faced.
----James Baldwin

Studying history is more than just studying the past and it is about more than memorizing names, dates, and events. Studying history is learning more about the world around us and, through that learning, understanding how and why history shapes all of our lives.

Laney College history classes provide students with the creative and intellectual challenges, opportunities, and support that will lead to individual and social growth. History students will have the opportunity to improve their research and communication skills and to develop important and necessary skills such as critical analysis and creative thinking through historical interpretation. These skills will prepare students for future success as they connect their own histories to the histories of others and learn from the past to help make a better future.

HIST 2A
History of Europe to 1500
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

History of Europe to 1500: Prehistoric, Ancient, Medieval, and Renaissance periods to 1500. 2205.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: HIST 170)

HIST 2B
History of Europe Since 1500
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

History of Europe since 1500: Reformations, 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
World History to 1500
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey of the development of world civilizations to 1500. 2205.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: HIST 150)

HIST 3B
World History Since 1500
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

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
(C-ID: HIST 160)

HIST 7A
History of the United States to 1877
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

History of the United States from colonial days to Reconstruction (1877): Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: HIST 130)

HIST 7B
History of the United States Since 1865
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

History of the United States from the end of the Civil War to the present: Survey and interpretation of political, social, and economic factors contributing to the growth of the nation. 2205.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: HIST 140)

HIST 19
History of California
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

California's multi-ethnic history from the pre-Spanish period to the present. Emphasis on the social and ethnic diversity of past and present California. 2205.00
AA/AS area 2, 5; CSU area D; IGETC area 4

HUMANITIES (HUMAN)

HUMANITIES ASSOCIATE OF ARTS (AA)

Coursework in Humanities emphasizes the study of cultural and artistic expression. Students will learn to evaluate and interpret the ways in which people throughout history and across different cultures have represented themselves and the world around them through a variety of expressive forms. Further, students will develop their aesthetic sensibilities and increase their capacity to make informed value judgments.

For the Associate of Humanities, students must complete the General Education pattern and elective courses for an additional 42 units. Students must complete 18 units in the area of emphasis courses with a grade of “C” or better, 19 units of general education requirements, and an additional 23 units of elective courses for a total of 60 units. 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.

Career Opportunities

The Humanities interdisciplinary major that encompasses areas of knowledge in the arts, sciences, social sciences and language. A Humanities major provides the broad academic background necessary for future teachers and is an excellent preparation for advanced studies in undergraduate as well as graduate schools. The major may be planned with a particular career in mind, such as government or public service, business, counseling, law, librarianship, teaching, medicine and health, nonprofit service, management, or work in multicultural communities.

COURSE SEQUENCE

Select 18 units from at least TWO discipline areas (18 units)

African-American Studies	6A, 29, 45*	3
Anthropology	7	3
Art	1, 2, 3, 4, 5, 6, 7, 40, 141	3
Asian and Asian-American Studies	30	3
Chinese	1, 2, 3, 4, 40A, 40B	3-5
Communication	2A, 2B, 19	3
Dance	1	3
English	1B**, 2, 10A, 10B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 32A, 32B, 33A, 33B, 39, 43, 44A, 44B, 138, 210A, 210B, 217A, 217B, 220, 226, 230A, 230B, 231, 232A, 232B, 233A, 233B, 238, 239, 243, 244A, 244B	3-4
French	1A, 1B, 2A, 2B, 30A***, 30B***	3-5
Humanities	6, 7, 16, 30A, 30B, 31A, 31B, 40, 45*	3
Japanese	1A, 50A***, 50B***	3
Mexican and Latin-American Studies	30A, 30B	3
Music	2A, 2B, 9, 10, 12A, 12B, 15A, 15B	3-5
Philosophy	1, 2, 10, 20A, 20B, 37	3
Sociology	30	3
Spanish	1A, 1B, 2A, 2B, 22A, 22B, 30A***, 30B***, 40***, 60A***, 60B***	3-5
Theatre Arts	1****, 10, 30	3
TOTAL MAJOR UNITS:		**18**

* Students will receive credit for one course only.
** 4 units
*** 3 units
**** 2 units

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Research and articulate: Research and articulate the core philosophical, religious and artistic expressions within the humanistic traditions.
- Apply lexicon: Apply the appropriate lexicon to discuss philosophical, religious and artistic expressions within cultural socio- economic-historical contextual terms.
- Critically analyze: Critically analyze philosophical, religious and artistic expressions within the humanistic traditions and conduct a cogent argument with a clear thesis that anticipates and responds to key objections.

Photo by Annie Spratt on Unsplash

HUMANITIES (HUMAN)

The study of humanities is concerned with human experiences and the manner through which they have been expressed. Courses in the Humanities Program examine the historical, social, philosophical, religious, and artistic expressions of different cultures and their diverse perspectives on the sacred as well as secular worlds. Humanities courses offered at Laney College provide students with an opportunity to develop their critical thinking skills as well as improve their writing skills.

HUMAN 6
Introduction to the New Testament
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Introduction to the New Testament: Emphasis on the history, culture, teachings, and development of the New Testament and its impact on Western culture. 1599.00
AA/AS area 3; CSU area C2; IGETC 3B

HUMAN 7
Introduction to the Old Testament
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Introduction to the texts and development of the Torah, Old Testament and Apocrypha: Emphasis on the history, cultural influences, language, authorship, events, and beliefs of ancient Israel. 1599.00
AA/AS area 3; CSU area C2; IGETC area 3B

HUMAN 16
Introduction to Islam
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Introduction to Islam: Emphasis on the history, major figures, texts, and guiding principles of Islam. 1599.00
AA/AS area 3; CSU area C2; IGETC 3B

HUMAN 30A
Human Values/Ethics
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

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
Human Values/Aesthetics
3 units, 3 hours lecture (GR or P/NP)
HUMAN 30A is not prerequisite to HUMAN 30B.
Acceptable for credit: CSU, UC

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 expression 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 31A
Arts and Ideas of Western Culture
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

History of ideas from ancient Greece to the Renaissance: Ideas as expressed in literature, theater, architecture, sculpture, and painting; the lasting importance of basic concepts and values. 1599.00
AA/AS area 3; CSU area C2; IGETC area 3B

HUMAN 40
Religions of the World
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Comparative study of the world's great religions: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam; original sources stressed. 1599.00
AA/AS area 3; CSU area C2; IGETC area 3B

HUMAN 49
Independent Study in Humanities
0.5-5 units, 0.5-5 hours lecture (GR)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Humanities. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1599.00

スリヤーさんは先生にシャツを買ってあげました
ティテープさんは私に日本語を教えてくれました
私はイッティテープさんに　教えて
もらいま

JAPANESE (JAPAN)

JAPANESE (JAPAN)

The Japanese language curriculum offers a selection of courses designed to prepare students for further studies in humanities and liberal arts, and in professional careers which requires knowledge of the Japanese language and culture.

JAPAN 1A
Elementary Japanese
5 units, 5 hours lecture (GR or P/NP)
Course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC

Study of practical vocabulary, grammar, sentence patterns, and aural-oral skills in Japanese: Practice of reading, writing of hiragana, katakana and kanji; introduction to Japanese culture. 1108.00
AA/AS area 3; CSU area C2; IGETC area 6A

JAPAN 1B
Elementary Japanese
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): JAPAN 1A
Acceptable for credit: CSU, UC

Continuation of JAPAN 1A: Study and practice in speaking and understanding; vocabulary, grammar, and sentence patterns; practice of reading and writing hiragana and katakana; continued building of kanji vocabulary; Japanese culture. 1108.00
AA/AS area 3; CSU area C2; IGETC area 3B, 6A

JAPAN 2A
Intermediate Japanese
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): JAPAN 1B
Acceptable for credit: CSU, UC

Continuation of JAPAN 1B: Study and practice in speaking and understanding; vocabulary, grammar, and sentence patterns; practice of reading and writing hiragana and katakana; continued building of kanji vocabulary; Japanese culture. 1108.00
AA/AS area 3; CSU area C2; IGETC area 3B, 6A

JAPAN 50A
Conversational Japanese and Culture
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Speaking of simple modern Japanese: Basic knowledge of Japanese culture and its people. 1108.00
AA/AS area 3

JAPAN 50B
Conversational Japanese and Culture
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): JAPAN 50A
Acceptable for credit: CSU

Continuation of JAPAN 50A: Emphasis on more proficient speaking patterns and appreciation of additional cultural aspects. 1108.00
AA/AS area 3

JOURNALISM (JOURN)

DIGITAL NEWSGATHERING CERTIFICATE OF ACHIEVEMENT (CA)

The Certificate of Achievement in Digital Newsgathering provides foundational knowledge and hands-on training that prepares students for jobs in the media realm. The certificate serves as a comprehensive and multi-discipline overview of content and skills needed by the modern journalist.

Career Opportunities

Reporting, copyrighting, public relations, communication, screenwriting, social media, brand management.

COURSE SEQUENCE

Core Courses (9 units)

JOURN 33	Smartphone Reporting	3
JOURN 21	Newswriting	3
JOURN 69	Multimedia Reporting for Journalists	3
TOTAL MAJOR UNITS:		**9**

PROGRAM LEARNING OUTCOMES

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

- Assemble a portfolio of appropriate photographs, writings, journals or digital media that reflects the skills and understanding of techniques of journalism.
- Write news, features, and opinion pieces in newspaper style.
- Apply media law, fact-checking and ethics to the journalistic process.

JOURNALISM ASSOCIATE OF ARTS (AA)

The Journalism Department offers practical news experience and academic preparation for students preparing to transfer to four-year institutions. Emphasis is placed on new technologies and preparation for media jobs in a computer-oriented society. Additional areas of study include journalism history, ethics, law, and the role of the press in our society.

Career Opportunities

Students who complete the Journalism program are prepared for careers in the expanding communications field, which includes print, online and video journalism, along with computer production skills.

COURSE SEQUENCE

Core Curriculum (24 units)

JOURN 18A	News Production I	4
JOURN 18B	News Production II	4
JOURN 18C	News Production III	4
JOURN 21	Newswriting	3
JOURN 62	Survey of Mass Media	3
or		
COMM 19	Survey of Mass Media	3
COMM 45	Public Speaking	3
GRART 32	Digital Documents (Adobe InDesign)	3

Electives: Select one class from the following (3 units)

JOURN 69	Multimedia Reporting for Journalists	3
or		
JOURN 33	Smartphone Reporting	3
MEDIA 102A	Broadcast Journalism I	3
M/SVN 82	Essentials of Managerial Communications	3
JOURN 20	Photojournalism I	3
or		
PHOTO 20	Photojournalism I	3

TOTAL MAJOR UNITS: 27

PROGRAM LEARNING OUTCOMES

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

- Assemble a portfolio of appropriate photographs, writings, journals or digital media that reflects the skills and understanding of techniques of journalism.
- Write news, features, and opinion pieces in newspaper style.
- Apply media law, fact-checking and ethics to the journalistic process.

ASSOCIATE IN ARTS DEGREE IN JOURNALISM FOR TRANSFER (AA-T)

The Associate in Arts in Journalism for Transfer Degree (AA-T JOURN) is designed to prepare students for a seamless transfer with junior status and priority admission to their CSU campus to a program or major in Journalism or similar major for completion of a baccalaureate degree.
Students are required to complete:

Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

> (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University (CSU) General Education – Breadth Requirements.
>
> (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

Obtainment of a minimum grade point average of 2.0. Students must earn a C (or "P") or better for each course in the major or area of emphasis. No more than 60 semester units are required.

The Associate in Arts in Journalism for Transfer Degree (AA-T JOURN) will also assist Journalism major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities

Students who complete the degree seek jobs in the vast, and changing, field of communications. They become reporters, photographers, copy editors, computer production staff, webmasters as well as jobs in public relations.

COURSE SEQUENCE

Core Courses (10 units)

JOURN 18A	News Production I	4
JOURN 21	Newswriting	3
JOURN 62	Survey of Mass Media	3
or		
COMM 19	Survey of Mass Media	3

List A: Select one (3-4 units)

JOURN 18B	News Production II	4
JOURN 69	Multimedia Reporting for Journalists	3
JOURN 20	Photojournalism I	3
or		
PHOTO 20	Photojournalism I	3

List B: Select two (min 6 units)

COMM 44	Argumentation	3
ENGL 5	Critical Thinking in Reading and Writing	3
PHIL 10	Logic	3
POSCI 1	Government and Politics in the United States	3

TOTAL MAJOR UNITS:	**19-20**
IGTEC or CSU GE-Breadth Education Pattern	37-39
CSU Transferrable General Elective Courses to meet 60 units	
TOTAL UNITS	60

PROGRAM LEARNING OUTCOMES

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

- Assemble a portfolio of appropriate photographs, writings, journals or digital media requiring skills and understanding of techniques of journalism.
- Write news, features, and opinion pieces in newspaper style.
- Apply media law to all aspects of the journalistic process.

NEWSWRITING AND REPORTING CERTIFICATE OF ACHIEVEMENT (CA)

The Certificate of Achievement in Newswriting and Reporting provides foundational knowledge and hands-on training that prepares students for jobs in the media realm. The certificate serves as a comprehensive and multi-discipline overview of content and skills needed by the modern journalist.

Career Opportunities

Reporting, copyrighting, public relations, communication, screenwriting, social media, brand management.

COURSE SEQUENCE

Core Curriculum (17 units)

JOURN 18A	News Production I	4
JOURN 18B	News Production II	4
JOURN 21	Newswriting	3
JOURN 69	Multimedia Reporting for Journalists	3
PHOTO 20	Photojournalism I	3

Electives: Select one class from the following (3 units)

GRART 32	Digital Documents (Adobe InDesign)	3
GRART 36	Adobe Photoshop Basics	3
GRART 115	Web site Design	3

TOTAL MAJOR UNITS: 20

PROGRAM LEARNING OUTCOMES

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

- Assemble a portfolio of appropriate photographs, writings, journals or digital media that reflects the skills and understanding of techniques of journalism.
- Write news, features, and opinion pieces in newspaper style.
- Apply media law, fact-checking and ethics to the journalistic process.

ASSOCIATE IN ARTS DEGREE IN JOURNALISM FOR TRANSFER (AA-T)

The Journalism Department offers practical news experience and academic preparation for students entering the workforce or seeking transfer to four-year institutions. We offer both AA and AA-T degrees that provide foundational training in journalism. Our journalism students embrace multimedia as an essential part of storytelling.

JOURN 18A
News Production I
4 units, 3 hours lecture, 4 hours laboratory (GR)
Recommended preparation: JOURN 21 or ENGL 1A
Acceptable for credit: CSU

Basics of reporting: News-gathering, interviewing, accuracy, note-taking and transcription of notes, writing the news story; the lede, the body, conclusion for campus newspaper, integration of articles in various multimedia platforms, and utilization of photographs in context. 0602.00
(C-ID: JOUR 130)

JOURN 18B
News Production II
4 units, 3 hours lecture, 4 hours laboratory (GR)
Prerequisite(s): JOURN 18A
Acceptable for credit: CSU

Continuation of JOURN 18A: Intermediate level news-gathering, interviewing, accuracy, note-taking and transcription of notes, writing the news story; the lede, the body, conclusion for campus newspaper, integration of articles in various multimedia platforms, and utilization of photographs in context. 0602.00
(C-ID: JOUR 131)

JOURN 18C
News Production III
4 units, 3 hours lecture, 4 hours laboratory (GR)
Prerequisite(s): JOURN 18B
Acceptable for credit: CSU

Continuation of JOURN 18B: Advanced level of news-gathering, interviewing, accuracy, note-taking and transcription of notes, writing the news story; the lede, the body, conclusion for campus newspaper, integration of articles in various multimedia platforms, and utilization of photographs in context. 0602.00

JOURN 18D
News Production IV
4 units, 3 hours lecture, 4 hours laboratory (GR)
Prerequisite(s): JOURN 18C
Acceptable for credit: CSU

Continuation of JOURN 18C: Advanced level of news-gathering, interviewing, accuracy, note-taking and transcription of notes, writing the news story; the lede, the body, conclusion for campus newspaper, integration of articles in various multimedia platforms, and utilization of photographs in context. 0602.00

JOURN 20
Photojournalism I
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): PHOTO 11 or PHOTO 71
Not open for credit to students who have completed or are currently enrolled in PHOTO 20.
Acceptable for credit: CSU

Components of photojournalism: Focus on theory and practice in press and online publications, using the camera as reporting and communications tool, emphasizing photographic composition for impact, clarity and creativity. 0602.00
(C-ID: JOUR 160)

JOURN 21
Newswriting
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to evaluating, gathering and writing news in accepted journalistic style: Feature and opinion writing, emphasizing expository writing, logic, critical thinking and points of view; role of the reporter, and legal and ethical issues related to newspaper writing. 0602.00
AA/AS area 4d
(C-ID: JOURN 110)

JOURN 33
Smartphone Reporting
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: JOURN 21
Acceptable for credit: CSU

Introduction to smartphone reporting: Use of video, photos, audio, and text to convey interactive news and feature stories using an iPhone or Android smartphone; creating content for social media. 0602.00

JOURN 49
Independent Study in Journalism
0.5-5 units, 0.5-5 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Journalism. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0602.00

JOURN 62
Survey of Mass Media
3 units, 3 hours lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in COMM 19.
Acceptable for credit: CSU, UC

Survey of traditional and non-traditional mass media in America: Impact of mass media trends and technology into the 21st century; critical analysis of media messages and examination of mass media from historical, political, social, and cultural perspectives. 0602.00
AA/AS area 2, 4d; CSU area D; IGETC area 4
(C-ID: JOUR 100)

JOURN 69
Multimedia Reporting for Journalists
3 units, 2.50 hours lecture, 1.50 hours laboratory (GR)
Acceptable for credit: CSU

Introduction to multimedia storytelling in Journalism: Use of video, photos, audio, and text to convey interactive news and feature stories through the Internet and other electronic media; techniques in digital research, critical thinking, and synthesis. 0602.00

KINESIOLOGY (KIN)

PHOTO: *Michael Mejia. Photography Instructor*

ASSOCIATE IN ARTS DEGREE IN KINESIOLOGY FOR TRANSFER (AA-T)

The Associate in Arts Degree in Kinesiology for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Kinesiology or similar major for completion of a baccalaureate degree. Students are required to complete: * a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. * 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. * No more than 60 semester units are required. The Associate in Arts Degree in Kinesiology for Transfer will also assist Kinesiology major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities

Career include but not limited to: health clubs & spas, private and public fitness centers, corporate fitness centers, nursing homes, schools/colleges/universities, self-employment, YMCA's, fitness specialist, exercise testing technicians, aerobics instructors.

COURSE SEQUENCE

Core Courses (13 units)

BIOL 2	Human Anatomy and	5
BIOL 4	Human Physiology or	5
BIOL 20A	Human Anatomy and	5
BIOL 20B	Human Anatomy	5
KIN 150	Introduction to Kinesiology	3

Movement Based Courses: Select at least one course each three of the following areas (3 units):

Aquatics:

KIN 14B	Water Polo II - Beginning	1

Dance:

DANCE 60	Ballet I	1
DANCE 61	Ballet II	1
DANCE 64	Jazz Dance I	1
DANCE 68	Modern Dance I	1
DANCE 72	Jazz Tap I	1
DANCE 73	Jazz Tap II	1
DANCE 76	West African Dance I	1
DANCE 77	West African Dance II	1
DANCE 80	Haitian Dance I	1
DANCE 81	Haitian Dance II	1

Fitness:

SPFT 54A	Cross Fitness I - Fundamentals	1
SPFT 54B	Cross Fitness II - Beginning	1

Individual Sports:

KIN 107B	Tennis II – Beginning	1

Team Sports:

KIN 76B	Baseball II - Beginning	1
SPFT 86A	Flag Football I - Fundamentals	1
SPFT 86B	Flag Football II - Beginning	1

List A: Select two courses from the following (7-10 units)

CHEM 1A	General Chemistry or	5
CHEM 30A	Introductory General Chemistry	4
HLTED 14	First Aid and CPR	3
MATH 13	Introduction to Statistics	4
PHYS 3A	General Physics or	5
PHYS 4A	General Physics with Calculus	5

TOTAL MAJOR UNITS:	**23-26**
IGETC or CSU GE-Breadth Education Pattern	37-39
CSU Transferable General Elective Courses to meet 60 units	
TOTAL UNITS:	60

PROGRAM LEARNING OUTCOMES

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

- Critically analyze anatomical and physiological factors in the development of exercise prescription, prevention and rehabilitation programs designed to meet individual goals and circumstances
- Synthesize health and fitness information for application to improve the 5 components of fitness in clients: cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition (weight management)

- Identify career and / or educational options in physical education, and formulate an action plan to successfully pursue and attain those options

PHOTO: *Michael Mejia. Photography Instructor*

PERSONAL TRAINER – PREPARATION FOR CERTIFICATION CERTIFICATE OF PROFICIENCY (CP)

This program will prepare students with the basic qualifications to sit for the National Academy of Sports Medicine (NASM) Personal Trainer Exam.

Career Opportunities

A career as a Personal Trainer can be a rewarding career for those interested in fitness and helping others. To be marketable in this career, there are various certifications that are recommended. The main certification is a Personal Trainer certification. This will help open doors for a career in gyms, fitness centers, teaching classes or working as a private personal trainer.

COURSE SEQUENCE

Core Courses (6 units)

HLTED 14	First Aid and CPR	3
KIN 141	Personal Trainer – Certification Preparation	3
TOTAL MAJOR UNITS:		**6**

PROGRAM LEARNING OUTCOMES

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

- Apply Personal Training Concepts through practice exams and sample workouts in preparation to take the National Academy of Sports Medicine (
- NASM) certification exam.
- Pass CPR certification requirements.

KINESIOLOGY (KIN)

The Kinesiology, Sport Fitness, Health Education and Athletics Department offers Kinesiology curriculum with a wide variety of courses to accommodate varying fitness levels, interests, and abilities, including: cardiovascular training, strength training, mind/body courses like yoga, cycling, as well as individual sport activities such as swimming, tennis, badminton, and track and field. Team sport activities such as volleyball, basketball, water polo, football, and baseball are also available for skills training and intercollegiate athletics preparation. Kinesiology lecture courses are also available for aspiring fitness professionals and transfer students. Students will not only learn how to perform activities with proper technique, but they will learn principles of exercise science and biomechanics that can be applied to their training. Athletics team classes are listed under “Athletics (ATHL)” in the catalog. Additional fitness courses are available under our related “Sports Fitness (SPFT)” area in the catalog.

Activity courses are grouped by similar content. Courses in each grouping may only be taken once with a passing grade. Please note that many activity courses are offered with varying skill levels. Students should enroll in an activity class which is most appropriate for their skill level. Students may then progress through the series of courses as personal skill develops.

For intercollegiate athletics courses - see Athletics (ATHL)

KIN 1A
Swimming I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of fundamental aquatic skills, knowledge and safety, as recommended by The American Red Cross. Emphasis on initial aquatic orientation and comfort in water and initial skill development of at least two of the four competitive strokes: Freestyle, Backstroke, and/or Breaststroke. 0835.00
CSU area E

KIN 1B
Swimming II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU/UC

Activity class: Development of basic aquatic skills, knowledge and safety, as recommended by American Red Cross. Emphasis on basic aquatic orientation and initial skill development of four competitive strokes: Freestyle, Backstroke, Breaststroke and Butterfly. 0835.00
CSU area E

KIN 1C
Swimming III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Prerequisite(s): Pass a deep-water test and swim 25-50 yrds. continuous Freestyle and have beginning level technique in 2-3 strokes.
Acceptable for credit: CSU, UC

Activity class: Development of intermediate level aquatic skills, knowledge and safety, as recommended by The American Red Cross. Emphasis on refining aquatic orientation and initial skill development of four competitive strokes: Freestyle, Backstroke, Breaststroke and Butterfly. 0835.00
CSU area E

KIN 1D
Swimming IV - Competitive
0.5 units, 2 hours laboratory (GR or P/NP)
Prerequisite(s): Pass a deep-water test and swim 50 yards continuous Freestyle and have intermediate level technique in 3-4 strokes.
Acceptable for credit: CSU, UC

Activity class: Development of competitive level aquatic swimming skills and knowledge, as recommended by American Red Cross, NCAA and CCCAA. Emphasis on development of the four strokes: Freestyle, Backstroke, Breaststroke and Butterfly in preparation for competitive level swimming. 0835.00
CSU area E

KIN 2
Lap Swimming
0.5 units, 2 hours laboratory (GR or P/NP)
Prerequisite(s): Pass a deep-water test and swim 100 yards non- stop.
Acceptable for credit: CSU, UC

Activity class: Progressive workouts and instruction in lap swimming using the four competitive swim strokes; emphasis on developing cardiovascular fitness; increased distance and speed; exposure to aquatic sports. 0835.00
CSU area E

KIN 3
Long Distance Swimming
0.5 units, 2 hours laboratory (GR or P/NP)
Prerequisite(s): Pass a deep-water test and swim 100 yards non- stop.
Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular fitness and endurance through swimming increased distances over time. 0835.00
CSU area E

KIN 4
Swimming for Fitness
0.5 units, 2 hours laboratory (GR or P/NP)
Prerequisite(s): Pass a deep-water test and swim 100 yards non- stop.
Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular fitness and strength through swimming and aquatic skills to enhance personal fitness levels. 0835.00
CSU area E

KIN 5
Swim Training for Competition
0.5 units, 2 hours laboratory (GR or P/NP)
Prerequisite(s): Pass a deep-water test and swim 100 yards non- stop. Demonstrate an intermediate level of swimming skill in at least 3 of the 4 competitive strokes.
Acceptable for credit: CSU, UC

Activity class: Development of competitive level swimming skills, cardiovascular fitness and endurance through swim training for competitive events. 0835.00
CSU area E

KIN 14B
Water Polo II - Beginning
1 unit, 4 hours laboratory (GR or P/NP)
Prerequisite(s): To be deep water safe. Swim 2 laps without stopping and tread water for 1 min; This is a high intensity activity requiring students to be able to sustain their head above water and not have the use of the pool walls.
Acceptable for credit: CSU, UC

Activity class: Introduction to water polo: Basic skills in passing, shooting, and aquatic skills. Includes game strategy and rules. 0835.00
CSU area E

KIN 14C
Water Polo III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Prerequisite(s): To be deep water safe. Swim 2 laps without stopping and tread water for 1 min; This is a high intensity activity requiring students to be able to sustain their head above water and not have the use of the pool walls.
Acceptable for credit: CSU, UC

Activity class: Development of intermediate water polo skill; including passing, shooting, and other playing skills. Includes game strategy and rules. 0835.00
CSU area E

KIN 19A
Aquatic Exercise I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and muscular fitness through various fundamental vertical aquatic movement exercises utilizing the low impact environment of the pool. 0835.00
CSU area E

KIN 19B
Aquatic Exercise II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and muscular fitness through various beginning vertical aquatic movements, speed progressions and exercises utilizing the low impact environment of the pool. 0835.00
CSU area E

KIN 19C
Aquatic Exercise III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and muscular fitness through various intermediate vertical aquatic skills and vertical movement exercises utilizing the low impact environment of the pool. 0835.00
CSU area E

KIN 19D
Aquatic Exercise IV - Experienced
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and muscular fitness through various aquatic movement exercises utilizing the low impact environment of the pool. 0835.00
CSU area E

KIN 47A
Stationary Cycling for Fitness I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Indoor cycling class designed to improve aerobic fitness and endurance. 0835.00
CSU area E

KIN 47B
Stationary Cycling for Fitness II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular fitness: Stationary bicycle pedaling at various speeds and resistances, simulating hill climbing, racing, and other cycling situations. Moderate cardiovascular workout. 0835.00
CSU area E

KIN 47C
Stationary Cycling for Fitness III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular fitness: Stationary bicycle pedaling at various speeds and resistances, simulating hill climbing, racing, and other cycling situations. Intermediate cardiovascular workout. 0835.00
CSU area E

KIN 51A
Yoga I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Introduction to yoga stretches and postures, conscious breathing patterns and relaxing techniques. Demonstration of modifications for injuries. 0835.00
CSU area E

KIN 51B
Yoga II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of beginning yoga stretches, postures, and relaxation techniques. Increased use of conscious breathing patterns. 0835.00
CSU area E

KIN 51C
Yoga III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of intermediate yoga stretches, postures, core strengthening, relaxation techniques, and personal practice. 0835.00
CSU area E

KIN 58A
Fitness Center Strength Training I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Instruction of fundamental techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00
CSU area E

KIN 58B
Fitness Center Strength Training II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Introduction of beginning techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00
CSU area E

KIN 58C
Fitness Center Strength Training III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Introduction of intermediate techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00
CSU area E

KIN 58D
Fitness Center Strength Training IV - Experienced
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Introduction of experienced techniques for strength training using resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00
CSU area E

KIN 70A
Speed Training I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Fundamental development of an individual's speed and power for applications to athletic activity in various sports. 0835.00
CSU area E

KIN 70B
Speed Training II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Beginning development of an individual's speed and power for applications to athletic activity in various sports. 0835.00
CSU area E

KIN 70C
Speed Training III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Intermediate development of an individual's speed and power for applications to athletic activity in various sports. 0835.00
CSU area E

KIN 70D
Speed Training IV - Experienced
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Competitive development of an individual's speed and power for applications to athletic activity in various sports. 0835.00
CSU area E

KIN 74A
Badminton I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Basic fundamentals and skills in badminton. 0835.00
CSU area E

KIN 74B
Badminton II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Beginning principles and fundamentals in badminton. 0835.00
CSU area E

KIN 74C
Badminton III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Intermediate fundamentals and skills in badminton. 0835.00
CSU area E

KIN 74D
Badminton IV - Competitive
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Competitive strategies and skills in badminton. 0835.00
CSU area E

KIN 76A
Baseball I - Fundamentals
0.5-1 units, 2-3 hours laboratory (GR)
Recommended preparation: High School or Organized Baseball Experience
Acceptable for credit: CSU, UC

Fundamental skills in baseball: Offensive, defensive, pitching, catching. 0835.00
CSU area E

KIN 76B
Baseball II - Beginning
1 unit, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Beginning level development of baseball skills. 0835.00
CSU area E

KIN 76C
Baseball III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Intermediate level development of baseball skills. 0835.00
CSU area E

KIN 76D
Baseball IV - Competitive
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Competitive level development of baseball skills. 0835.00
CSU area E

KIN 77A
Offensive Baseball I - Fundamentals
0.5 units, 2 hours laboratory (GR)
Recommended preparation: High School or Organized Baseball Experience
Acceptable for credit: CSU, UC

Introduction to offensive baseball skills: Hitting, base running. 0835.00
CSU area E

KIN 80A
Basketball I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Basic fundamentals and skills in basketball. 0835.00
CSU area E

KIN 80B
Basketball II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Beginning level of basketball rules and skills, introductory concepts of offense and defense. 0835.00
CSU area E

KIN 80C
Basketball III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Recommended preparation: Intermediate level of Basketball experience
Acceptable for credit: CSU, UC

Activity class: Intermediate introduction of basketball fundamentals, introductory concepts of offense and defense. 0835.00
CSU area E

KIN 80D
Basketball IV - Competitive
0.5 units, 2 hours laboratory (GR or P/NP)
Recommended preparation: Intermediate level of Basketball experience
Acceptable for credit: CSU, UC

Activity class: Introduction to competitive level basketball techniques through practice drills. 0835.00
CSU area E

KIN 89A
Football - Offensive I - Fundamentals
1 unit, 1 hour lecture, 1 hour laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Current concepts of offense are examined using game footage, practices, and computer assisted analysis. 0835.00
CSU area E

KIN 89B
Football - Offensive II - Beginning
1 unit, 1 hour lecture, 1 hour laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Current concepts of offense are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent’s offensive strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. 0835.00
CSU area E

KIN 90A
Football - Defensive I - Fundamentals
1 unit, 1 hour lecture, 1 hour laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Current concepts of defense are examined using game footage, practices, and computer assisted analysis. 0835.00
CSU area E

KIN 90B
Football - Defensive II - Beginning
1 unit, 1 hour lecture, 1 hour laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Current concepts of defense are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent's defensive strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. 0835.00
CSU area E

KIN 93
Football Fundamentals I
2 units, 2 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Basic introduction to the knowledge of strategy, rules, and principles of team play in football. 0835.00

KIN 94
Football Fundamentals II
2 units, 2 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Advanced knowledge of strategy, rules, and principles of team play in competition football. 0835.00

KIN 95
Football Theory and Practice I
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Basic theory and techniques through lecture and practice drills. 0835.00
CSU area E

KIN 96
Football Theory and Practice II
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Advanced theory and techniques through lecture, practice drills and game situations. 0835.00
CSU area E

KIN 103A
Soccer I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Covers the fundamentals techniques of soccer, terminology, rules, and history. Practice, skills, drills, and class competitions are provided to enhance skills development and game strategy. 0835.00
CSU area E

KIN 103B
Soccer II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Recommended preparation: Fundamental Soccer Skills
Acceptable for credit: CSU, UC

Activity class: Beginning soccer skills and team competition, with emphasis placed upon offensive and defensive tactics and strategies; develop knowledge and understanding of the current collegiate soccer rules and fitness. 0835.00
CSU area E

KIN 103C
Soccer III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Intermediate techniques of soccer, terminology, rules, and history; practice, skills drills, and class competitions to enhance skill development and game strategy. 0835.00
CSU area E

KIN 107A
Tennis I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Fundamentals and Skills in Tennis. 0835.00
CSU area E

KIN 107B
Tennis II - Beginning
1 unit, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Fundamentals and Beginning Skills in Tennis. 0835.00
CSU area E

KIN 110A
Track and Field I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Fundamentals and skills in track and field. 0835.00
CSU area E

KIN 110B
Track and Field II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of beginning level track and field skills including: sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition. 0835.00
CSU area E

KIN 110C
Track and Field III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Intermediate track and field skills; Sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition. 0835.00
CSU area E

KIN 110D
Track and Field IV - Experienced
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Experienced level track and field skills; Sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition. 0835.00
CSU area E

KIN 111A
Aerobics of Jogging I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular and respiratory systems of the body through oxygen intake through jogging. 0835.00
CSU area E

KIN 111B
Aerobics of Jogging II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of cardiovascular and respiratory systems of the body through oxygen intake; increased tolerance for jogging/running. 0835.00
CSU area E

KIN 111C
Aerobics of Jogging III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Intermediate level development of the cardiovascular and respiratory system of the body through jogging/running; increase in oxygen intake and fatigue tolerance will be trained through various forms of running and conditioning circuits. 0835.00
CSU area E

KIN 111D
Aerobics of Jogging IV - Experienced
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Competitive level development of the cardiovascular and respiratory system of the body through jogging/running; increase in oxygen intake and fatigue tolerance will be trained through various forms of running and conditioning circuits. 0835.00
CSU area E

KIN 120A
Volleyball I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Fundamentals of volleyball rules and skills. 0835.00
CSU area E

KIN 120B
Volleyball II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Beginning level of volleyball rules and skills, introductory concepts of offense and defense. 0835.00
CSU area E

KIN 134
Care and Prevention of Athletic Injuries
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Care and prevention of athletic injuries: Techniques for preventing, identifying, and treating injuries commonly associated with athletics. 1228.00

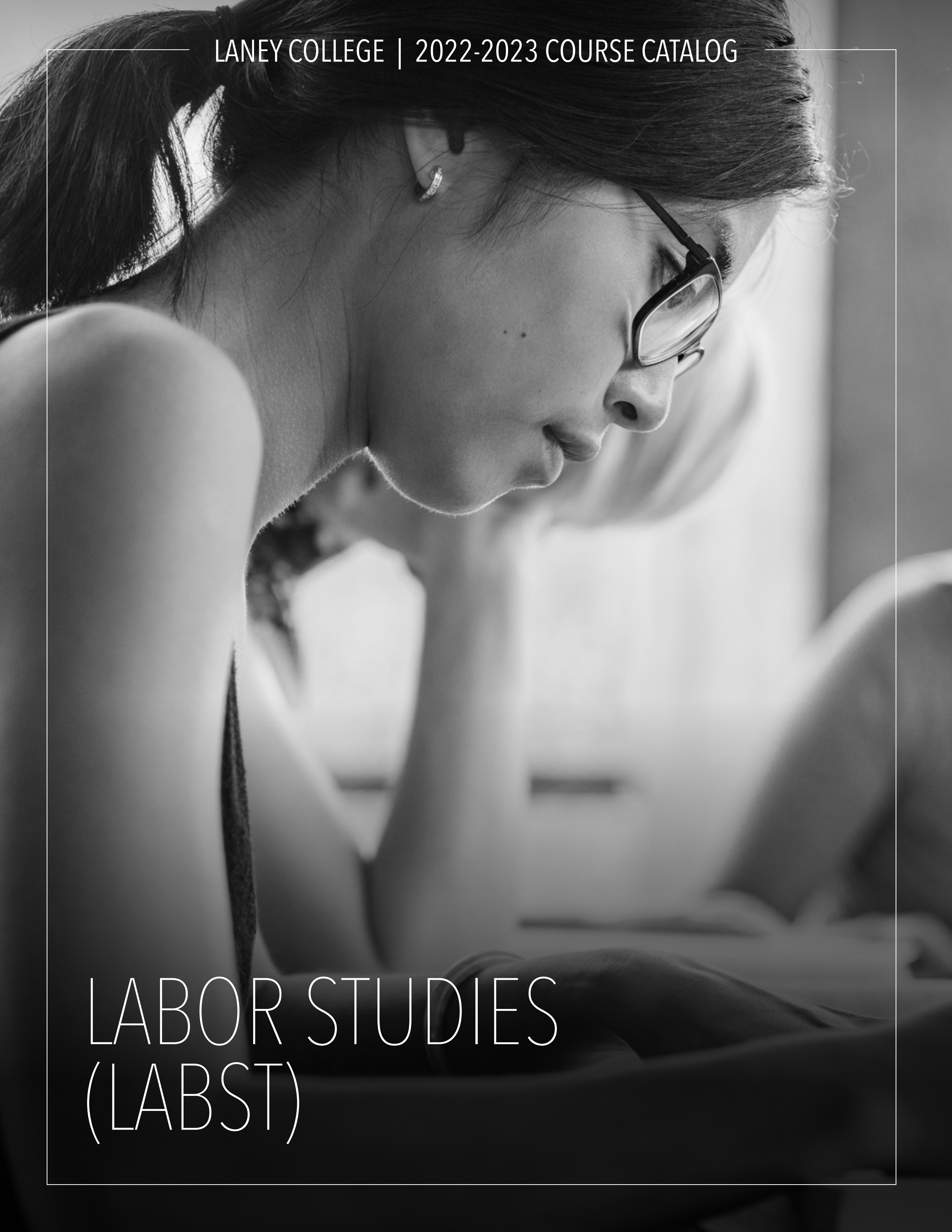
KIN 141
Personal Trainer - Certification Preparation

3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Introduction to Personal Training: Preparation for National Academy of Sports Medicine (NASM) Personal Trainer exam through systematic approach to program design based on NASM's Optimum Performance Training (OPT™) model, with exercise program guidelines and variables; protocols for building stabilization, strength, and power program; guidance on how to build a clientele through professional development. 0835.20

KIN 150
Introduction to Kinesiology
3 units, 3 hours lecture (GR)
Eligible for credit by examination
Acceptable for credit: CSU, UC

Introduction to interdisciplinary approach to the study of human movement: Overview of motor learning/control, motor development, biomechanics, exercise physiology, and social psychology foundations.
1270.00
(C-ID: KIN 100)



LABOR STUDIES (LABST)

LABOR STUDIES CERTIFICATE OF ACHIEVEMENT (CA)

This program is designed to offer both background and current trends in various aspects of labor-management issues and relations.

Career Opportunities

Work in labor organizations and private industry, work in state, federal and local government agencies, urban studies, lawyer, job analyst, labor organizer, employee benefits manager, recruiter, arbitrator, affirmative action coordinator, conciliator, dispute resolution specialist

COURSE SEQUENCE

Core Courses (15 units)

LABST 10	American Labor Movement	3
LABST 12	Collective Bargaining	3
LABST 13	Economics for Labor and Community Leadership	3
LABST 14	Grievance Handling and Arbitration	3
LABST 30	Labor Law	3

Complete 6 additional units in Labor Studies (6 units)

TOTAL MAJOR UNITS: 21

PROGRAM LEARNING OUTCOMES

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

- Critical Thinking: Reflect on unfolding current events effecting workplace issues, recognize trends and identify what strategies from labor studies that could be applied.
- Utilize Skill Learned: Utilize negotiation and problem solving skills in labor and employer relations.
- Communications Skills: Students will use effective communication, mobilizing and leadership skills in organize, build and strengthen unions.organize, build and strengthen unions

LABOR STUDIES (LABST)

LABST 10
American Labor Movement
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

History of the American labor movement from colonial times to the present: First unions, creation of laws, beginnings of national union structures, rise of the AFL, development of the CIO, and current issues. 0516.00
AA/AS area 2; CSU area D; IGETC area 4

LABST 12
Collective Bargaining
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Structure, content, strategies, and relationships between the parties engaged in collective bargaining: Research analysis, computing costs, and simulated bargaining. 0516.00

LABST 13
Economics for Labor and Community Leadership
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

American and world economic forces which impact on employment, taxation, income distribution, public policy, and collective bargaining: Analysis of such issues as foreign and non- union competition, concession bargaining, plant closings and unemployment, and labor and community strategies to meet these challenges. 0516.00
AA/AS area 2

LABST 14
Grievance Handling and Arbitration
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Grievance handling in the collective bargaining process: Investigation techniques and procedures, resolving issues at the Grievance Committee level; arbitration as a means of resolution. 0516.00

LABST 21
Workplace Organizing
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Comprehensive survey of workplace organizations: Emphasis on legal background and current legal issues; group psychology; employer and union campaign strategies. 0516.00
AA/AS area 2

LABST 30
Labor Law
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Development of the basic legal frameworks governing labor-management relations in union, non-union, and public sectors: Rights to organize and bargain collectively; legal framework of grievance/arbitration procedures; overview of protective and income security legislation and agencies. 0516.00

LABST 49
Independent Study in Labor Studies
0.5-5 units, 0.5-5 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Labor Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0516.00

LABST 201
Stewards' Training
1 unit, 1 hour lecture (GR or P/NP)

Study of rights, responsibilities and duties of union shop stewards: grievance handling and dispute resolutions; interviewing and investigation techniques; grievance presentation. 0516.00

LABST 202
Union Organizing
1 unit, 1 hour lecture (GR or P/NP)

Organizing strategies: Managerial and union perspectives; evaluating various approaches; the National Labor Relations Act; other public sector laws. 0516.00

LABST 456H
Occupational Work Experience in Labor Studies
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in labor studies or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0516.00

LANGUAGE ARTS (LANG)

LANGUAGE ARTS (LANG)

Coursework in Language Arts emphasizes both the form and content of linguistic communication. Students will learn to examine communicative acts within a wider social context, and to apply the principles of language and rhetoric toward the development of logical thought, precise and effective expression, and critical evaluation.

For the Associate of Arts Degree in Language Arts, students must complete the General Education pattern and elective courses for an additional 42 units. Students must complete 18 units in the area of emphasis courses with a grade of "C" or better, 19 units of general education requirements, and an additional 23 units of elective courses for a total of 60 units. 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.

COURSE SEQUENCE

Chinese	1**, 2**, 3**, 4**, 40A, 40B	3-5
Communication	1A, 1B, 2A, 2B, 15A, 15B, 19, 30A, 30B,44,45	3
English	1A*, 1B*, 2, 5, 10A, 10B, 12, 17A, 17B, 20, 26, 30A, 30B, 31, 32A, 32B, 33A, 33B, 39, 43, 44A, 44B, 138, 210A, 210B, 211, 217A, 217B, 220, 226, 230A, 230B, 231, 232A, 232B, 233A, 233B, 238, 239, 243, 244A, 244B	3
French	1A**, 1B**, 2A**, 30A, 30B	3-5
Japanese	1A**, 50A, 50B	3-5
Spanish	1A**, 1B**, 2A**, 2B**, 22A**, 22B**, 30A, 30B, 40, 60A, 60B	3-5
Journalism	21, 55, 58, 62	3

TOTAL MAJOR UNITS: 18

** 5 units

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Communication: Effectively express and exchange ideas through various modes of communication.
- Critical Thinking: Apply the principles of language and rhetoric toward the development of logical thought, precise and effective expression, and critical evaluation.
- Cultural Awareness: Use language in a cultural context to effectively communicate thoughts and ideas while maintaining cultural sensitivity.

LEARNING RESOURCES (LRNRE)

QUANTITATIVE PREPARATION FOR SKILLED TRADES CERTIFICATE OF COMPETENCY (CCY)

The Quantitative Preparation for Skilled Trades Certificate of Competency (CCy LRNRE) is designed to enhance quantitative reasoning competencies and skills for work-based contexts, and developing soft-skills and self-efficacy required to pass work related entrance exams.

Career Opportunities

Certificate completion, and the concomitant skills acquired, are relevant to a variety of workplaces, including, but not limited to: local small businesses in food and delivery industries, opportunities in service sector employment, as well as pre-apprenticeship opportunities that link to advanced manufacturing and skilled trades.

COURSE SEQUENCE

Students must complete a minimum of 60 hrs

Core Courses (60-72 hrs)

MATH 504	Workforce Math	30-54
LRNRE 521	Test Preparation for the Skilled Trades	18-24
TOTAL CORE HOURS:		**60-72**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Students will demonstrate interview techniques in mock sessions and apply resume writing skills in resume creation.

SKILLED TRADES APPRENTICESHIP AND CIVIL SERVICE PREPARATION CERTIFICATE OF COMPETENCY (CCY)

The Skilled Trades Apprenticeship and Civil Service Preparation Certificate of Competency (CCy LRNRE) was designed as preparation for apprenticeship testing and municipal civil service employment in the skilled trades. The program includes math, spatial reasoning, mechanical reasoning, some trade knowledge, test-taking, interview preparation and research on application and opportunities.

Career Opportunities

The shortage of skilled trade workers in both private and public sectors has been well documented. The aging workforce has created a shortage that is just now being addressed by increased civil service training opportunities and efforts to expand apprenticeships. All of these opportunities currently require some level of testing to qualify for these programs. This program is designed to address the shortage of qualified candidates by preparing them for success in this testing process.

COURSE SEQUENCE

Students must complete a minimum of 36 hrs

Core Courses (36-48 hrs)

LRNRE 521	Test Preparation for the Skilled Trades	18-24
LRNRE 522	Apprenticeship and Civil Service Opportunities	18-24
TOTAL CORE HOURS:		**36-48**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Students will demonstrate competency in required mathematical skills, spatial reasoning and mechanical reasoning, at a level that will enable them to pass required exams.
- Students will create a resume, navigate the job search process, and demonstrate successful job interview skills.

LRNRE 501
Supervised Tutoring
0 units, 17.5-262.5 hours laboratory (P/NP)
Course study under this section may be repeated three times.
Students may enroll for assistance in more than one college course per semester.

Supervised tutoring, either individually or in small groups, to improve student success in college courses. 4930.09

LRNRE 521
Test Preparation for the Skilled Trades
0 units, 18-24 hours lecture (P/NP or SP)
Course study under this section may be repeated twenty times.

Preparation for skilled trade and civil service exams: Emphasize mathematics, spatial and mechanical reasoning and test taking skills leading to apprenticeships and entry-level skilled trade positions at cities, counties, and public agencies and utilities. 4930.12

LRNRE 522
Apprenticeship and Civil Service Opportunities
0 units, 18-24 hours lecture (P/NP or SP)
Course study under this section may be repeated twenty times.

Exploration of trades apprenticeships and Civil Service opportunities: Apprenticeship and civil service process at various agencies and unions including local opportunities, application process and types of testing. 4930.12

NONCREDIT OFFERINGS IN LRNRE

QUANTITATIVE PREPARATION FOR WORKFORCE CERTIFICATE OF COMPETENCY (CCY)

The Quantitative Preparation for Workforce Certificate of Competency (CCy LRNRE) is designed to enhance quantitative reasoning competencies and skills for work-based contexts, and develop soft-skills and self-efficacy in both preparing for, and seeking employment.

Career Opportunities

Certificate completion, and the concomitant skills acquired, are relevant to a variety of workplaces, including, but not limited to: local small businesses in food and delivery industries, opportunities in service sector employment, as well as pre-apprenticeship opportunities that link to advanced manufacturing and skilled trades.

COURSE SEQUENCE

Students must complete a minimum of 60 hrs

Core Courses (60-72 hrs)

MATH 504	Workforce Math	30-54
LRNRE 522	Apprenticeship and Civil Service Opportunities	18-24
TOTAL CORE HOURS:		**60-72**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Students will demonstrate competency in required mathematical skills, spatial reasoning and mechanical reasoning, at a level that will enable them to identify appropriate employment opportunities and navigate job interview process.

LEARNING RESOURCES (LRNRE)

LRNRE 20
Introduction to Youth Development
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Survey of issues and best practices in after school services for a diverse population: Emphasis on youth development theories and practices; identification of quality youth development programs; terminology of the field; cultural competency; career options. 4999.00

LRNRE 30
Introduction to Tutoring
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU

Introduction to the methods of effective tutoring: Responsibilities, questioning and modeling techniques, learning styles and strategies, study skills and strategies, leading small group sessions, cultural awareness, and tutoring in specific subject areas. 0802.00

LRNRE 31
Advanced Tutor Training
1 unit, 1 hour lecture (GR or P/NP)
Prerequisite(s): LRNRE 30
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Methods of effective tutoring: Questioning and modeling techniques, learning styles and strategies, study skills and strategies, leading small group sessions, cultural awareness, tutoring in specific subject areas and problem solving. 0802.10

LRNRE 211
Computer Access
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended for students with disabilities.
No prior computer experience necessary.
Course study under this section may be repeated three times.

Word processing for individuals with visual, physical, or learning disabilities: Creating business letters, resumes, reports, and flyers using adaptive programs as appropriate, and use of screen-reading software to assist in editing and proofreading written work; introductory Internet skills, including e-mail, basic research, and locating resources on the web; and introduction to presentation software. 4930.30
AA/AS area 4c

LRNRE 235
Professional Skills for Career Technical Students
1 unit, 1 hour lecture (GR or P/NP)
Corequisite(s): COUN 207C

Designed for Career Technical Education students, focus on building professional skills: technical reading and writing, English language, customer service, and career-specific research. 4990.00

LRNRE 269
Job Experience
1 unit, 1 hour lecture (P/NP)
Non-degree applicable
Course study under this section may be repeated three times.

Vocational Living Skills curriculum for adults with disabilities: Emphasis on job seeking skills and placement. 4930.30

LRNRE 272
Computer Access Projects
0.5-2 units, 1.5-6 hours laboratory (P/NP)
Open-entry/open-exit course
Recommended for students with disabilities. Enroll through Programs and Services for Students with Disabilities.
Non-degree applicable
Course study under this section may be repeated as necessary per Title 5, Sec 56029.

Introduction to assistive software: Use of screen-reading, image- enlargement, speech-recognition, scan/read or other software appropriate to the student’s disability; application of assistive software to complete assignments for mainstream courses. 4930.30

LRNRE 273
Improving Learning Potential Using Assistive Technology I
0.5-2 units, 1.5-6 hours laboratory (GR or P/NP)
Course study under this section may be repeated fifty times.

Improving cognitive skills: Focus on reading, writing, math, and critical thinking using assistive technology for coursework. 4930.30

LRNRE 274
Improving Learning Potential Using Assistive Technology II
2 units, 2 hours lecture (GR or P/NP)
Course study under this section may be repeated fifty times.

PHOTO: Peralta Colleges, *Faiza Ali*

LEGAL AND COMMUNITY INTERPRETATION (LCI)

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TRANSLATING AND INTERPRETING--SPANISH CERTIFICATE OF ACHIEVEMENT (CA)

The Legal and Community Interpreting program offers a four-course Certificate of Achievement in Translating and Interpreting--Spanish that opens up opportunities for students in the workforce in the legal, health services, and educational fields of translation and interpretation in English and Spanish. It provides an overview and intense practice of skills in the three modes interpretation (sight, consecutive, simultaneous) and translation. The program considers linguistic, cultural and professional expectations in the field, and explores vocational opportunities in different areas: legal, health services, and educational institutions. Classes will be provided online, hybrid form and/or face to face.

Career Opportunities

Spanish Legal Interpretation: Criminal and Civil Court Proceedings; Out-of-court Legal Proceedings; Private Attorney Interviews; Law Enforcement Interviews; Administrative Hearings; Public and Social Services Interviews; Community Service Events; K-12 Parent and Student Events, Kaiser Permanent Hospital, OUSD Public High School System.

COURSE SEQUENCE

Core Courses (16 units)

LCI 201	Introduction to Translation and Interpretation - Spanish	4
LCI 202	Sight Translation- Spanish	4
LCI 203	Consecutive Interpretation- Spanish	4
LCI 204	Simultaneous Interpretation- Spanish	4
TOTAL MAJOR UNITS:		**21-22**

Spanish proficiency required

PROGRAM LEARNING OUTCOMES

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

- Demonstrate sight translation, consecutive, and simultaneous interpretation and translation skills, as well as appropriate and proficient performance in various official settings.
- Employ essential terminology belonging to the legal, health services, and educational fields; distinguish and discriminate between tools and resources, in order to recognize professional best practices.
- Create and apply appropriate and effective habits and self-assessments tools and criteria to adequately prepare for unexpected situations in the profession as a translator or interpreter in English and Spanish
- Appraise and evaluate translator and interpreter ethics, responsibilities, precepts, and protocol.

LEGAL AND COMMUNITY INTERPRETATION (LCI)

The mission of the LCI Department is to prepare students that are proficient in English and Spanish for careers in legal and community interpreting. The demand for professionals with this training is ever-increasing and this program of study equips students with the communication and legal skills necessary to positively impact language access within our region to and contribute to the social justice mission of the college.

LCI 201
Introduction to Translation and Interpretation – Spanish
4 units, 4 hours lecture (GR or P/NP)
Recommend preparation: POSCI 21, SPAN 2B or 22B

Principles of translation and interpretation: Introduction to the three modes of interpretation (consecutive, simultaneous and sight); essential terminology used in court proceedings, health services institutions, and educational environments. Translator and Interpreter code of ethics; protocol; differences between the U.S. and Latin American systems; the linguistic, cultural and professional expectations in the field of translation and interpreting; professional opportunities in the different fields. 2140.00

LCI 202
Sight Translation – Spanish
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): LCI 201

Principles of sight translation (oral), skills and practices: Legal terms used in court proceedings, legal vocabulary development in English and Spanish, sight translation practice with documents in English and from a variety of Spanish-speaking countries. 2140.00

LCI 203
Consecutive Interpretation – Spanish
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): LCI 201 and 202

Introduction to principles of consecutive interpretation: Development of oral interpretation skills, vocabulary used in legal, health services, and educational instances, and examination of characteristics of Spanish used by participants in the different official contexts and fields; skills include note-taking. 2140.00

LCI 204
Simultaneous Interpretation – Spanish
4 units, 4 hours lecture (GR or P/NP)
Prerequisite(s): LCI 201 and 202

Principles of simultaneous interpretation: Skills and practices, terminology used in different fields, lexical characteristics of Spanish used by participants in the legal, health services, and educational institutions. 2140.00

LCI 206
Preparation for the California Court Interpreter Exam
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): LCI 201
Recommended preparation: LCI 202, 203, 204; POSCI 21

Preparation for the California (Consortium) Court Interpreter Spanish Exam. Review and practice of three modes of interpretation (consecutive, simultaneous and sight translation); legal terminology; court interpreter ethics; English-language skills. Students develop terminology resources and the study and self-assessment skills and tools required to successfully pass the exam. 2140.00

PHOTO: Peralta Colleges, *Faiza Ali*

LIBERAL ARTS: CSU-GE (BREADTH REQUIREMENTS)

LIBERAL ARTS: CSU-GE BREADTH REQUIREMENTS (CA)

These requirements are subject to change. Please see a counselor to stay current.

If you plan to transfer to the California State University system (CSU), you are encouraged to pursue a Certificate of Achievement in Liberal Arts. You should consult with a counselor to develop your own program of study.

CSU TRANSFER

You are encouraged to pursue this certificate if you plan to apply to transfer to the California State University system and want to complete and have certified the CSU General Education Breadth Requirements. You will select courses that fulfill the CSU General Education Breadth Requirements. (1) completion of at least 60 CSU transferable units with a minimum GPA of 2.0; (2) a minimum of 39 lower division units of General Education/Breadth within the total 60 CSU transferable units completed; and (3) completion of areas A1, A2, A3 and B4 with a grade of "C-" or better. Upon completion of these requirements you will file both a "Petition for a Certificate of Achievement" form and a "Request for General Education or IGETC Certification " form with the Admissions and Records Office. Please see a counselor for more information.

Complete the following requirements:

Area A: Communication in the English Language, and Critical Thinking

Minimum of 9 semester (12 quarter) units, one 3-unit course from each subgroup (A1, A2, and A3) with a grade of "C-" or better.

A1: Oral Communication

Communication 1A, 20, 44, 45

ESOL 50A, 50B

A2: Written Communication

English 1A, 1AS English 1A

A3: Critical Thinking*

English 5

Philosophy 10

**For some Engineering majors, exceptions may apply (see a counselor for details).*

Area B: Scientific Inquiry and Quantitate Reasoning

Minimum of 9 semester (12 quarter) units, one from Physical Science, one from Life Sciences, and one from Mathematics/ Quantitative Reasoning. One lab activity required from either Physical Science or Life Science (/ L= with Lab)

B1: Physical Science

Astronomy 10

Chemistry 1A/L, 1B/L, 12A/L, 12B/L, 30A/ L, 30B/L

Geography 1#, 19

Geology 10

Physics 3A/L, 3B/L, 4A/L#, 4B/L #, 4C/L #, 10

B2: Life Science

Anthropology 1, 21

Biology 1A/ L, 1B/ L, 2/L, 3/L, 4/L, 10/ L, 11, 20A/L, 20B/ L, 24/L, 76

B3: Laboratory Activity

One course from either B-1 or B-2 with laboratory (/L), or one of the following:

Anthropology 1L,

Geography 1L

B4: Mathematics, Quantitative Reasoning

(Must be completed with a grade of " C-" or better.)

Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 50

Physics 4A#, 4B#, 4C#

# Course will be certified for one area or sub-area only.

Area C: Arts and Humanities

Minimum of 9 semester (12 quarter) units, with units divided between the C1 and C2 sub-areas.

C1: Arts

African American Studies 26

Architecture 107

Art 1, 2, 3, 4, 5, 7

Asian/ Asian-American Studies 10

Dance 1, 5

Mexican/Latin-American Studies 37

Music 8A, 8B, 8C, 8D, 10, 14A, 15A, 15B,

51A, 51B, 100, 101

Photography 25

Theatre Arts 2, 11

C2: Humanities

African American Studies 18^, 29#, 45

Asian/ Asian-American Studies 30

Chinese 1, 2, 3, 4, 22A

Communication 2A

English 1B, 10A, 10B,17A, 17B, 30A, 30B, 31A, 31B, 43

French 1A, 1B, 2A

Humanities 6, 7, 16, 30A, 30B, 31A, 40

Japanese 1A, 1B, 2A

Mexican/Latin-American Studies 30A, 30B, 32^, 36, 38

Philosophy 1, 2, 4, 6, 14, 20A, 20B, 37

Spanish 1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 33A, 33B, 33C, 36A, 36B, 40

^ Student receives credit for one course and course will be certified for one area only.
# Course will be certified for one area only.

Area D: Social Sciences

Minimum of 6 semester (or 8 quarter) units from at least 2 different departments recommended, but not required. **Continuing students, please see Area D notation below.**

African American Studies 1, 2, 5, 8, 11, 12, 14A, 16, 18^, 23, 29#, 30, 31, 32, 35*, 38#

Anthropology 2, 3, 7, 14, 19

Asian/ Asian-American Studies 2, 21, 26, 29, 32#, 35*, 42, 45A, 45B

Biology 27+

Communication 19**

Culinary Arts 88

Economics 1, 2

Ethnic Studies 1, 3, 12, 13, 14, 30#, 50

Geography 1#, 2, 3, 18

History 2A, 2B, 3A, 3B, 7A, 7B, 19

Journalism 62**

Labor Studies 10

Mexican/Latin American Studies 12, 19, 23, 31#, 32^, 33#, 34, 35*

Native American Studies 1, 2, 35*

Political Science 1, 2, 3, 4, 6, 16

Psychology 1A, 7A, 12+, 21#, 24, 26, 28

Social Science 19, 20

Sociology 1, 2, 5, 8, 13, 120

** or ** Student receives credit and certification for one course only.*
^ or + Student receives credit for one course and course will be certified for one area only.
# Course will be certified for one area only.

Area E: Lifelong Understanding and Self-Development

Minimum of 3 semester (4 quarter) units. Underlined and italicized courses are less than 3 units; a course or courses totaling 3 units are required to clear this area. **Also, this area cannot be cleared using only ATHL, DANCE, KIN or SPFT activity courses.** For certification, DD-214 documentation will completely clear this area.

Asian/ Asian-American Studies 32#

Athletics 1, 2, 11, 12, 17, 18, 41, 42, 43, 44, 45, 51, 53, 54, 59, 60, 66, 67, 71, 72, 73

Biology 27+, 28

Counseling 24, 30, 57

Dance 60-63, 64-67, 68-71, 72-73, 76-79, 80-83, 92

Ethnic Studies 30#

Health Education 1, 5, 6

Kinesiology 1A-D, 2, 3, 4, 5, 14B-C, 19A-D, 47A-C, 51A-C, 58A-D, 70A-D, 74A-D, 76A-D, 77A, 80A-D, 89A-B, 90A-B, 95, 96, 103A-C, 107A-B, 110A-D, 111A-D, 120A-B

Psychology 6, 12+, 21#

Sports Fitness 7A-D, 9, 33, 34, 35, 36, 37A-D, 54A-D, 59A-D, 67A-D, 86A-D

Journalism 62**

Labor Studies 10

Mexican/Latin American Studies 12, 19, 23, 31#, 32^, 33#, 34, 35*

Native American Studies 1, 2, 35*

Political Science 1, 2, 3, 4, 6, 16

Psychology 1A, 7A, 12+, 21#, 24, 26, 28

Social Science 19, 20

Sociology 1, 2, 5, 8, 13, 120

+ Student receives credit for one course and course will be certified for one area only.
# Course will be certified for one area only.

Area F: Ethnic Studies

Minimum 3 semester (or 4 quarter) units. **New students entering Fall 2021, please see Area F notation below.**

African American Studies 38#

Ethnic Studies 30#

Mexican/Latin American Studies 31#, 33#

# Course will be certified for one area only.

TOTAL REQUIRED UNITS:	**39**

Area D: Continuing students (entering before Fall 2021) that maintain continuous enrollment (or catalog rights) are not required to complete Area F. However, continuing students will need to complete 9 semester (or 12 quarter) units from Area D (from at least two different departments) for full GE certification and transfer degrees.

Area F: New students entering Fall 2021 and thereafter will be required to complete this area for full GE certification and transfer degrees.

See a counselor for AD-T (Associate Degree for Transfer) and transfer information.

PROGRAM LEARNING OUTCOMES

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

- Communication: Students will effectively express and exchange ideas through various modes of communication.
- Critical Thinking and Problem Solving: Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings and implementing effective solutions.
- Global Awareness, Ethics and Civil Responsibility: Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.

LIBERAL ARTS: INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (CA)

These requirements are subject to change. Please see a counselor each semester to stay current.

ersity of California system (UC), you are encouraged to pursue a Certificate of Achievement in Liberal Arts.

UC OR CSU TRANSFER

You are encouraged to pursue this certificate if you want to apply to transfer to either the University of California system or the California State University system and want to fulfill lower-division general education requirements by completing the lntersegmental General Education Transfer Curriculum (IGETC) with a grade of “C” or better for each course, totaling 37 semester units with a minimum GPA of 2.0 or better. Upon completion of this transfer pattern, you will file both a “Petition for a Certificate of Achievement” and a “ Request for IGETC Certification “ with the Admissions and Records Office. Please see a counselor for more information.

Complete the following requirements:

Area 1: English Communication

CSU: Three courses required, one each from Groups A, B and C below.

UC: Two courses required, one each from Groups A and B below.

1A: English Composition

One course, 3 semester (4-5 quarter) units.

English 1A

1B: Critical Thinking - English Composition

One course, 3 semester (4-5 quarter) units.

English 5

1C: Oral Communication

(CSU requirement only):

One course, 3 semester (4-5 quarter) units.

Communication 1A, 20, 44, 45

Area 2: Mathematical Concepts and Quantitative Reasoning

One course, 3 semester (4-5 quarter) units.

Mathematics 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B

Area 3: Arts and Humanities

At least three courses, with at least one from the Arts and one from the Humanities, 9 semester (12-15 quarter) units.

3A Arts:

African American Studies 26
Architecture 107
Art 1, 2, 3, 4, 5, 7
Asian/ Asian-American Studies 10
Dance 1
Mexican/Latin American Studies 37
Music 8A, 8B, 8C, 8D, 10, 15A, 15B, 100, 101
Photography 25
Theatre Arts 2

3B Humanities:

African American Studies 18^, 29
Asian/ Asian-American Studies 30
Chinese 2+, 3+, 4+
English 1B, 12, 17A, 17B, 30A, 30B, 31, 43
French 1B+, 2A+
Humanities 6, 7, 16, 30A, 30B, 31A, 40
Japanese 1B+, 2A+
Mexican/ Latin-American Studies 30A, 30B, 32^, 36, 38
Philosophy 1, 2, 4, 6, 14, 20A, 20B, 37
Spanish 1B+, 2A+, 2B+, 22B+, 36B+, 40

Area 4: Social and Behavioral Sciences

At least three courses from at least two disciplines or an interdisciplinary sequence,
9 semester (12-15 quarter) units.

African American Studies 1, 2, 5, 8, 11, 12, 14A, 16, 18^, 23, 30, 31, 32, 35*, 38, 45
Anthropology 2, 3, 7, 14, 19
Asian/Asian-American Studies 2, 21, 26, 29, 32, 35*, 42, 45A, 45B
Biology 27**
Communication 19***
Culinary Arts 88
Economics 1, 2
Ethnic Studies 1, 3, 12, 13, 14, 30, 50
Geography 2, 3, 18
History 2A, 2B, 3A, 3B, 7A, 7B, 19
Journalism 62***
Labor Studies 10
Mexican/Latin American Studies 12, 19, 23, 31, 32^, 33, 34, 35*
Native American Studies 1, 2, 35*
Political Science 1, 2, 3, 4, 6, 16
Psychology 1A, 6, 7A, 12**, 21, 24, 26, 28
Social Science 19, 20
Sociology 1, 2, 5, 8, 13,120

Area 5: Physical and Biological Sciences

At least two courses, one from Physical Sciences and one from Biological Sciences; at least one course must include a laboratory (indicated by “L” in parentheses); 7-9 semester (9-12 quarter) units.

5A Physical Sciences:

Astronomy 10#
Chemistry 1A(L), 1B(L), 12A(L)#, 12B(L)#, 30A(L)#, 30B(L)#
Geography 1, 1L,19
Geology 10
Physics 3A(L)#, 3B(L)#, 4A(L)#, 4B(L)#, 4C(L)#, 10#

5B Biological Sciences:

Anthropology 1, 1L, 21
Biology 1A(L), 1B(L), 2(L)#, 3(L), 4(L)#, 10(L)#, 11#, 20A(L)#, 20B(L)#, 24(L)#

5C Laboratory Science Requirement

One course with a (L) from Area 5A or 5B satisfies this requirement.

Area 6A: Language other than English

(UC Requirement Only) - Completion of one course (4-5 semester units) at college level, that is considered equivalent to 2 years of high school language, with a grade of “C” or better; OR Completion of the second semester, second level (i.e.4th semester) or higher of high school instruction in a language other than English with a C- or better (official transcript required); OR 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 (documentation required); OR Satisfactory score on the College Board Subject Test (formerly SAT II) in a language other than English (see a counselor for required scores); OR Score of 3 or better on the College Board Advanced Placement Examination in a language other than English; OR Score of 5 or better on the International Baccalaureate Higher Level Examination in a language other than English; OR Satisfactory completion of a proficiency test administered by a community college or university in a language other than English.

Courses that meet the proficiency level (or more advanced level, i.e., area 3B) are:

Chinese: 1, 22A
French: 1A
Japanese: 1A
Spanish: 1A, 22A, 36A

TOTAL MAJOR UNITS:	**37**

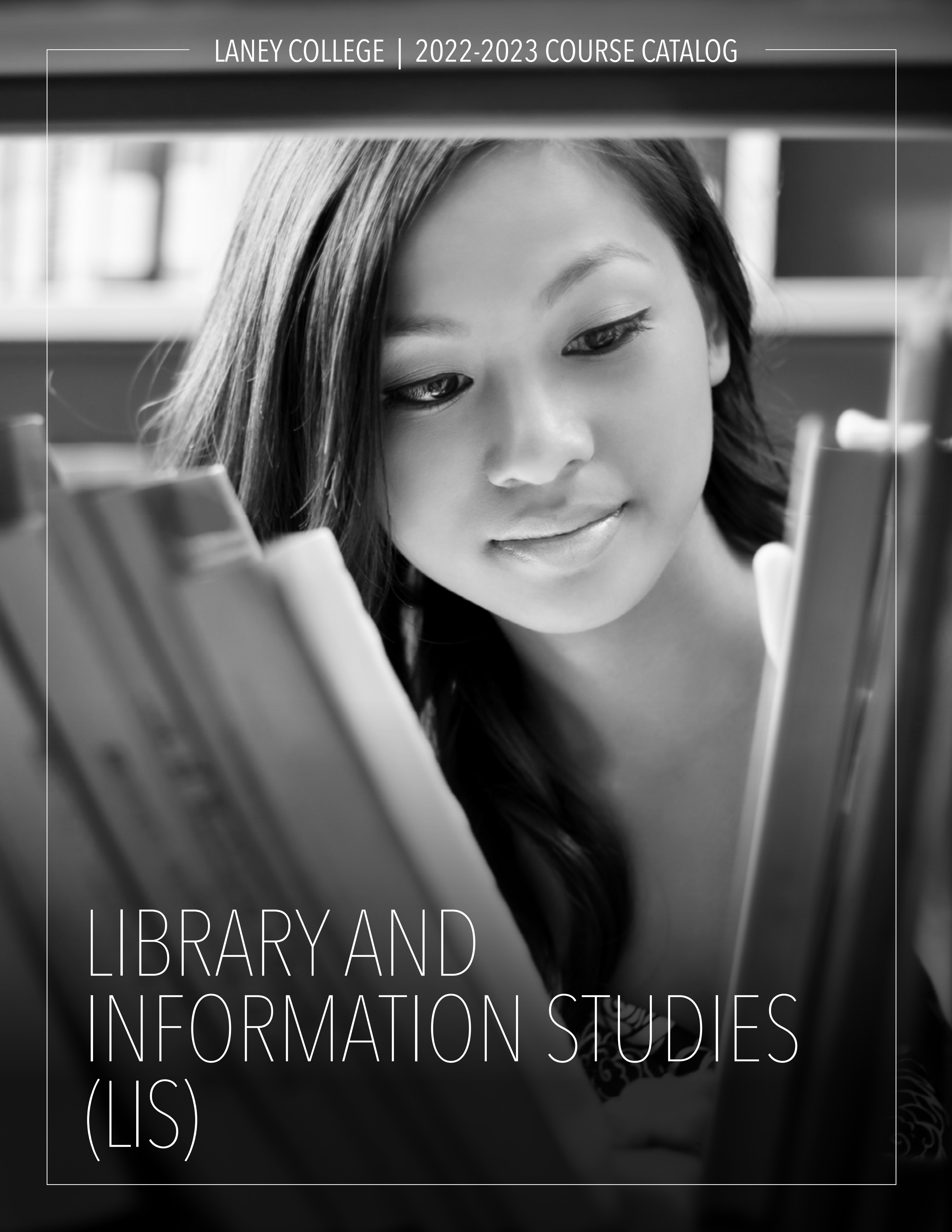
Courses designated with an “+” may be counted in Language other than English and one additional area, i. e. area 3: Humanities.

* or ** or *** Students receive credit for one course only.
^ Student receives credit for one course and course will be certified for one area only.
# Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for complete information on course/unit limitations or check www.assist.org.
(L) Designates courses with a laboratory.

PROGRAM LEARNING OUTCOMES

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

- Communication: Students will effectively express and exchange ideas through various modes of communication.
- Critical Thinking and Problem Solving: Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings and implementing effective solutions.
- Global Awareness, Ethics and Civil Responsibility: Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.



LIBRARY AND INFORMATION STUDIES (LIS)

NONCREDIT OFFERINGS IN LIS

RESEARCH SKILLS CERTIFICATE OF COMPETENCY (CCy)

The Certificate of Competency in Research Skills is designed to provide students with a foundation in information literacy, critical thinking, ethical use of information, and research. This certificate is intended to improve the research and information literacy skills of student desiring to increase their capacity for pursuing college-level coursework, gaining employment in today's digital workforce, and community engagement. Students enrolled in the Research Skills program may use the certification as a means of providing college instructors and employers of their ability to find, evaluate, and use credible and relevant information in an ethical manner.

COURSE SEQUENCE

Students must complete a minimum of 9 hrs

Core Courses (9hrs)

LIS 511	Research Skills I	3
LIS 512	Research Skills II	3
LIS 513	Research Skills III	3
TOTAL MAJOR UNITS:		**9**

*Spanish proficiency required*Competency Requirement: Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Apply information literacy skills to academic, professional, and personal life.
- Analyze, synthesize, and apply information practically and ethically.

LIBRARY AND INFORMATION STUDIES (LIS)

LIS 511
Research Skills I
0 units, 3 hours lecture (P/NP or SP)
Course study under this section may be repeated three times.

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

LIS 512
Research Skills II
0 units, 3 hours lecture (P/NP or SP)
Prerequisite(s): LIS 511
Course study under this section may be repeated three times.

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

LIS 513
Research Skills III
0 units, 3 hours lecture (P/NP or SP)
Prerequisite(s): LIS 512
Course study under this section may be repeated three times.

Continuation of LIS 512: Presenting research and data, citations, and academic integrity. 4930.14

PHOTO: Peralta Colleges, *Faiza Ali*

MACHINE TECHNOLOGY (MACH)

DIGITAL FABRICATION TECHNOLOGY – MACHINE TECHNOLOGY (CA)

Laney College's Machine Technology focused Digital Fabrication Technology Program prepares graduates for modern Digital Fabrication and Advanced Manufacturing careers in industrial art, custom installation and parts manufacturing shops. These multi-disciplinary courses emphasize and expand on the fundamentals of computer-assisted design (CAD) and computer-assisted manufacturing (CAM) techniques within, but not limited to, the machining field. Students will learn intermediate and advanced skills in iterative, design oriented thinking by employing rapid prototyping philosophy framed within a creative problem solving mindset. Graduates will leave with the ability to: conceptualize a project, 3D model it in its entirety, create the project using CNC and advanced manufacturing equipment, rapidly analyze and improve a project through iteration, and finish a project using modern and hand techniques.

Career Opportunities

CNC operator CNC programmer Part designer Fabricator CAD/CAM specialist Design and fabrication consultant 3D printer operator Digital Fabrication technician Production assistant.

Degree Requirements

Fundamental Skills (7 units)

CARP 224A	Digital Fabrication I	2
MACH 210	Machine Technology I	5

Computer Assisted Design (3 or 4 units)

MACH 20	CAD Solid Modeling with Solidworks or	4
ENGIN 22	Engineering Graphics	3

Further Study in Digital Fabrication (10 units)

CARP 224B	Digital Fabrication II	2
MACH 30	Introduction to CNC Programming	4
MACH 31	Advanced CNC and CAD/CAM Programming	4

Continuation and Discovery of New Disciplines (8 units)

MACH 220	Machine Technology II	5
WDTEC 10	Wood Technology I	3

Cooperative Education (2 units)

MACH 466L	Occupational Work Experience in Machine Technology	1-4
TOTAL MAJOR UNITS:		**30-31**

PROGRAM LEARNING OUTCOMES

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

- Safety - Demonstrate proper safety protocols of all tools and equipment in the classroom .
- Skills - Students will be able to use modern industrial computer numerically controlled (CNC) equipment to produce projects and apply improvements within the prototyping process using engineering and design principles.
- Materials and Practices - Students will identify, analyze, evaluate and apply the correct materials to the appropriate production parameters creating efficient work flows for projects with optimal material use.

INDUSTRIAL MAINTENANCE CERTIFICATE OF ACHIEVEMENT (CA)

The Laney College Machine Technology Industrial Maintenance is a multi-disciplinary career technical education certificate that prepares students for work in a wide range of industries. The certificate covers mechanics, machining, electrical and welding skills which play a critical role in the industrial maintenance field. Students also receive an OSHA 30-hour industrial safety certificate. The certificate prepares students for entry-level positions performing installation, maintenance and repair operations on industrial equipment (such as blowers, pumps, motors) and infrastructure (such as piping, conveyance systems) in a wide range of industries (such as refineries, utilities, manufacturing plants).

Career Opportunities

Industrial maintenance machinist; industrial maintenance technician; pump and motor repair technician. Currently and for the foreseeable future, industrial maintenance is a high demand occupation. Demand is driven by moderate growth in the field and an aging workforce with a high percentage of workers facing retirement over the next five years. A recent study by Bayworks (a consortium of water and wastewater utilities covering the nine bay counties) showed 59% of their workforce in the industrial maintenance machinist/mechanic field will be facing retirement in the next five years. Another study by the Industrial Maintenance Machinist group of the Bay Area CTE Deans showed over 900 job openings a year in the Bay Area with wages ranging from $19.50 an hour to $31.50 an hour. Currently there are no industrial maintenance training programs in the Bay Area Community Colleges. For the past two years Laney Machine Technology has been working with BayWorks, Bay Ship & Yacht, Shell and Tesoro refineries, Posco Steel, Leslie Salt, Selway Tool, the International Association of Machinist and other large companies to develop the curriculum for this certificate and an advanced second year program. The high demand and high wages in this career field offer a great career opportunity for Laney graduates.

COURSE SEQUENCE

Core Courses (24.5 units):

MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians	3
MACH 206	Industrial Hydraulics and Pneumatics	2
MACH 207	Theory, Operation and Maintenance of Mechanical Drives	3
MACH 210	Machine Technology I	5
E/ET 11	Commercial Electricity for HVAC	2
E/ET 203	Basic Electricity	3
E/ET 223	CAL-OSHA 30-Hour Construction Industry Training for Electrical & Electronics Technology	2
WELD 205	Introduction to Welding	3
WELD 215	Welding for ECT Technicians	1.5

Math Requirement (3-4 units):

MATH 220A	Technical Mathematics with Algebra - Part 1 (Lab)	0.5
and		
MATH 220B	Technical Mathematics with Algebra - Part 2 (Lab)	0.5
and		
MATH 220C	Technical Mathematics with Algebra - Part 3 (Lab)	0.5
and		
MATH 220D	Technical Mathematics with Algebra - Part 4 (Lab)	0.5
and		
MATH 220E	Technical Mathematics with Geometry - Part 1 (Lab)	0.5
and		
MATH 220F	Technical Mathematics with Geometry - Part 2 (Lab)	0.5
or		
MATH 221	Technical Mathematics	4
TOTAL MAJOR UNITS		**27.5-28.5**

*A more advanced Mathematics course may be substituted.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate safe work procedures while operating and repairing electrical and mechanical systems including use and disposal of hazardous materials.
- Develop skills that enable precision and productivity in the repair and setup of mechanical systems.
- Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings and use of mathematics in problem solving.

MACHINE TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

The Laney College Machine Technology CA is a career technical education program that prepares students for work as a machinist and CNC operator and/or programmer. The certificate provides students with the theoretical knowledge and hands-on skills required for precision manufacturing, specifically metalcutting, using both conventional and modern computer numerically controlled (CNC) machine tools. The coursework also covers technical mathematics and a survey of welding processes.

Career Opportunities

Machinist, manual machinist, CNC machinist, CNC machine operator, CNC setup technician, CNC programmer

COURSE SEQUENCE

Core Courses (33 units):

MACH 20	CAD Solid Modeling with Solidworks	4
MACH 30	Introduction to CNC Programming	4
MACH 31	Advanced CNC and CAD/CAM Programming	4
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians	3
MACH 210	Machine Technology I	5
MACH 220	Machine Technology II	5
MACH 230	Machine Technology III	5
WELD 205	Introduction to Welding	3

Math Requirement (4 units):

MATH 220A	Technical Mathematics with Algebra - Part 1 (Lab)	0.5
and		
MATH 220B	Technical Mathematics with Algebra - Part 2 (Lab)	0.5
and		
MATH 220C	Technical Mathematics with Algebra - Part 3 (Lab)	0.5
and		
MATH 220D	Technical Mathematics with Algebra - Part 4 (Lab)	0.5
and		
MATH 220E	Technical Mathematics with Geometry - Part 1 (Lab)	0.5
and		
MATH 220F	Technical Mathematics with Geometry - Part 2 (Lab)	0.5
and		
MATH 220G	Technical Mathematics with Trigonometry (Lab)	1
or		
MATH 221	Technical Mathematics	4
TOTAL MAJOR UNITS:		**37**

*A more advanced Mathematics course may be substituted

PROGRAM LEARNING OUTCOMES

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

- Demonstrate safe work procedures while operating hand tools and machine tools, as well as use of personal protective equipment and disposal of hazardous materials.
- Develop a foundation of skills for operating conventional and CNC machine tools to manufacture and repair parts to meet engineering specifications.
- Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings, applying mathematics in problem solving and using computer software in design and manufacture.

MACHINE TECHNOLOGY ASSOCIATE OF SCIENCE (AS)

The Laney College Machine Technology AS degree is a career technical education program that prepares students for work as a machinist and CNC operator and/or programmer. The degree provides students with the theoretical knowledge and hands-on skills required for precision manufacturing, specifically metalcutting, using both conventional and modern computer numerically controlled (CNC) machine tools. The coursework also covers technical mathematics and a survey of welding processes.

Career Opportunities

Machinist, manual machinist, CNC machinist, CNC machine operator, CNC setup technician, CNC programmer

COURSE SEQUENCE

Core Courses (33 units):

MACH 20	CAD Solid Modeling with Solidworks	4
MACH 30	Introduction to CNC Programming	4
MACH 31	Advanced CNC and CAD/CAM Programming	4
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians	3
MACH 210	Machine Technology I	5
MACH 220	Machine Technology II	5
MACH 230	Machine Technology III	5
WELD 205	Introduction to Welding	3

Math Requirement (4 units):

MATH 220A	Technical Mathematics with Algebra - Part 1 (Lab)	0.5
and		
MATH 220B	Technical Mathematics with Algebra - Part 2 (Lab)	0.5
and		
MATH 220C	Technical Mathematics with Algebra - Part 3 (Lab)	0.5
and		
MATH 220D	Technical Mathematics with Algebra - Part 4 (Lab)	0.5
and		
MATH 220E	Technical Mathematics with Geometry - Part 1 (Lab)	0.5
and		
MATH 220F	Technical Mathematics with Geometry - Part 2 (Lab)	0.5
or		
MATH 220G	Technical Mathematics with Trigonometry (Lab)	1
or		
MATH 221	Technical Mathematics	4

TOTAL MAJOR UNITS: 37

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate safe work procedures while operating hand tools and machine tools, as well as use of personal protective equipment and disposal of hazardous materials.
- Develop a foundation of skills for operating conventional and CNC machine tools to manufacture and repair parts to meet engineering specifications.
- Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings, applying mathematics in problem solving and using computer software in design and manufacture.

QUALITY CONTROL CERTIFICATE OF ACHIEVEMENT (CA)

The Laney College Quality Control Certificate of Achievement is a career technical education program that prepares students for work as a quality control (QC) technician or quality assurance (QA) technician. The certificate provides students with the theoretical knowledge and hands-on skills required for precision measurement of manufactured parts according to specifications in engineering drawings using hand tools and sophisticated modern equipment like coordinate measuring machines (CMMs). The coursework also covers technical mathematics and a survey of machining processes.

Career Opportunities

Quality control (QC) technician, quality assurance (QA) technician

COURSE SEQUENCE

Core Courses (16 units):

MACH 75	Geometric Dimensioning and Tolerancing	2
MACH 205	Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians	3
MACH 210	Machine Technology I	5
MACH 211	Dimensional Metrology	3
MACH 212	Introduction to Quality Assurance	3

Math Requirement (4 units):

MATH 220A	Technical Mathematics with Algebra - Part 1 (Lab)	0.5
and		
MATH 220B	Technical Mathematics with Algebra - Part 2 (Lab)	0.5
and		
MATH 220C	Technical Mathematics with Algebra - Part 3 (Lab)	0.5
and		
MATH 220D	Technical Mathematics with Algebra - Part 4 (Lab)	0.5
and		
MATH 220E	Technical Mathematics with Geometry - Part 1 (Lab)	0.5
and		
MATH 220F	Technical Mathematics with Geometry - Part 2 (Lab)	0.5
or		
MATH 220G	Technical Mathematics with Trigonometry (Lab)	1
or		
MATH 221	Technical Mathematics	4

TOTAL MAJOR UNITS:	**20**

PROGRAM LEARNING OUTCOMES

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

- Develop a foundation of skills for using precision measuring tools and metrology equipment to inspect parts and assemblies and ensure they meet engineering specifications.
- Demonstrate technical literacy in reading and writing technical documents, determining required specifications based on engineering drawings, developing inspection plans, applying statistical process control, applying mathematics in problem solving.
- Demonstrate effective work practices for inspection rooms, including: establishment of good lab practices, proper care and maintenance of measuring tools, calibration of tools and equipment.

MACHINE TECHNOLOGY (MACH)

The program prepares students for employment as a machinist apprentice, machinist, maintenance machinist, and CNC operator and/or programmer.

MACH 20
CAD Solid Modeling with SolidWorks
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Fundamentals of Computer-Aided Design (CAD) using SolidWorks software: Application of SolidWorks in creating manufacturing models and documents including solid part models, assembly models and engineering drawings. 0956.30
AA/AS area 4c

MACH 30
Introduction to CNC Programming
4 units, 3 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): MACH 210
Acceptable for credit: CSU

Introduction to programming of Computer Numerical Control (CNC) machines using standard programming methods: Safety procedures, tool and work setups, and mill and lathe operation. 0956.30
AA/AS area 4c

MACH 31
Advanced CNC and CAD/CAM Programming
4 units, 3 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): MACH 30
Acceptable for credit: CSU

Advanced programming of Computer Numerical Control (CNC) machines using CAD/CAM software: Mastercam for mill 2D, including high speed toolpaths, and lathe operations. 0956.30
AA/AS area 4c

MACH 75
Geometric Dimensioning and Tolerancing
2 units, 2 hours lecture (GR or P/NP)
Prerequisite(s): MACH 205 or 210
Acceptable for credit: CSU

Interpretation of print specifications and inspection criteria related to ASME Y14.5 -2018 Geometric Dimensioning and Tolerancing standard: Language and methodology used by industry to define the shapes of, and relationships between, part features in design, manufacture and quality control. 0956.80

MACH 200
Special Projects Laboratory
1-4 units, 3-12 hours laboratory (GR or P/NP)
Prerequisite(s): MACH 210
Course study under this section may be repeated three times.

Open laboratory for working on selected projects: Provides the opportunity for development of individual interests. 0956.30

MACH 205
Engineering Drawings for Machinists, Welders, and Industrial Maintenance Technicians
3 units, 3 hours lecture (GR or P/NP)

Interpretation of engineering drawings and specifications for machinists, welders, and industrial maintenance technicians: Explanation of rules, symbols and specifications in drawings (“blueprints”) for parts, assemblies and weldments; Introduction to ASME Y 14.5 Geometric Dimensioning and Tolerancing (GD&T) standard. 0956.30

MACH 206
Industrial Hydraulics and Pneumatics
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Introduction to theory and operation of hydraulic and pneumatic systems: Hydraulic and pneumatic principles, components, symbols, and applications from systems development and troubleshooting perspectives; Operation and interaction of hydraulic and pneumatic components in circuits; Maintenance and troubleshooting procedures for systems, system components and manufacturing assembles. 0945.00

MACH 207
Theory, Operation and Maintenance of Mechanical Drives
3 units, 2 hour lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): MACH 210

Introduction to theory, operation and maintenance of mechanical drive components and power transmission systems: Troubleshooting, preventive maintenance, repair of rotary and linear motion components, including bearings, couplings, belt drives, chain drives, gear drives, conveyors, clutches, brakes, adjustable speed drives and linear motion devices, as well as topics such as lubrication and alignment. 0945.00

MACH 208
Theory, Operation, and Maintenance of Industrial Pumps
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): MACH 210

Introduction to theory, operation, and maintenance of pumps: Pumping systems, troubleshooting, component repair and replacement (including bearings and seals) and alignment for variety of industrial pumps in water, wastewater and processing applications. 0945.00

MACH 210
Machine Technology I
5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)
Eligible for credit by examination.

Introduction to the theory and operation of machine tools: Shop safety, blueprint reading and engineering drawings, precision measurement, layout, tool grinding, speed and feed calculations, drill press operation, lathe setup and operation and mill setup and operation. 0956.30

MACH 211
Dimensional Metrology
3 units, 1.5 hours lecture, 4.5 hours laboratory (GR or P/NP)
Eligible for credit by examination

Standards and techniques used in dimensional measurement of physical objects: Use of gauges, calibration systems and standards; topics include gauge selection and use, surface plates, optical equipment and introduction to coordinate measuring machines (CMM). 0956.80

MACH 212
Introduction to Quality Assurance
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Eligible for credit by examination

Introduction and demonstration of quality assurance techniques and processes: Techniques used by quality control (QC) technicians in manufacturing companies; emphasis on cost of quality, defect prevention and analysis, problem solving, continuous improvement, principles of calibration, inspection planning, audits, and statistical process control. Course aligns with the American Society of Quality (ASQ) Certification. 0956.80

MACH 220
Machine Technology II
5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)
Prerequisite(s): MACH 210

Continuation of MACH 210: Internal lathe operations; lathe workholding devices; four jaw chucks, mill head tramming and other indicator work; vertical mill setup, operation, and use of milling accessories; carbide tooling selection and geometries; introduction to Geometric Dimensioning and Tolerancing, including inspection methods. 0956.30

MACH 230
Machine Technology III
5 units, 3 hours lecture, 6 hours laboratory (GR or P/NP)
Prerequisite(s): MACH 220

Continuation of MACH 220: Advanced topics such as industrial maintenance machining, machine tool maintenance, machine building, precision toolmaking, tool and cutter grinding, die- and moldmaking, gear cutting and theory; student selects multiple projects from those offered based on their area of interest; projects involve multiple machining operations, processing with multiple machine tools and multi-part assemblies; more in-depth coverage of properties of materials, including heat treatment, and Geometric Dimensioning and Tolerancing (GD&T), including inspection methods. 0956.30

MACH 255
Survey Course for the Skilled Trades
0.5 units, 1.5 hours laboratory (P/NP)

Introduction to the skilled trades Machining: Topics include safety, career opportunities, and hands on experience. Part of a four part series trades survey class including Welding 255, Carpentry 255, Wood Technology 255. 0956.30

MACH 466L
Occupational Work Experience in Machine Technology
1-4 units, 3.43-17.15 hours laboratory (GR or P/NP)
Course study under this section may be repeated twelve times.
Acceptable for credit: CSU

Supervised employment providing opportunities in machine technology or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0956.30

MANAGEMENT AND SUPERVISION (M/SVN)

MANAGEMENT AND SUPERVISION CERTIFICATE OF ACHIEVEMENT (CA)

Management and Supervision certificate combines management theory with day-to-day practical application to achieve organizational goals. Curriculum provides an opportunity for management students to 1) to increase their working knowledge; 2) develop their managerial skills; and 3) understand the multiple roles of managers and functions. Courses also include opportunities for students to role play and address ethical dilemmas based on acquired knowledge and skills.

Career Opportunities

Completion of this program prepares students for an entry or mid-level supervisory, managerial, or administrative position.

COURSE SEQUENCE

Core Courses (18 units)

BUS 5	Human Relations in Business	3
BUS 56	Human Resources Management	3
M/SVN 60	Introduction to Management	3
M/SVN 61	Psychology of Management	3
M/SVN 64	Organization and Management	3
M/SVN 82	Essentials of Managerial Communications	3
TOTAL MAJOR UNITS:		**18**

Recommended but not required:

BUS 38	Introduction to Microcomputers and Business Software	4
BUS 43B	Introduction to Microsoft Excel for Business Applications	4

PROGRAM LEARNING OUTCOMES

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

- Evaluate how management significantly impacts organizational performance and success.
- Develop communication skills to effectively address and resolve work related issues.
- Diagnose appropriate motivational theories to actively engage and empower employees.

MANAGEMENT AND SUPERVISION ASSOCIATE OF SCIENCE (AS)

Management and Supervision certificate combines management theory with day-to-day practical application to achieve organizational goals. Curriculum provides an opportunity for management students to 1) to increase their working knowledge; 2) develop their managerial skills; and 3) understand the multiple roles of managers and functions. Courses also include opportunities for students to role play and address ethical dilemmas based on acquired knowledge and skills.

Career Opportunities

Completion of this program prepares students for an entry or mid-level supervisory, managerial, or administrative position.

COURSE SEQUENCE

Core Courses (18 units)

BUS 5+	Human Relations in Business	3
BUS 56	Human Resources Management	3
M/SVN 60	Introduction to Management	3
M/SVN 61	Psychology of Management	3
M/SVN 64	Organization and Management	3
M/SVN 82	Essentials of Managerial Communications	3

Select one of the following (4 units)

BUS 38	Introduction to Microcomputers and Business Software	4
BUS 43B	Introduction to Microsoft Excel for Business Applications	4
TOTAL MAJOR UNITS:		**22**

+ Courses may be applied to Associate Degree General Education requirements

For Associate Degree General Education requirements, refer to page 60.

PROGRAM LEARNING OUTCOMES

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

- Evaluate how management significantly impacts organizational performance and success.
- Develop communication skills to effectively address and resolve work related issues.
- Diagnose appropriate motivational theories to actively engage and empower employees.

MANAGEMENT AND SUPERVISION (M/SVN)

The program of study combines management theory with day-to-day practical application. Coursework focuses on leadership, team building, communication skills, and applying managerial principles for changing environment and diverse staff.

M/SVN 60
Introduction to Management
3 units, 3 hours lecture (GR)
Not open to students who have completed or are currently enrolled in BUS 9.
Acceptable for credit: CSU

Introduction to management: Basic responsibilities of management including roles, functions, and primary responsibilities within an organization. 0506.30

M/SVN 61
Psychology of Management
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Psychological and emotional factors and processes involved in management and supervision. 0506.30

M/SVN 64
Organization and Management
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

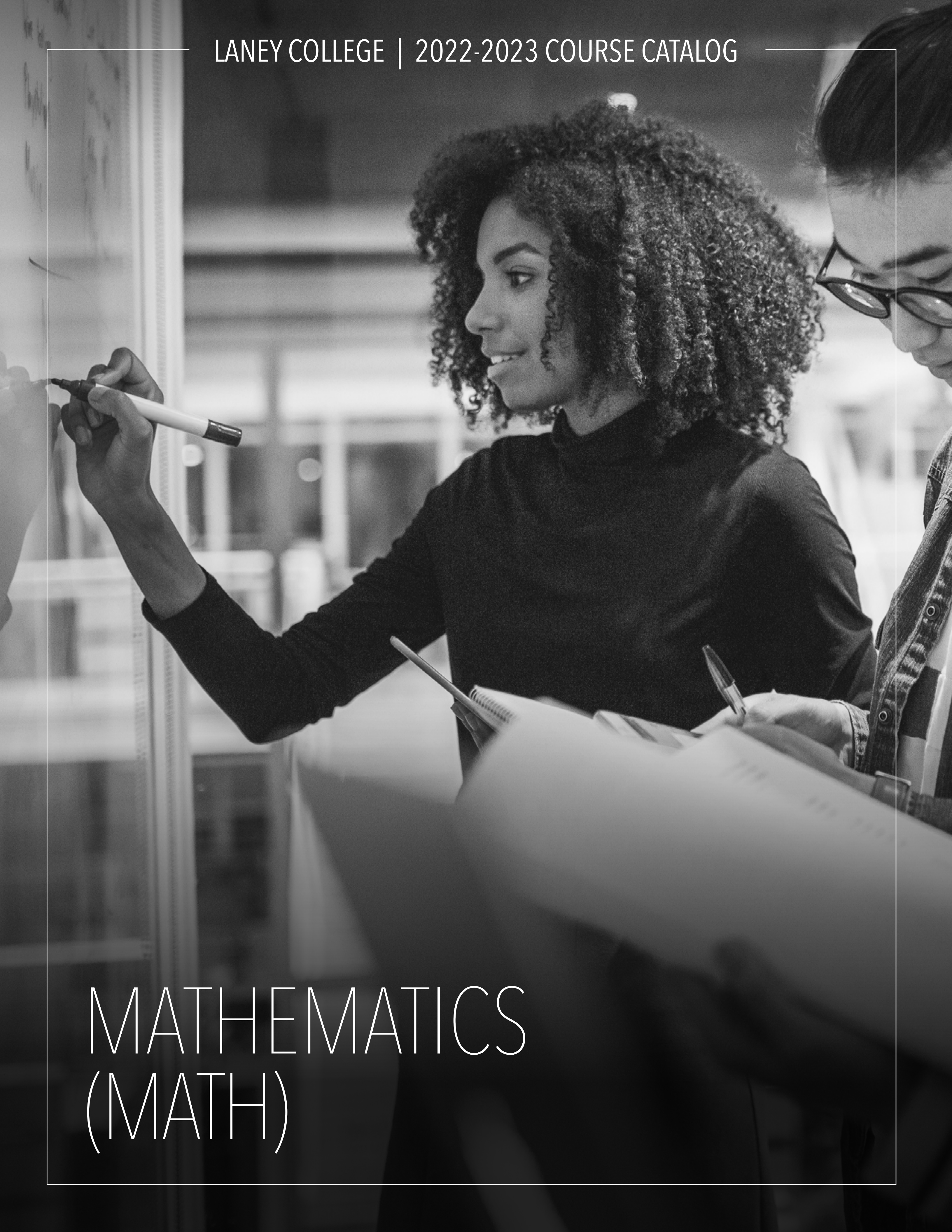
Organizational theory and its application in today's management: Responsibility in planning, organizing, directing, controlling and coordinating people and activities; management by objectives and evaluation of its strengths and weaknesses; leadership and development of leaders. 0506.30

M/SVN 82
Essentials of Managerial Communications
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Principles and forms of effective written and oral communications: Ability to convey ideas, and generic communications related to supervisory-management problems. 0506.30

M/SVN 456I
Occupational Work Experience in Management and Supervision
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated up to three times
Acceptable for credit: CSU

Supervised employment providing opportunities in management and supervision or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on-the-job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0506.30



MATHEMATICS (MATH)

MATHEMATICS ASSOCIATE OF SCIENCE (AS)

This associate degree is designed for students who complete the first two years of college math. It differs from our transfer degree in the IGETC or CSU Breadth Requirements. Students interested in this degree should consult with a counselor and the chair of the Mathematics Department. The degree will be awarded upon completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree.

Career Opportunities

Scientists, researchers, mathematics teachers, actuaries, and in general workers in fields that require mathematical knowledge together with a scientific, computing, or business background.

COURSE SEQUENCE

Core Courses (15 units)

MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 3C	Calculus III	5

Select one course from the following (3 units):

(if you choose both, other courses are optional)

MATH 3E	Linear Algebra or	3
MATH 3F	Differential Equations	3

Select one course from the following (4 units):

(if necessary to complete 21 units for the major)

MATH 11	Discrete Mathematics or	4
MATH 13	Introduction to Statistics	4

TOTAL MAJOR UNITS:	**22**

For Associate Degree General Education requirements, refer to page 55.

PROGRAM LEARNING OUTCOMES

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

- Application Problems: Students should be able to read word problems, identify the type of problem, synthesize relevant information, create a mathematical relationship (equation) to determine unknown quantities and solve to determine the answer to the question posed.
- Solving Problems Algebraically: Students should be able to use algebraic manipulation to find solutions to problems/equations both with and without a calculator.
- Graphs: Students should be able to analyze, create and solve problems using graphs.

ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS FOR TRANSFER (AS-T)

The Associate in Science in Mathematics for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Mathematics or similar major for completion of a baccalaureate degree. Students are required to complete:

Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 20 semester units in a major or area of emphasis, as determined by the community college district.

Obtainment of a minimum grade point average of 2.0. Students must earn a C (or "P") or better for each course in the major or area of emphasis.

No more than 60 semester units are required.

The Associate in Science in Mathematics for Transfer Degree will also assist Mathematics major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements

Career Opportunities

In the modern world, there are many fields that need specialists in mathematics. Careers in mathematics include: scientists, researchers, space technicians, mathematics teachers, actuaries and insurance specialists, and people who can contribute mathematical knowledge with a scientific, computer, or business background.

COURSE SEQUENCE

Core Courses (15 units)

MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 3C	Calculus III	5

Select one course from the following (3 units):
(if you choose both, other courses are optional)

MATH 3E	Linear Algebra or	3
MATH 3F	Differential Equations	3

Select one course from the following:
(if necessary to complete 21 units for the major)

MATH 11	Discrete Mathematics	4
MATH 13	Introduction to Statistics	4
PHYS 4A	General Physics with Calculus	5

TOTAL MAJOR UNITS:	**21-23**
IGTEC or CSU GE-Breadth Education Pattern	**37-39**
CSU Transferable General Elective Courses to meet	**60**
TOTAL UNITS	**60**

PROGRAM LEARNING OUTCOMES

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

- Compute derivatives and integrals of multivariable functions.
- Evaluate integrals using Green's Theorem, Stokes' Theorem and Gauss' Theorem.
- Solve quantitative problems using numerical, graphical, and algebraic methods.

MATHEMATICS (MATH)

The Mathematics Department offers a rich curriculum to meet the diverse needs of students at Laney College. Our course offerings include those transferable to four-year colleges/universities, those tailored for programs in career and technical education, along with those designed to help students strengthen their basic skills.

MATH 1
Pre-Calculus
4 units, 4 hours lecture (GR)
Prerequisite(s): MATH 203 or 211D or 230
Acceptable for credit: CSU, UC

Preparation for the calculus sequence or other courses requiring a sound algebraic background: Inequalities, theory of equations, sequences and series, matrices, functions and relations, logarithmic and exponential functions; function concept used as a unifying notion. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A

MATH 2
Precalculus with Analytic Geometry
5 units, 5 hours lecture (GR)
Prerequisite(s): MATH 50
Acceptable for credit: CSU, UC

Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential, logarithmic, and inverse functions; determinants, matrices and linear systems; zeros 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 2A

MATH 3A
Calculus I
5 units, 5 hours lecture (GR)
Prerequisite(s): MATH 2 or MATH 1 and MATH 50 or appropriate placement through multiple measures assessment process
Acceptable for credit: CSU, UC

Theorems on limits and continuous functions, derivatives, differentials and applications: Fundamental theorems of calculus and applications; properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 210) (C-ID: MATH 900S when taken with MATH 3B)

MATH 3B
Calculus II
5 units, 5 hours lecture (GR)
Prerequisite(s): MATH 3A
Acceptable for credit: CSU, UC

Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite and power series. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 220) (C-ID: MATH 900S when taken with MATH 3A)

MATH 3C
Calculus III
5 units, 5 hours lecture (GR)
Prerequisite(s): MATH 3B
Acceptable for credit: CSU, UC

Partial differentiation: Jacobians, transformations, multiple integrals, theorems of Green and Stokes, differential forms, vectors and vector functions, geometric coordinates, and vector calculus. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 230)

MATH 3E
Linear Algebra
3 units, 3 hours lecture (GR)
Prerequisite(s): MATH 3A
Acceptable for credit: CSU, UC

Linear algebra: Gaussian and Gauss-Jordan elimination, matrices, determinants, vectors in R2 and R3, 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 2A
(C-ID: MATH 250)

MATH 3F
Differential Equations
3 units, 3 hours lecture (GR)
Prerequisite(s): MATH 3B and 3E
Recommended preparation: MATH 3C
MATH 3E plus 3F are equivalent to MATH 3D.
Not open for credit to students who have completed or are currently enrolled in MATH 3D.
Acceptable for credit: CSU, UC

Ordinary differential equations: First-order, second-

order, and higher-order equations; separable and exact equations, series solutions, Laplace transformations, systems of differential equations. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 240)

MATH 11
Discrete Mathematics
4 units, 4 hours lecture (GR)
Prerequisite(s): MATH 3B
Acceptable for credit: CSU, UC

Mathematical induction, finite series, sets, relations and functions, introduction to trees, combinatorics, algebraic structures, and probability. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 160)

MATH 13
Introduction to Statistics
4 units, 4 hours lecture (GR)
Prerequisite(s): MATH 203 or 206 or 211D or 230 or 240
Acceptable for credit: CSU, UC

Introduction to theory and practice of statistics: Collecting data, Sampling; observational and experimental studies. Organizing data: Univariate and bivariate tables and graphs, histograms. Describing data: Measures of location, spread, and correlation. Theory: Probability, random variables; binomial and normal distributions. Drawing conclusions from data: Confidence intervals, hypothesis testing, z-tests, t-tests, and chi-square tests; one-way analysis of variance. Regression and non-parametric methods. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 110)

MATH 15
Mathematics for Liberal Arts Students
3 units, 3 hours lecture (GR)
Prerequisite(s): MATH 203 or 230 or 240 or 211D
Acceptable for credit: CSU, UC

Fundamental ideas underlying modern mathematics: Elements from logic, sets, and number systems; concepts of elementary algebra, geometry, topology, and combinatorics. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A

MATH 16A
Calculus for Business and the Life and Social Sciences
3 units, 3 hours lecture (GR)
Prerequisite(s): MATH 1 or MATH 2
Acceptable for credit: CSU, UC

Introduction to analytic geometry, differential and integral calculus of algebraic function, particular attention paid to simple applications. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2A
(C-ID: MATH 140)

MATH 16B
Calculus for Business and the Life and Social Sciences
3 units, 3 hours lecture (GR)
Prerequisite(s): MATH 16A or MATH 3A
Acceptable for credit: CSU, UC

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 2A

MATH 49
Independent Study in Mathematics
0.5-5 units, 0.5-5 hours lecture(GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Mathematics. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1701.00

MATH 50
Trigonometry
3 units, 3 hours lecture (GR)
Prerequisite(s): MATH 203 or 211D or 230
Recommended preparation: MATH 202
Acceptable for credit: CSU

Introduction to functional trigonometry: Basic definitions, identities, graphs, inverse functions, trigonometric equations and applications, solution of triangles and applications, polar coordinates, complex numbers, and De Moivre's Theorem. 1701.00
AA/AS area 4b; CSU area B4

MATH 201
Elementary Algebra
5 units, 5 hours lecture (GR)
Prerequisite(s): MATH 225 or 250 or 253 or appropriate placement through multiple-measures assessment process
Not open for credit to students who have completed or are currently enrolled in MATH 210D.
Eligible for credit by examination.

Basic algebraic operations: Linear equations and inequalities, relations and functions, factoring quadratic polynomials, solving quadratic equations, fractions, radicals and exponents, word problems, graphing, and number systems. 1701.00

MATH 202
Geometry
3 units, 3 hours lecture (GR)
Prerequisite(s): MATH 201 or 210D or Placement through multiple-measures assessment process

Introduction to plane geometry emphasizing mathematical logic and proofs: Geometric constructions, congruent triangles, parallel lines and parallelograms, proportions, similar triangles, circles, polygons, and area. 1701.00
AA/AS area 4b

MATH 203
Intermediate Algebra
5 units, 5 hours lecture (GR)
Prerequisite(s): MATH 201 or 210D or Appropriate placement through multiple-measures assessment process
Not open for credit to students who have completed or are currently enrolled in MATH 211D.
Eligible for credit by examination.

Intermediate algebraic operations: Real number properties and operations; solutions and graphs of linear equations in one and two variables; absolute value equations; advanced factoring; complex numbers; quadratic equations and systems of quadratic equations; conics; determinants; solutions and graphs of first-degree, quadratic, and rational inequalities; exponential and logarithmic functions; and sequences and series. 1701.00
AA/AS area 4b

MATH 208
Mathematics for Laboratory Sciences
3 units, 3 hours lecture (GR)
Recommended preparation: MATH 253
Eligible for credit by examination.

Applications of algebra specific to biology, biomanufacturing, and chemistry: Exponential and scientific notation, logarithms, unit analysis, solving formulas for specific variables, calculations of dosages, using percents and proportions to compute concentrations and dilutions, graphing linear and exponential equations, and descriptive statistics. 1701.00

MATH 210A
Elementary Algebra (Lab)
1 unit, 3 hours laboratory (GR)
Prerequisite(s): MATH 225 or 250 or 251D or 253 or placement through multiple-measures assessment process.
Open-entry/open-exit course
Not open for credit to students who have completed or are currently enrolled in MATH 201.
Eligible for credit by examination

Elementary Algebra Lab A: Real number properties, four basic operations with integers and rational numbers, solutions of linear equations. Sequentially aligned to MATH 210A, 210B, 210C, and 210D. 1701.00

MATH 210B
Elementary Algebra (Lab)
1 unit, 3 hours laboratory (GR)
Prerequisite(s): MATH 210A
Open-entry/open-exit course
Not open for credit to students who have completed or are currently enrolled in MATH 201.
Eligible for credit by examination

Continuation of MATH 210A: Introduction to Graphing. Reading graphs, plotting points, scaling graphs, graphing linear equations, intercepts, rates and slope. Sequentially aligned to MATH 210A, 210B, 210C, and 210D. 1701.00

MATH 210C
Elementary Algebra (Lab)
1 unit, 3 hours laboratory (GR)
Prerequisite(s): MATH 210B
Open-entry/open-exit course
Not open for credit to students who have completed or are currently enrolled in MATH 201.
Eligible for credit by examination

Continuation of MATH 210B: Polynomials. Properties of exponents, scientific notation, 4 basic operations with polynomials, multivariable polynomials, factoring (trinomials, perfect square trinomials, difference of squares, sum and difference of cubes), solving polynomial equations by factoring. Sequentially aligned to MATH 210A, 210B, 210C, and 210D. 1701.00

MATH 210D
Elementary Algebra (Lab)
1 unit, 3 hours laboratory (GR)
Prerequisite(s): MATH 210C
Open-entry/open-exit course
Not open for credit to students who have completed or are currently enrolled in MATH 201.

PHOTO: Peralta Colleges, *Faiza Ali*

Eligible for credit by examination

Continuation of MATH 210C: Rational Functions. Four basic operations with rational expressions, complex rational expressions, solving rational equations and applications. Sequentially aligned to MATH 210A, 210B, 210C, and 210D. 1701.00

MATH 211A
Intermediate Algebra (Lab)
1 unit, 3 hours laboratory (GR)
Prerequisite(s): MATH 201 or 210D or placement through multiple-measures assessment process
Recommended preparation: MATH 202
Open-entry/open-exit course
Not open for credit to students who have completed or are currently enrolled in MATH 203
Eligible for credit by examination

Intermediate Algebra Lab: Introduction to functions, domain and range, graphs of functions, operations with functions, formulas, applications of functions, variation, systems of equations in two variables, solving systems by substitution and elimination, applications involving systems of two equations, systems of equations in three variables. Sequentially aligned to MATH 211A, 211B, 211C, and 211D 1701.00
AA/AS area 4b

MATH 211B
Intermediate Algebra (Lab)
1 unit, 3 hours laboratory (GR)
Prerequisite(s): MATH 211A
Open-entry/open-exit course
Not open for credit to students who have completed or are currently enrolled in MATH 203
Eligible for credit by examination

Continuation of MATH 211A: Solving inequalities and finding their domain, intersections, unions, compound inequalities, absolute-value equations and inequalities, inequalities in two variables, radical expressions and functions, rational numbers as exponents, operations involving radical expressions, solving radical equations, distance and midpoint formulas and other applications, complex numbers. Sequentially aligned to MATH 211A, 211B, 211C, and 211D 1701.00
AA/AS area 4b

MATH 211C
Intermediate Algebra (Lab)
1 unit, 3 hours laboratory (GR)
Prerequisite(s): MATH 211B
Open-entry/open-exit course
Not open for credit to students who have completed or are currently enrolled in MATH 203.
Eligible for credit by examination

Continuation of MATH 211B: Solving quadratic equations, using the quadratic formula, studying solutions of quadratic equations, equations reducible to quadratic, quadratic functions and their graphs, applications of quadratic functions and equations, polynomial and rational inequalities. Sequentially aligned to MATH 211A, 211B, 211C, and 211D. 1701.00
AA/AS area 4b

MATH 211D
Intermediate Algebra (Lab)
1 unit, 3 hours laboratory (GR)
Prerequisite(s): MATH 211C
Open-entry/open-exit course
Not open for credit to students who have completed or are currently enrolled in MATH 203
Eligible for credit by examination

Continuation of MATH 211C: Composite and inverse functions, exponential functions, logarithmic functions, properties of logarithmic functions, common and natural logarithms, solving exponential and logarithmic equations, applications of exponential and logarithmic functions Sequentially aligned to MATH 211A, 211B, 211C, and 211D. 1701.00
AA/AS area 4b

MATH 213
Support for Statistics
2 units, 2 hours lecture (P/NP)
Corequisite(s): MATH 13

Competencies and concepts needed in statistics: Arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics: Descriptive data analysis, solving and graphing linear equations, and modeling with linear functions. Intended for students who are concurrently enrolled in MATH 13. 1701.00

MATH 215
Support for Pre-Calculus
2 units, 2 hours lecture (P/NP)
Corequisite(s): MATH 1

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

MATH 216
Support for Trigonometry
1 unit, 1 hour lecture (P/NP)
Corequisite(s): MATH 50

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

MATH 220A
Technical Mathematics with Algebra - Part 1 (Lab)
0.5 units, 1.5 hours laboratory (GR or P/NP)
Recommended preparation: MATH 253

Selected topics in algebra useful for the vocations: Signed numbers, exponents, roots, order of operations; applications to the trades. 1701.00

MATH 220B
Technical Mathematics with Algebra - Part 2 (Lab)
0.5 units, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): MATH 220A

Selected topics in algebra useful for the vocations: Algebraic expressions, solving linear equations, formulas, ratio and proportion, word problems; applications to the trades. 1701.00

MATH 220C
Technical Mathematics with Algebra - Part 3 (Lab)
0.5 units, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): MATH 220B

Selected topics in algebra useful for the vocations: Systems of equations, solving by substitution, solving by elimination, word problems; applications to the trades. 1701.00
AA/AS area 4b

MATH 220D
Technical Mathematics with Algebra - Part 4 (Lab)
0.5 units, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): MATH 220C

Selected topics in algebra useful for the vocations: Multiplying and dividing simple algebraic expressions, negative exponents, scientific notation, quadratic equations, word problems; applications to the trades. 1701.00
AA/AS area 4b

MATH 220E
Technical Mathematics with Geometry-Part 1 (Lab)
0.5 units, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): MATH 220D

Practical plane geometry: Angles, polygons, types of triangles, Pythagorean Theorem, circles, perimeter and area of plane figures; examples and problems drawn from the trades. 1701.00
AA/AS area 4b

MATH 220F
Technical Mathematics with Geometry-Part 2 (Lab)
0.5 units, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): MATH 220E

Practical solid geometry and geometric constructions: Definitions, surface area; volumes of prisms, pyramids, cylinders, cones, spheres; constructions of specific lines, angles, and triangles. 1701.00
AA/AS area 4b

MATH 220G
Technical Mathematics with Trigonometry (Lab)
1 units, 3 hours laboratory (GR or P/NP)
Prerequisite(s): MATH 220E

Trigonometry useful for the vocations: Right triangle trigonometry, angle measurement in degrees and radians, basic trigonometric functions of acute and obtuse angles, solving triangles; applications to the trades. 1701.00
AA/AS area 4b

MATH 221
Technical Mathematics
4 units, 4 hours lecture (GR)
Not open for credit to students who have completed or are currently enrolled in MATH 220A-G.

Selected topics in algebra useful for the vocations: signed numbers, exponents, roots, order of operations. Applications to the trades. 1701.00
AA/AS area 4b

MATH 253
Pre-Algebra
3 units, 3 hours lecture (GR)
Recommended preparation: MATH 250 or appropriate placement through multiple measures assessment process
Non-degree applicable

Fundamentals of pre-algebra: Properties of real numbers, factoring and multiples, ratio and proportion, signed numbers, linear equations and formulas, powers and roots, percents and averages, and English and metric measurements. 1701.00

MATH 261
Pre-Algebra Foundations
5 units, 5 hours lecture (GR or P/NP)

Topics from Arithmetic and Pre-Algebra: Use of basic arithmetic in application problems, estimation, the real number system, variables and linear equations, percents, proportions and unit conversion. Not open to students who have completed MATH 253. 1702.00

NONCREDIT OFFERINGS
MATHEMATICS

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NONCREDIT OFFERINGS IN MATH

PREPARATION FOR SUCCESS IN CALCULUS CERTIFICATE OF COMPETENCY (CCy)

The Preparation for Success in Calculus Certificate in Competency was created to help students succeed in their transfer-level Calculus coursework. Students will receive just in time remediation, help with transfer-level Math homework, study skills and strategies, and learn about healthy mindsets as needed.

Career Opportunities

Take transfer level Math courses; transfer to 4-year college.

COURSE SEQUENCE

Core Courses (52.5 hrs)

MATH 515	Support for Pre-Calculus	35
MATH 516	Support for Trigonometry	17.5
TOTAL CORE HOURS:		**52.5**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate competency in Mathematics: problem solving, applying formulas appropriately, numeracy, and/or Mathematical reasoning within transfer-level Math courses.

PREPARATION FOR SUCCESS IN STATISTICS CERTIFICATE OF COMPETENCY (CCy)

The Preparation for Success in Statistics Certificate of Competency was created to help students succeed in their transfer-level Statistics coursework. Students will receive just in time remediation, help with transfer-level Math homework, study skills and strategies, and learn about healthy mind sets as needed.

Career Opportunities

Take transfer level Math courses; transfer to 4-year college.

COURSE SEQUENCE

Students must complete a minimum of 66 hrs
Core Courses (66-89 hrs)

MATH 504	Workforce Math	30-54
MATH 513	Support for Statistics	35 hrs
TOTAL CORE HOURS:		**66-89**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate competency in Mathematics: problem solving, applying formulas appropriately, numeracy, and/or Mathematical reasoning within transfer-level Math courses.

MATHMATICS (MATH)

MATH 503
Supervised Tutoring in Mathematics
0 units, 17.5-1260 hours laboratory (P/NP or SP)
Open entry/Open exit
Course study under this section may be repeated a thousand times.

Introduction to research: Information literacy skills, research process, topic selection and development, and overview of appropriate information sources. 4930.09

MATH 504
Workforce Math
0 units, 30-54 hours lecture (P/NP or SP)
Course study under this section may be repeated five times.

Survey of workforce based quantitative reasoning competencies: Development of skills related to numeracy, computation, temporal and spatial reasoning, and problem solving. 4930.12

MATH 513
Support for Statistics
0 units, 32 hours lecture (P/NP or SP)
Corequisite(s): MATH 13
Course study under this section may be repeated three times.

Competencies and concepts needed in statistics: Arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics: Descriptive data analysis, solving and graphing linear equations, and modeling with linear functions. Intended for students who are concurrently enrolled in MATH 13. 1701.00

MATH 515
Support for Pre-Calculus
0 units, 32 hours lecture (P/NP or SP)
Corequisite(s): MATH 1
Course study under this section may be repeated three times.

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

MATH 516
Support for Trigonometry
0 units, 17.5 hours lecture (P/NP or SP)
Corequisite(s): MATH 50
Course study under this section may be repeated three times.

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

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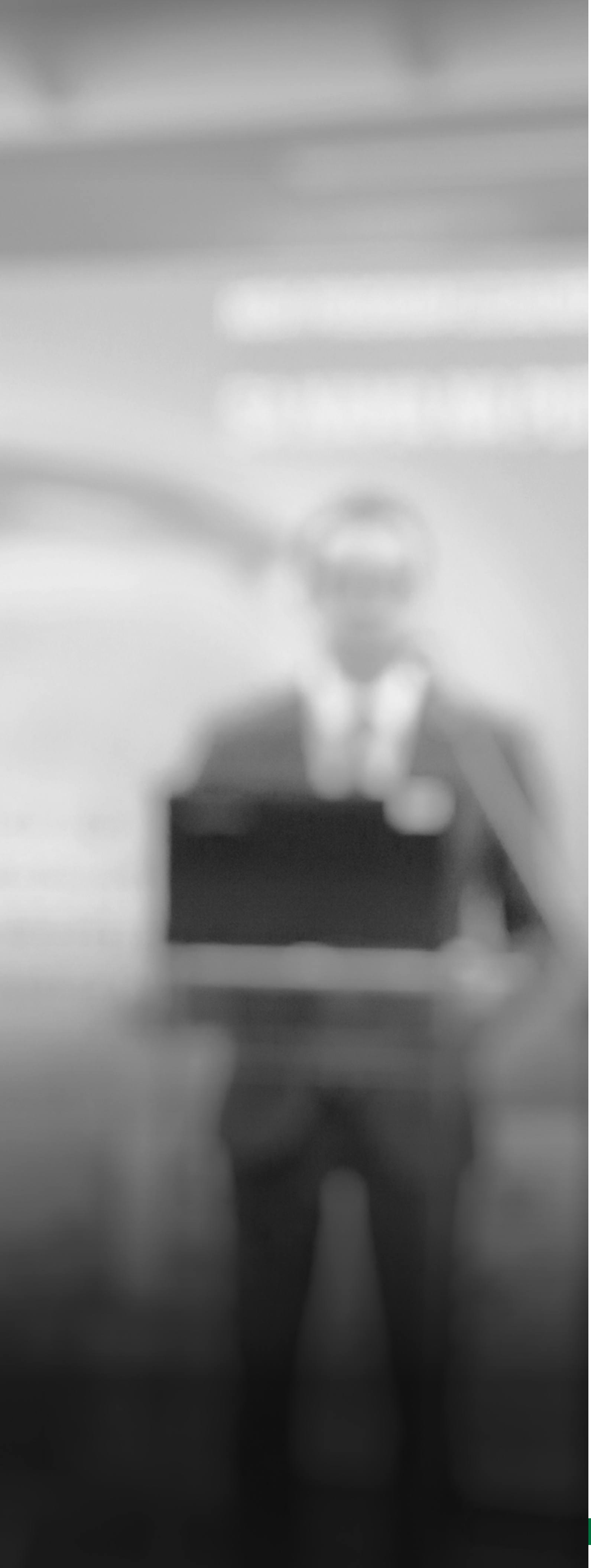
MEDIA COMMUNICATIONS (MEDIA)



AR/VR: IMMERSIVE DESIGN CERTIFICATE OF ACHIEVEMENT (CA)

The AR/VR certificate was created to educate students on the principles of AR and VR Immersive Design for mobile, web, and Head Mounted Displays. Students will cover analysis and application of concepts of design, modeling, world building, lighting, storytelling, and programming.

Career Opportunities

Hundreds of startups and established Silicon Valley Tech companies are building and hiring for Augmented and Virtual Reality applications; from virtual limbs, self-driving cars, retail, real estate, medical, military, construction, architecture, robotics, to entertainment, and 3-D immersive training and education. In 2017 Consumers and businesses spent more than 11 billion dollars on AR/VR. That number is expected to grow to 215 billion dollars by 2021. Demand for workers trained in AR and VR are set to grow exponentially to meet those demands. - cnbc.com

COURSE SEQUENCE

Core Courses (19 units)

CIS 44	C# for Immersive Design	4
MEDIA 70	XR Design: Creating Virtual Reality	3
MEDIA 72*	3D Modeling for AR/VR	3
MEDIA 75	Augmented Reality	3
MEDIA 77	Virtual Cinema	3
MEDIA 80	Advanced AR/VR Unity Training	3
TOTAL MAJOR UNITS:		**19**

*Students can substitute with MMART 191.

PROGRAM LEARNING OUTCOMES

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

- Students will be able to design and create an AR or VR project from concept to final project.
- Collaborate effectively with production team.
- Adapt professional skills to most current VR and AR technology industry standards.

AUDIO VISUAL TECHNOLOGIST CERTIFICATE OF ACHIEVEMENT (CA)

The AV Technologist Certificate of Achievement was created to assist students' entry in the AV industry. Students will be proficient in video/audio production systems and signal flow; basic IP theory and connectivity; and AV business management. This is a joint regional program between Laney College and City College of San Francisco (CCSF).

Career Opportunities

Career opportunities are available in schools and universities, government, the military, corporations, healthcare, legal, retail, museums, churches, sports arenas, entertainment, and transportation. All these organizations require AV technicians, to install, maintain, repair and troubleshoot their facilities. Current AV technicians can also advance in their field, finding employment as audiovisual managers or audiovisual specialists.

COURSE SEQUENCE

Core Courses (11 units)

Courses taught at Laney and CCSF (per MOU agreement, see notes below)

MEDIA 104*	Beginning Digital Video Production	3
MEDIA 108**	Studio Production	3
MEDIA 111***	Basic Audio Production	3
MEDIA 460A	Occupational Work Experience in Media Communications	2
Laney Courses (6 units)		
MEDIA 165	AV Essentials I	3
MEDIA 166	AV Essentials II	3
City College of San Francisco Courses (6 units)		
BCST 128	Sound Reinforcement	3
BCST 127B	Interconnected Audio Systems	3
TOTAL MAJOR UNITS:		**21**

* Students may substitute CCSF BCST 141 for Media 104

** Students may substitute CCSF BCST14 for Media 108.

*** Students may substitute CCSF BCST 120 for Media 111.

PROGRAM LEARNING OUTCOMES

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

- Analyze and apply components of sound and hearing, vision and light, as they pertain to human perception and venue audiovisual systems integration.
- Assemble, test, maintain and troubleshoot an audio, video, and audiovisual network according to AV principles and industry standards.
- Manage the business aspects of AV and communicate effectively both with clientele and team members.

PERFORMANCE AND PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY CERTIFICATE OF ACHIEVEMENT (CA)

The major in Performance and Production for Video, Broadcast and Digital Cinematography offers the student a wide variety of acting, directing and producing for the digital screen arts, including experience in announcing, interactive journalism and reporting for broadcast, the web and other emerging digital communications, podcasting, scriptwriting, drama, voice-overs, news and sportscasting.

Career Opportunities

Film/video producers and directors, television writers/announcers/producers/directors, sports writers/announcers, corporate video/promotions, writing for web sites, training video productions, infomercial production, advertising video, web shopping videos, music videos, voice overs, writing for interactive journalism, acting for various screen productions.

COURSE SEQUENCE

Core Courses (10 units)

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OSX	3
MEDIA 129	Portfolio Development	1

Writing and Performing Courses (12 units)

MEDIA 100A	Broadcast Media Announcing and Performance	3
MEDIA 101A	Acting/Directing for Film and Digital Media	3
MEDIA 102A	Broadcast Journalism I	3
MEDIA 125	Scriptwriting for Video, Broadcast, and Digital Cinematograpphy	3

Select one of the following (2-3 units)

MEDIA 100B	Broadcast Media Announcing and Performance	3
MEDIA 101B	Acting/Directing for Film and Digital Media	3
MEDIA 112	Media Freelancing and Entrepreneurship	3
MEDIA 121	Event Videography: Sports Video Production	3
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 151	Making Podcasts - The New Wave of Broadcasting	2

TOTAL MAJOR UNITS: 24-25

PROGRAM LEARNING OUTCOMES

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

- Write and perform PSA's, commercials, news scripts and scenes for radio, television, web and film.
- Analyze scripts to develop a performance which integrates appropriate vocal technique, characterization and emotional interpretation.
- Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of television and other interactive media.
- Develop industry awareness that demonstrates understanding of the importance of teamwork and collaboration, balancing creative skills with issues surrounding the medium, and the necessity to pursue lifelong learning.
- Create a coherent, industry relevant show reel of work and integrate studies toward professional aspirations.

PERFORMANCE AND PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY ASSOCIATE OF ARTS (AA)

The major in Performance and Production for Video, Broadcast and Digital Cinematography offers the student a wide variety of acting, directing and producing for the digital screen arts, including experience in announcing, interactive journalism and reporting for broadcast, the web and other emerging digital communications, podcasting, scriptwriting, drama, voice-overs, news and sportscasting.

Career Opportunities

Film/video producers and directors, television writers/announcers/producers/directors, sports writers/announcers, corporate video/promotions, writing for web sites, training video productions, infomercial production, advertising video, web shopping videos, music videos, voice overs, writing for interactive journalism, acting for various screen productions.

COURSE SEQUENCE

Core Courses (10 units)

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OSX	3
MEDIA 129	Portfolio Development	1

Writing and Performing Courses (12 units)

MEDIA 100A	Broadcast Media Announcing and Performance	3
MEDIA 101A	Acting/Directing for Film and Digital Media	3
MEDIA 102A	Broadcast Journalism I	3
MEDIA 125	Scriptwriting for Video, Broadcast, and Digital Cinematography	3

Select one of the following (2-3 units)

MEDIA 100B	Broadcast Media Announcing and Performance	3
MEDIA 101B	Acting/Directing for Film and Digital Media	3
MEDIA 112	Media Freelancing and Entrepreneurship	3
MEDIA 121	Event Videography: Sports Video Production	3
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 151	Making Podcasts – The New Wave of Broadcasting	2
TOTAL MAJOR UNITS:		**24-25**

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Write and perform PSA’s, commercials, news scripts and scenes for radio, television, web and film.
- Analyze scripts to develop a performance which integrates appropriate vocal technique, characterization and emotional interpretation.
- Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of television and other interactive media.
- Develop industry awareness that demonstrates understanding of the importance of teamwork and collaboration, balancing creative skills with issues surrounding the medium, and the necessity to pursue lifelong learning.
- Create a coherent, industry relevant show reel of work and integrate studies toward professional aspirations.

VIDEO PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY CERTIFICATE OF ACHIEVEMENT (CA)

The major in Video Production for Video, Broadcast and Digital Cinematography covers the entire range of digital video media production, from script development, hands-on professional HD production equipment, current editing and other post-production applications, distribution, and media business management. Production of creative content for video, film, sports and broadcast TV, radio, cable, web, mobile technology, and other emerging communications utilizing video and audio.

Career Opportunities

Video editor, camera operator, film/video producers, video effects artists, event videographer, sports videographer, audio/visual technician, live entertainment rentals and productions, corporate video/promotions, video for web sites, training video production, infomercial production, advertising video, web shopping videos, music videos.

COURSE SEQUENCE

Core Courses (10 units)

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OSX	3
MEDIA 129	Portfolio Development	1

Writing and Editing Courses (6 units)

MEDIA 125	Scriptwriting for Video, Broadcast, and Digital Cinematography	3
MEDIA 130	Introduction to Nonlinear Editing for Video, Broadcast and Digital Cinematography	3

Select two of the following (6 units)

MEDIA 120	Making Documentaries	3
MEDIA 121	Event Videography: Sports Video Production	3
MEDIA 122	Music Video Production	3

Select one of the following (2-3 units)

MEDIA 112	Media Freelancing and Entrepreneurship	3
MEDIA 131	Final Cut Pro II: Nonlinear Editing for Video, Broadcast and Digital Cinematography	3
MEDIA 140	After Effects: Motion Graphics for Video, Broadcast and Digital Cinematography	3
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 151	Making Podcasts – The New Wave of Broadcasting	2
TOTAL MAJOR UNITS:		**24-25**

PROGRAM LEARNING OUTCOMES

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

- Design and create digital media projects using state-of-the-art technology and skill sets, incorporating digital video/audio, aesthetic theory, interactivity, effects graphics and current distribution formats.
- Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of vide, television and other interactive media.
- Develop industry awareness of the necessity and importance of teamwork and collaboration.
- Articulate ideas in verbal and written forms that translate into practical media projects.
- Create a coherent, industry relevant show reel of work.

VIDEO PRODUCTION FOR VIDEO, BROADCAST AND DIGITAL CINEMATOGRAPHY ASSOCIATE OF ARTS (AA)

The major in Video Production for Video, Broadcast and Digital Cinematography covers the entire range of digital video media production, from script development, hands-on professional HD production equipment, current editing and other post-production applications, distribution, and media business management. Production of creative content for video, film, sports and broadcast TV, radio, cable, web, mobile technology, and other emerging communications utilizing video and audio.

Career Opportunities

Video editor, camera operator, film/video producers, video effects artists, event videographer, sports videographer, audio/visual technician, live entertainment rentals and productions, corporate video/promotions, video for web sites, training video production, infomercial production, advertising video, web shopping videos, music videos.

COURSE SEQUENCE

Core Courses (10 units)

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 115	Media-based Computing: iLife and Mac OSX	3
MEDIA 129	Portfolio Development	1

Writing and Editing Courses (6 units)

MEDIA 125	Scriptwriting for Video, Broadcast, and Digital Cinematography	3
MEDIA 130	Introduction to Nonlinear Editing for Video, Broadcast and Digital Cinematography	3

Select two of the following (6 units)

MEDIA 120	Making Documentaries	3
MEDIA 121	Event Videography: Sports Video Production	3
MEDIA 122	Music Video Production	3

Select one of the following (2-3 units)

MEDIA 112	Media Freelancing and Entrepreneurship	3
MEDIA 131	Final Cut Pro II: Nonlinear Editing for Video, Broadcast and Digital Cinematography	3
MEDIA 140	After Effects: Motion Graphics for Video, Broadcast and Digital Cinematography	3
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 151	Making Podcasts – The New Wave of Broadcasting	2

TOTAL MAJOR UNITS:	**24-25**

For Associate Degree General Education requirements, refer to page 60.

PROGRAM LEARNING OUTCOMES

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

- Design and create digital media projects using state-of-the-art technology and skill sets, incorporating digital video/audio, aesthetic theory, interactivity, effects graphics and current distribution formats.
- Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of vide, television and other interactive media.
- Develop industry awareness of the necessity and importance of teamwork and collaboration.
- Articulate ideas in verbal and written forms that translate into practical media projects.
- Create a coherent, industry relevant show reel of work.

MEDIA COMMUNICATIONS (MEDIA)

The Media Communications program offers courses in HD and 4K video production, broadcasting, and post-production for digital video, film, radio and the broadcast arts. There are two major degrees and five certificates which offer entry into the industry or transfer to a four-year institution. The courses cover the gamut of authoring, producing, and editing creative content for the continually evolving communications technologies.

MEDIA 44A
Virtual Production I
3 units, 2 hours lecture, 3 hours laboratory (GR)
Recommended Preparation: MEDIA 77 or 75
Acceptable for credit: CSU

3D Virtual Film and TV Production: Motion Capture, Cinematography, Lighting, Props, Art Direction, Technical and Visual aspects of 3D Virtual Production, including pre-production, storyboards, blocking, lighting, sets and props; technical skills, including Realtime 3D engines, workflows, camera functions and movement, industry terminology, duties; responsibilities of the camera, lighting and art teams. 0699.00

MEDIA 44B
Virtual Production II
3 units, 2 hours lecture, 3 hours laboratory (GR)
Recommended Preparation: MEDIA 44A
Acceptable for credit: CSU

3D Virtual Film and TV Production: Motion Capture, Cinematography, Lighting, Props, Art Direction, Technical and Visual aspects of Virtual Production, including pre-production, storyboards, blocking, lighting, locations and props; technical skills, including Realtime 3D engines, workflows, camera functions and movement, safe use of equipment, on-set protocol, industry terminology, duties; responsibilities of the camera, lighting, motion, and art teams. 0699.00

MEDIA 44C
Virtual Production III
3 units, 2 hours lecture, 3 hours laboratory (GR)
Recommended Preparation: MEDIA 44A, 44B
Acceptable for credit: CSU

Advanced 3D Virtual Film and TV Production: Cinematography, Lighting, Technical and Visual aspects of Virtual Production, including pre-production, storyboards, blocking, lighting, locations; technical skills, including Realtime 3D engines, workflows, camera functions and movement, safe use of equipment, on-set protocol, industry terminology, duties; responsibilities of the camera, lighting, motion capture, and art teams. 0699.00

MEDIA 44D
Virtual Production IV
3 units, 2 hours lecture, 3 hours laboratory (GR)
Recommended Preparation: MEDIA 44A, 44B, 44C
Acceptable for credit: CSU

Advanced 3D Virtual Film and TV Production: Cinematography, Lighting, Audio, Storytelling, Technical and Visual aspects of Virtual Production, including pre-production, storyboards, blocking, lighting, locations; technical skills, including Realtime 3D engines, VFX workflows, motion and face capture, camera functions and movement, safe use of equipment, on-set protocol, industry terminology, duties; responsibilities of the camera, lighting, motion, and 3D art teams. 0699.00

MEDIA 49
Independent Study in Media Communications
0.5-5 units, 0.5-5 hours lecture (GR or P/NP)
Acceptable for credit: CSU

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Media. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0604.20

MEDIA 70
XR Design: Virtual Reality
3 units, 2 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU

Principles of AR and VR Immersive Design for Mobile, Web, and Head Mounted Displays: Analysis and application of concepts of Augmented and Virtual Reality; design, flowcharts, storyboards, story scripts, storytelling, branching narratives; 360 cameras; software and hardware. 0699.00
AA/AS area 4c

MEDIA 72
3D Modeling for AR/VR
3 units, 2 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU

3D Modeling for AR/VR: Principles and practices of low and high poly modeling for real time, and immersive design content in polygons, NURBS, and subdivision surfaces; applications of textures, materials, and lighting to models; rendering with appropriate materials. 0699.00
AA/AS area 4c

MEDIA 75
Augmented Reality
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Principles of AR Immersive Design for Mobile, Web, and Head Mounted Displays: Analysis and application of concepts of Augmented Reality; Design, UI, Flowcharts, Storyboards, Interactivity, World Building, Storytelling; Software and Hardware. 0699.00
AA/AS area 4c

MEDIA 77
Virtual Cinema
3 units, 2 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU

Techniques for Immersive Cinema Design for Mobile, Web, and Head Mounted Displays: Analysis and application of tools for Virtual Cinema; Storytelling, design, animation, audio, lighting, 360° Camera, 3D Camera, navigation, hardware, and Unity Game Engine software. 0699.00
AA/AS area 4c

MEDIA 80
Advanced AR/VR Unity Training
3 units, 2 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU, UC

Advanced Techniques for AR and VR Immersive Design for Mobile, Web, and Head Mounted Displays: Analysis and application of tools for Augmented and Virtual Reality; design, animation, audio, scripting, lighting, camera, UI, navigation, deployment, hardware and Unity Game Engine software. 0699.00
AA/AS area 4c

MEDIA 100A
Broadcast Media Announcing and Performance
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Techniques of voice and movement for television broadcasting, video/audio production: Development of broadcast styles; preparation of programs; rehearsal and performance; evaluating work of others. 0604.20
AA/AS area 4d

MEDIA 100B
Broadcast Media Announcing and Performance
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended Preparation: MEDIA 100A
Acceptable for credit: CSU

Continuation of MEDIA 100A: Communicating from a written script to the television medium; laboratory emphasis on practicing advanced announcing skills such as voice-over, on-camera hosting, improvising, reading from teleprompter, characterization, telegraphing movement and hitting marks; proper use of wardrobe, props, makeup, lighting. 0604.20
AA/AS area 4d

MEDIA 101A
Acting/Directing for Film and Digital Media
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to acting and directing techniques for film and digital media: Development of media analysis and criticism skills; creation of an acting and directing performance reel. 0604.20

MEDIA 101B
Acting/Directing for Film and Digital Media
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): MEDIA 101A
Acceptable for credit: CSU, UC

Continuing practice of acting and directing techniques for the screen performance environment: Development of media analysis and criticism skills; creation of an acting and directing performance reel; expanding the performer's range of emotional, intellectual, physical, and vocal expressiveness for the camera. 0604.20

MEDIA 102A
Broadcast Journalism I
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Study of television and digital news production: Research and practice in the creative writing, reporting and production of current news. 0604.20

MEDIA 102B
Broadcast Journalism II
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: MEDIA 102A
Acceptable for credit: CSU

Continuation of MEDIA 102A: Advanced research and practice in creative writing, reporting, and production of current broadcast news. 0604.20

MEDIA 104
Beginning Digital Video Production

3 units, 2 hours lecture, 3 hours laboratory (GR)
Eligible for credit by examination.
Acceptable for credit: CSU

Introduction to single camera digital video production techniques and terms: Camerawork; audio; scriptwriting; lighting; graphics; basic editing skills; producing and directing video programs; creative and safe operation of digital video equipment. 0604.20

MEDIA 108
Studio Production
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: MEDIA 104
Eligible for credit by examination.
Acceptable for credit: CSU

Digital video studio production: Producing and directing; audio; technical director and graphics; camerawork and lighting; other studio and control room positions; post production of live, live- to-tape, or post edited programming. 0604.20

MEDIA 111
Basic Audio Production
3 units, 2 hours lecture, 3 hours laboratory (GR)
Eligible for credit by examination.
Acceptable for credit: CSU

Theory and operation of audio production equipment for media professionals: Theoretical and aesthetic aspects of sound and acoustics; recording, editing and mixing as they pertain to broadcast, film, DVD, and other media production. 0604.20

MEDIA 112
Media Freelancing and Entrepreneurship
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: MEDIA 104 and MEDIA 111
Eligible for credit by examination
Acceptable for credit: CSU

Overview of the legal, professional, and personal requirements for a successful career as a media entrepreneur or freelancer: Completion of a customer-focused start-up business project. 0604.20

MEDIA 115
Media-based Computing and Mac OS X
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Introduction to the creation and use of digital media using Mac OS X: Digital video, digital music and digital photography; media-based computer system introduction; iMovie, GarageBand and Photos for content creation. 0604.20
AA/AS area 4c

MEDIA 120
Making Documentaries
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: MEDIA 104, MEDIA 115
Acceptable for credit: CSU

Produce, direct, and edit a documentary project: Hands-on production, history of documentary film in the United States designed for the advanced student. 0604.20

MEDIA 122
Music Video Production
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: MEDIA 104 and 115
Acceptable for credit: CSU

Completion of a quality music video: Pre-production, production, and post-production skills; emphasis on professional attitude and meeting deadlines. 0604.20

MEDIA 125
Scriptwriting for Video, Broadcast and Digital Cinematography
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Scriptwriting techniques for screen in areas of broadcasting, film, Internet, and other forms of digital media: Specific formats; character and plot development; writing techniques and grammar. 0604.20

MEDIA 129
Portfolio Development
1 unit, 1 hour lecture (GR or P/NP)
Recommended preparation: MEDIA 104 or 111 or 120 or 130

Independent digital media production of at least five minutes: Planning, production (pre- and post-), student and instructor critique, demo reel creation, development of online presence. 0604.20

MEDIA 130
Final Cut Pro I: Beginning Nonlinear Editing for Video, Broadcast and Digital Cinematography
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Practical, aesthetic and conceptual digital video editing

using Final Cut Pro: Full scope of basic editing techniques, introduction to companion applications in titling animation, music arrangement and compression, emphasis on portfolio development in a hands-on, digital production environment, Macintosh platform. 0604.20
AA/AS area 4c

MEDIA 131
Final Cut Pro II: Intermediate Nonlinear Editing for Video, Broadcast and Digital Cinematography
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): Instructor's approval
Recommended preparation: MEDIA 130 or One year industry experience.
Acceptable for credit: CSU

Continuation of MEDIA 130: Increasingly complex exercises and projects as found in professional situations, emphasis on portfolio development, for students with a working knowledge of the application. 0604.20
AA/AS area 4c

MEDIA 132
Final Cut Pro III: Advanced Nonlinear Editing for Video, Broadcast, and Digital Photography
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: MEDIA 131
Acceptable for credit: CSU

Continuation of MEDIA 131: Use of supporting applications available on the Macintosh Platform such as Motion and Compressor. 0604.20
AA/AS area 4c

MEDIA 135
Premiere Pro 1: Nonlinear Editing for Video, Broadcast and Digital Cinematography
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Introduction to Premiere Pro: Practical, aesthetic, and conceptual non-linear, audio/video basic editing techniques; titling; animation; music arrangement; compression; portfolio development; exploring use of related software, such as, Audition, After Effects, Media Encoder, and Photoshop. Suitable for both Macintosh and Windows platforms. 0604.20

MEDIA 136
Basic Video Editing/Multiple Platforms
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Introduction to editing: Basic nonlinear editing techniques, use of current industry standard editing applications. 0604.20

MEDIA 138
DaVinci Resolve: Video Editing
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Video Editing with DaVinci Resolve: Editing fundamentals and aesthetics, motion graphics, color grading, audio mixing, video compression, reel development, for all platforms to include Windows and Mac. 0604.20

MEDIA 139
DaVinci Resolve: Advanced Video Editing
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): MEDIA 138
Acceptable for credit: CSU

Continuation of Media 138: Professional editing and aesthetics; motion graphics with built in Fusion page; secondary color grading; audio finishing with Fairlight page; media management; reel refinement, for all platforms to include Windows and Mac. 0604.20

MEDIA 140
After Effects: Motion Graphics for Video, Broadcast and Digital Cinematography
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: MEDIA 115
Acceptable for credit: CSU

Professional motion graphics and special effects using Adobe After Effects: Conceptual compositing skills in the areas of video, digital photography, the Web and sound; effective final product presentations. 0604.20
AA/AS area 4c

MEDIA 150
Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: MEDIA 115
Acceptable for credit: CSU

Introduction to the digital audio process (Logic): Basic techniques and equipment currently used in digital audio production/editing, skills necessary for entertainment (Radio, Television, Film), communications, multimedia and web-based industries. 0604.20
AA/AS area 4c

MEDIA 155
Advanced Music Video Production: Basic Recording

3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: MEDIA 111
Acceptable for credit: CSU

Analog and digital multi-track techniques in professional sound recording and music videos: Professional studio environment workflows; basic tracking; overdubbing; mixing. 0604.20

MEDIA 156
Advanced Music Video Production III: Mixing and Mastering
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: MEDIA 111, 155
Acceptable for credit: CSU

Advanced analog and digital mixing and mastering techniques for final audio output to multiple streams of distribution: Workflow in the professional studio environment. 0604.20

MEDIA 165
AV Essentials I
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Recommended preparation: MEDIA 104 or 111
Acceptable for credit: CSU

Fundamentals of AV: Signal flow, rack installation of audio, video, and IT components, cable construction, basic low-voltage electrical systems and requirements, working with clients. 0699.00

MEDIA 166
AV Essentials II
3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): One-year industry experience and Instructor’s approval
Recommended preparation: MEDIA 165
Acceptable for credit: CSU

Continuation of MEDIA 165: Designing an AV solution, vendor selection, estimates and jobcosting, building & managing projects, maintaining & troubleshooting, AV business management. 0699.00

MEDIA 299
Survey Course for Digital Media/CIS [Film/Video/ Audio]
0.5 units, 0.25 hours lecture, 0.75 hours laboratory (GR or P/NP)

Introduction to the Digital Media Industry [Media Communications]: Planning a video production; scripting, cameras and microphones, audio, editing, dynamic effects, distributing to a web page. Part of a four-part series including GRART 299, PHOTO 299 and CIS 299. 0604.20

MEDIA 460A
Occupational Work Experience in Media Communications
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in media communications or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0604.20

MEDIA 460B
Occupational Work Experience in Audio Visual
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in media communications or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0604.20

NONCREDIT OFFERINGS IN MEDIA

OFFLINE AND ONLINE EDITING WITH DAVINCI RESOLVE CERTIFICATE OF COMPLETION (CCT)

Professional cinematography editing and aesthetics with DaVinci Resolve, incorporating primary and secondary color grading, motion graphics with Fusion page, audio finishing with Fairlight page, and media management. For all platforms to include Windows and Mac.

Career Opportunities

Video editor, colorist, film/video producers, video effects artists, sound engineers, event videographer, sports videographer, corporate video/promotions, video for web sites, training video production, infomercial production, advertising video, web shopping videos, music videos

COURSE SEQUENCE

Students must complete a minimum of 105 hrs

Core Courses (105-175 hrs)

MEDIA 538	DaVinci Resolve: Video Editing	87.5
MEDIA 539	DaVinci Resolve: Advanced Video	87.5
TOTAL CORE HOURS:		**105-175**

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Design and create an edited short film using DaVinci Resolve
- Analyze, compare and contrast among different editing techniques
- Analyze, compare and distinguish between offline and online edited work

MEDIA 538

DaVinci Resolve: Video Editing

0 units, 2 hours lecture, 3 hours laboratory (P/NP or SP)
Course study under this section may be repeated three times.

Video Editing with DaVinci Resolve: Editing fundamentals and aesthetics, motion graphics, color grading, audio mixing, video compression, reel development, for all platforms to include Windows and Mac. 0604.20

MEDIA 539

DaVinci Resolve: Advanced Video

0 units, 2 hours lecture, 3 hours laboratory (P/NP or SP)
Prerequisite(s): MEDIA 538
Course study under this section may be repeated three times.

Continuation of MEDIA 538: Professional editing and aesthetics, motion graphics with built in Fusion page, secondary color grading, audio finishing with Fairlight page, media management, reel refinement, for all platforms to include Windows and Mac. 0604.20

PHOTO: Peralta Colleges, *za Ali*

MEXICAN/ LATIN AMERICAN STUDIES (M/LAT)

Photo by Jhong Pascua from Pexels

CHICANA/O AND LATINA/O STUDIES ASSOCIATE OF ARTS (AA)

Instruction in Chicana/o and Latina/o Studies is interdisciplinary and comparative in scope. Chicana/o and Latina/o Studies curriculum draws from the social and behavioral sciences as well as the humanities and the arts. The program offers a variety of courses regarding the study of Latin America and the Chicana/o and Latina/o experience in the United States. The aim of Chicana/o and Latina/o Studies is to support students in developing a critical consciousness and an understanding of the social, political, cultural, and economic forces that have shaped the histories and current day realities of the Latina/o Diaspora. Our studies are grounded in the principles of social justice and self-determination of oppressed communities. To achieve this, our program centers the knowledges, epistemologies and critical thinking produced by racially and sexually oppressed subjects, and we endeavor to examine the entangled intersectionality of racialized sexuality, gender, and class in complex socio-historical processes.

Career Opportunities

Education, non-profit leadership, law, social services, public administration, community organizing, business, health, journalism, the arts, communications and more.

COURSE SEQUENCE

Core Courses (9 units)

M/LAT 33	Introduction to Chicana/o and Latina/o Studies	3
M/LAT 34	History of Latinos in the United States: 1800 to Present	3
M/LAT 35*	Women of Color	3
or		
AFRAM 35	Women of Color	3
or		
ASAME 35	Women of Color	3
or		
NATAM 35	Women of Color	3
or		
M/LAT 31	Survey of Chicana/Latina Women	3

Arts and Humanities (min 3 units)

M/LAT 30A	Survey of Latin-American Films	3
M/LAT 30B	Survey of Latin-American Films	3
M/LAT 32**	African Heritage of Latin America	3
or		
AFRAM 18***	African Heritage of Latin America	3
M/LAT 36	Survey of Latina/o Literature	3
M/LAT 37	Latinx Culture: Music, Art, and Theater	3

History and Social Sciences (min 3 units)

(Can use any of the above courses not already used above):

M/LAT 12	United States Relations with Mexico and Latin America	3
M/LAT 19	History of the Mexican American	3
M/LAT 23	Psychology of Latinas and Latinos	3
M/LAT 31	Survey of Chicana/Latina Women	3
M/LAT 32**	African Heritage of Latin America	3
or		
AFRAM 18***	African Heritage of Latin America	3

Comparative Ethnic Studies (min 3 units)

(ETHST 001 is recommended):

ETHST 1	Introduction to Ethnic Studies	3
ETHST 3	Race, Gender and Sports	3
ETHST 12	Economics and Social Change: Racial Conflict and Class in America	3
ETHST 13	Introduction to Community Based Research in Urban America	3
ETHST 14	Community Building and Transformation in Urban America	3
ETHST 30	Introduction to Race, Gender and Health	3
ETHST 50	Introduction to Race, Class and Schools	3

TOTAL MAJOR UNITS: **18**

For Associate Degree General Education requirements, refer to that section of the Catalog.

*: Students may substitute AFRAM 35 OR ASAME 35 OR NATAM 35 for the requirement, but M/LAT 35 is preferred.

**: AFRAM or M/LAT 32 can only be used for either History and Social Sciences OR Arts and Humanities, not both

PROGRAM LEARNING OUTCOMES

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

- Research: Evaluate the development of the field of Chicana/o and Latina/o Studies, and utilize research methodologies and scholarship within the field to produce research papers.

- Analysis of issues: Effectively employ social science methodologies in the analysis of issues related to Chicana/o and Latina/o Studies.
- History: Identify and describe the general history of Chicana/o and Latina/o people in the Americas.

ASSOCIATE IN ARTS DEGREE IN SOCIAL JUSTICE STUDIES: CHICANX AND LATINX STUDIES FOR TRANSFER (AA-T)

The Associate in Arts in Social Justice Studies: Chicanx and Latinx Studies for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Economics or similar major for completion of a baccalaureate degree. Students are required to complete:

Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

> (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
>
> (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis.

No more than 60 semester units are required.

The Associate in Arts in Social Justice Studies: Chicanx and Latinx Studies for Transfer Degree will also assist Economics major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

CAREER OPPORTUNITIES

Students can continue their studies at a 4 year university.

COURSE SEQUENCE

Required Core 1: Introduction to Ethnic Studies (3 units)

ETHST 1	Introduction to Ethnic Studies	3

Required Core 2: Intersections of Race and Gender (3 units)

AFRAM 35	Women of Color	3
ASAME 35	Women of Color	3
NATAM 35	Women of Color	3
M/LAT 35*	Women of Color	3

Required Core 3: Introduction to Chicana/o and Latina/o Studies (3 units)

M/LAT 33	Introduction to Chicana/o and Latina/o Studies	3

Area 1: History or Government (3 units)

Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.

M/LAT 34	History of Latinos in the United States: 1800 to Present	3
M/LAT 19	History of the Mexican American	3

Area 2: Arts and Humanities (3 units)

Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.

M/LAT 30A	Survey of Latin-American Films	3
M/LAT 30B	Survey of Latin-American Films	3
M/LAT 36	Survey of Latina/o Literature	3
M/LAT 37	Latinx Culture: Music, Art, and Theater	3
AFRAM 18	African Heritage of Latin America	3
or		
M/LAT 32**	African Heritage of Latin America	3

Area 3: Social Science (3 units)

Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.

M/LAT 12	United States Relations with Mexico and Latin America	3
M/LAT 23	Psychology of Latinas and Latinos	3
M/LAT 31	Survey of Chicana/Latina Women	3
AFRAM 18	African Heritage of Latin America	3
or		
M/LAT 32**	African Heritage of Latin America	3

TOTAL MAJOR UNITS:	**18**
IGETC or CSU GE-Breadth Education pattern	**37-39**
CSU Transferable General Elective Courses to meet 60 units	
Total Units:	**60**

* M/LAT 35 is preferred

** M/LAT 32 is preferred

PROGRAM LEARNING OUTCOMES

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

- Evaluate and Research: Evaluate the development of the field of Chicax and Latinx Studies, utilizing research methodologies and scholarship within the field to produce research and community education.
- Analysis: Effectively employ social science methodologies in the analysis of issues related to Chicanx and Latinx Studies.
- Identify and describe the social, political, cultural, and economic forces that have shaped the histories

and current day realities of Chicanx and Latinx populations in the United States as well as Latin American populations throughout the Americas.

PHOTO: Peralta Colleges, *Faiza Ali*

MEXICAN/LATIN-AMERICAN STUDIES (M/LAT)

M/LAT 12
United States Relations with Mexico and Latin America
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Analysis of United States relations with Mexico and Latin America from colonial times to the present: U.S. involvement as it relates to the economic, cultural, and political situations of Mexico and Latin America through the years. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

M/LAT 19
History of the Mexican American
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

People of Mexican descent from colonial times to the present: Contemporary status and problems of Mexican Americans in the United States. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

M/LAT 23
Psychology of Latinas and Latinos
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Principles of psychology as they relate to the Latina/o community: Selected social problems such as prejudice, racial conflict, and trauma in the Latina/o community from a Latina/o perspective. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

M/LAT 30A
Survey of Latin-American Films
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

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. 2203.00
AA/AS area 3, 5; CSU area C2; IGETC area 3B

M/LAT 30B
Survey of Latin-American Films
3 units, 3 hours lecture (GR or P/NP)
M/LAT 30A is not prerequisite to M/LAT 30B.
Acceptable for credit: CSU, UC

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. 2203.00
AA/AS area 3; CSU area C2; IGETC area 3B

M/LAT 31
Survey of Chicana/Latina Women
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to Chicana/Latina Studies: Comparative historical examination of immigration, race, intermarriage, motherhood, health, language, education, sexuality, and family structure among women of Mexican/Latin-American origins in the United States. 2203.00
AA/AS area 2, 5; CSU area D, F; IGETC area 4

M/LAT 32
African Heritage of Latin America
3 units, 3 hours lecture (GR)
Also offered as AFRAM 18. Not open for credit to students who have completed or are currently enrolled in AFRAM 18.
Acceptable for credit: CSU, UC

Survey of the influence of African people throughout Latin America: Culture; music, language, religion and dance; examination of slavery, colonialism, resistance and independence movements in the region. 2203.00
AA/AS area 2, 3; CSU area C2, D; IGETC area 3B, 4

M/LAT 33
Introduction to Chicana/o and Latina/o Studies
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Overview of the field of Chicana/o and Latina/o Studies: History, literature, the arts and material culture, as well as sociological, political, economic, public policy, and philosophical perspectives on the experience of Latinos in the United States. 2203.00
AA/AS area 2, 5; CSU area D, F; IGETC area 4

M/LAT 34
History of Latinos in the United States: 1800 to Present
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

History of United States from 1800 to present with emphasis on the Latina/o Diaspora: Survey of diverse experiences of Latina/o communities and their impact on

culture, identity and politics in United States. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

M/LAT 35
Women of Color
3 units, 3 hours lecture (GR or P/NP)
Also offered as AFRAM 35, ASAME 35, and NATAM 35. Not open for credit to students who have completed or are concurrently enrolled in AFRAM 35, ASAME 35, or NATAM 35.
Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4
(C-ID: SJS 120)

M/LAT 36
Survey of Latina/o Literature
3 units, 3 hours lecture (GR)
Recommended preparation: ENGL 10A
Acceptable for credit: CSU, UC

Major works in contemporary Latina/o literature: Survey of prose, poetry, short stories, memoirs, and fiction by U.S. Latinos and Latinas in English and in hybrid forms of Spanglish. 2203.00
AA/AS area 3, 4d, 5; CSU area C2; IGETC area 3B

M/LAT 37
Latinx Culture: Music, Art, and Theater
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey of contemporary Latinx works and themes: Analysis of styles and influences in music, visual art, performance art, and their influence on Latinx experiences in the Americas. 2203.00
AA/AS area 2, 5; CSU area C1; IGETC 3A

M/LAT 38
Introduction to Curanderismo: Sacred Healing Traditions and Practices of Mexico and the Southwest United States
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Overview of Curanderismo and traditional Mesoamerican healing practices using an interdisciplinary approach: Analysis of history, Indigenous healing systems, ceremonies, ancestral remedies, and healing techniques used to integrate mind, body and spirit. 1101.05
AA/AS area 2, 5; CSU area C2; IGETC area 3B

M/LAT 39
Place-Based Histories and Practices of Traditional Healing Systems in Mexico
2-6 units, 1-5 hours lecture, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Overview of ecology, curanderismo and traditional healing systems in selected regions of Mexico: Analysis of Mesoamerican history, biodiversity, Indigenous healing systems, ceremonies, ancestral remedies, and healing practices used to integrate mind, body and spirit and promote wellness. 2201.30

M/LAT 49
Independent Study in Mexican/Chicanx/Latinx Studies
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Mexican and Latin-American Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2203.00

MUSIC (MUSIC)

PHOTO: *Michael Mejia. Photography Instructor*

CHINESE MUSIC CERTIFICATE OF ACHIEVEMENT (CA)

The Certificate of Achievement in Chinese Music recognizes mastery of Chinese music essentials. Students will examine basic music theory solo performance techniques Chinese Music History; Jianpu notation instrumentation Chinese Opera traditions and ensemble playing techniques. After completing this program students will be able to play concerts compose music participate in recording sessions or continue with their studies towards an associate degree.

Career Opportunities

Performer instructor coach conductor recording artist lecturer.

COURSE SEQUENCE

Survey of Chinese Music and Opera (6 units):

MUSIC 14A	Introduction to Chinese Opera	3
MUSIC 53B	Music of China	3

Performance (8 units from the following):
Courses in this category may be repeated 3 times.

MUSIC 32	Chinese Orchestra	1
MUSIC 54	Chinese Small Ensemble	1

Theory Skills and Piano (5 units):

MUSIC 101	Music Theory and Culture I	3
MUSIC 121	Music Skills I	1
MUSIC 130	Elementary Piano Method I	1

TOTAL UNITS: **19**

PROGRAM LEARNING OUTCOMES

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

- Employ proper instrumental or vocal technique to construct properly prepared musical phrasing.
- Apply basic music theory and skills.
- Synthesize music skills ability music theory knowledge and instrumental or vocal technique into informed performances.

CHINESE MUSIC ASSOCIATE OF ARTS (AA)

The Chinese Music A.A. recognizes mastery of Chinese Music essentials. Students will examine basic music theory solo performance techniques Chinese Music History; Jianpu notation instrumentation Chinese Opera traditions and ensemble playing techniques. After completing this program students will be able to play concerts compose music participate in recording sessions or continue with their studies by transferring to a four-year Music program especially in Ethnomusicology.

Career Opportunities

Performer instructor coach conductor recording artist lecturer.

COURSE SEQUENCE

Survey of Chinese Music and Opera (6 units):

MUSIC 14A	Introduction to Chinese Opera	3
MUSIC 53B	Music of China	3

Performance (8 units from the following):
Courses in this category may be repeated 3 times.

MUSIC 32	Chinese Orchestra	1
MUSIC 54	Chinese Small Ensemble	1

Theory Skills and Piano (5 units):

MUSIC 101	Music Theory and Culture I	3
MUSIC 121	Music Skills I	1
MUSIC 130	Elementary Piano Method I	1

TOTAL UNITS: **19**

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Employ proper instrumental or vocal technique to construct properly prepared musical phrasing.
- Apply basic music theory and skills.
- Synthesize music skills ability music theory knowledge and instrumental or vocal technique into informed performances.

JAZZ CERTIFICATE OF ACHIEVEMENT (CA)

The Jazz Certificate of Achievement recognizes mastery of Jazz essential. Students will examine basic Jazz theory performance techniques improvisation skills and Jazz History; Chord voicings Alphabet System evolution of styles from Blues and Ragtime to the present; ensemble playing techniques including: blending tone production chart reading and solo improvisation. After completing this program students will be able to play concerts compose music participate in recording sessions or continue with their studies towards an associate degree.

Career Opportunities

Music teacher performer recording artist promoter arts management arts administration

COURSE SEQUENCE

Group 1: Jazz History - (6 units)

MUSIC 15A	Jazz, Blues and Popular Music in the American Culture	3
MUSIC 15B	Jazz, Blues and Popular Music in the American Culture	3

Group 2: Jazz Piano - Select a minimum of one unit from the following (1 unit)

MUSIC 138	Jazz Piano I	1
MUSIC 139	Jazz Piano II	1
MUSIC 140	Jazz Piano III	1
MUSIC 141	Jazz Piano IV	1

Group 3: Jazz Ensemble Performance - Select a minimum of 4 units from the following (4 units)

MUSIC 126	Jazz Orchestra	1
MUSIC 127	Jazz Combos	1
MUSIC 129	Jazz Orchestra Repertoire	1
MUSIC 144	Intermediate Jazz Combos	1
MUSIC 145	Advanced Jazz Combos	1
MUSIC 226	Jazz Orchestra Repertoire	1
TOTAL:		**11**

PROGRAM LEARNING OUTCOMES

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

- Identify construct and play elements of Jazz Theory including: Chord construction proper use of Alphabet Chord Symbols use of Medieval church modes diminished scales whole tone scales Lydian dominants Blues scales and melodic minor modes.
- Jazz History: Successful students will identify explain and analyze concepts from the history of Jazz.
- Performance: Successful students will synthesize their knowledge of style (Jazz history) theory (use of correct modes and chord voicings) and other improvisation techniques into live public performances.

JAZZ
ASSOCIATE OF ARTS (AA)

The Jazz Associate in Arts Degree recognizes mastery of Jazz essentials. Students will examine basic Jazz theory performance techniques improvisation skills and Jazz history; chord voicings alphabet system evolution of styles from Blues and Ragtime to the present; ensemble playing techniques including: blending tone production chart reading and solo improvisation. After completing this program students will be able to play concerts compose music participate in recording sessions or continue with their studies towards a baccalaureate degree.

Career Opportunities

Performer recording artist arranger composer music teacher promoter arts management arts administration music critic music consultant.

COURSE SEQUENCE

Group 1: Jazz History - (6 units)

MUSIC 15A	Jazz, Blues and Popular Music in the American Culture	3
MUSIC 15B	Jazz, Blues and Popular Music in the American Culture	3

Group 2: Jazz Piano - Select a minimum of one unit from the following (1 unit)

May include repeatable courses for a total of 2 units

MUSIC 138	Jazz Piano I	1
MUSIC 139	Jazz Piano II	1
MUSIC 140	Jazz Piano III	1
MUSIC 141	Jazz Piano IV	1
MUSIC 150	Applied Music	1

Group 3: Jazz Ensemble Performance - Select a minimum of 4 units from the following (4 units)

May include repeatable courses for a total of 4 units

MUSIC 126	Jazz Orchestra	1
MUSIC 127	Jazz Combos	1
MUSIC 129	Jazz Orchestra Repertoire	1
MUSIC 144	Intermediate Jazz Combos	1
MUSIC 145	Advanced Jazz Combos	1
MUSIC 151	Pop Music Ensemble	1

GROUP 4: Music Theory - (12 units):

MUSIC 101	Music Theory and Culture I	3
MUSIC 102	Music Theory and Culture II	3
MUSIC 103	Music Theory and Culture III	3
MUSIC 104	Music Theory and Culture IV	3

GROUP 5: Musicianship (Music Skills)- (4 units):

MUSIC 121	Music Skills I	1
MUSIC 122	Music Skills II	1
MUSIC 123	Music Skills III	1
MUSIC 124	Music Skills IV	1

TOTAL MAJOR UNITS: **28**

For Associate Degree General Education requirements refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Identify construct and play elements of Jazz Theory including: Chord construction proper use of Alphabet Chord Symbols use of Medieval church modes diminished scales whole tone scales Lydian dominants Blues scales and melodic minor modes.
- Jazz History: Successful students will identify explain and analyze concepts from the history of Jazz.
- Performance: Successful students will synthesize their knowledge of style (Jazz history) theory (use of correct modes and chord voicings) and other improvisation techniques into live public performances.

MUSIC CERTIFICATE OF ACHIEVEMENT (CA)

The Music Certificate of Achievement provides a foundation in music theory music skills (musicianship) solo performance and ensemble performance. These fundamental skills promote success in music careers and artistic endeavors. After completing this program students will be able to play concerts compose music participate in recording sessions or continue with their studies towards an associate degree.

Career Opportunities

Academic and Performing Careers in Music and Music Related Fields such as: Arts Administration, Music Journalism, Recording Industry, Musical Instrument Sales and Repair, Private Instruction, and etc.

COURSE SEQUENCE

Group 1: Music Theory-All of the following (12 units)

MUSIC 101	Music Theory and Culture I	3
MUSIC 102	Music Theory and Culture II	3
MUSIC 103	Music Theory and Culture III	3
MUSIC 104	Music Theory and Culture IV	3

Group 2: Musicianship (Music Skills) – All of the following (4 units)

MUSIC 121	Music Skills I	1
MUSIC 122	Music Skills II	1
MUSIC 123	Music Skills III	1
MUSIC 124	Music Skills IV	1

Group 3: Performance Ensemble – Select a minimum of 4 units from the following (4 units)

MUSIC 32	Chinese Orchestra	1
MUSIC 52A	Orchestra	1
MUSIC 125	Chorus	1
MUSIC 126	Jazz Orchestra	1
MUSIC 127	Jazz Combos	1
MUSIC 128	Choral Repertoire	1
MUSIC 129	Jazz Orchestra Repertoire	1
MUSIC 142	Instrumental Ensemble	1
MUSIC 144	Intermediate Jazz Combos	1
MUSIC 145	Advanced Jazz Combos	1
MUSIC 146	Advanced Choral Repertoire	1
MUSIC 151	Pop Music Ensemble	1

Group 4: Applied Music – Select a minimum of 4 units from the following (4 units)

MUSIC 105	Classic Guitar I	1
MUSIC 106	Classic Guitar II	1
MUSIC 107	Classic Guitar III	1
MUSIC 108	Classic Guitar IV	1
MUSIC 113	Beginning Percussion I	1
MUSIC 114	Beginning Percussion II	1
MUSIC 115	Beginning Percussion III	1
MUSIC 116	Beginning Percussion IV	1
MUSIC 117	Voice I	1
MUSIC 118	Voice II	1
MUSIC 119	Voice III	1
MUSIC 120	Voice IV	1
MUSIC 130	Elementary Piano Method I	1
MUSIC 131	Elementary Piano Method II	1
MUSIC 132	Elementary Piano Method III	1
MUSIC 133	Elementary Piano Method IV	1
MUSIC 134	Intermediate Piano Literature I	1
MUSIC 135	Intermediate Piano Literature II	1
MUSIC 136	Intermediate Piano Literature III	1
MUSIC 137	Intermediate Piano Literature IV	1
MUSIC 138	Jazz Piano I	1
MUSIC 139	Jazz Piano II	1
MUSIC 140	Jazz Piano III	1
MUSIC 141	Jazz Piano IV	1
MUSIC 150	Applied Music	1

TOTAL MAJOR UNITS: 24

PROGRAM LEARNING OUTCOMES

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

- Employ proper instrumental or vocal technique to construct properly prepared musical phrasing.
- Apply basic music theory and skills.
- Synthesize music skills ability music theory knowledge and instrumental or vocal technique into informed performances.

MUSIC
ASSOCIATE OF ARTS (AA)

Courses in the Music Department are designed to fulfill the needs of music majors professional musicians and those whose interest is vocational. Students are encouraged to contact the department chairperson for specific guidance when planning to transfer to a four-year institution in this major. For the latest information visit: www.laney.edu/music.

Career Opportunities

Academic and Performing Careers in Music and Music Related Fields such as: Arts Administration, Music Journalism, Recording Industry, Musical Instrument Sales and Repair, Private Instruction, and etc.

COURSE SEQUENCE

Group 1: Music Theory (12 units)

MUSIC 101	Music Theory and Culture I	3
MUSIC 102	Music Theory and Culture II	3
MUSIC 103	Music Theory and Culture III	3
MUSIC 104	Music Theory and Culture IV	3

Group 2: Musicianship (Music Skills) (4 units)

MUSIC 121	Music Skills I	1
MUSIC 122	Music Skills II	1
MUSIC 123	Music Skills III	1
MUSIC 124	Music Skills IV	1

Group 3: Music History (min 6 units)

MUSIC 8A	Music History: Antiquity Through the Renaissance	3
MUSIC 8B	Music History: The Baroque and Classical Eras	3
MUSIC 8C	Music History: The Romantic Era	3
MUSIC 8D	Music History: The Twentieth Century Through the Present	3
MUSIC 51A	Music History I: Antiquity to 1750	3
MUSIC 51B	Music History II: 1750 to Present	3

Group 4: Performance and Applied Music (min 4 units)

May include repeatable applied and ensemble courses for a total of 4 units

MUSIC 32	Chinese Orchestra	1
MUSIC 52A	Orchestra	1
MUSIC 105	Classic Guitar I	1
MUSIC 106	Classic Guitar II	1
MUSIC 107	Classic Guitar III	1
MUSIC 108	Classic Guitar IV	1
MUSIC 113	Beginning Percussion I	1
MUSIC 114	Beginning Percussion II	1
MUSIC 115	Beginning Percussion III	1
MUSIC 116	Beginning Percussion IV	1
MUSIC 117	Voice I	1
MUSIC 118	Voice II	1
MUSIC 119	Voice III	1
MUSIC 120	Voice IV	1
MUSIC 125	Chorus	1
MUSIC 126	Jazz Orchestra	1
MUSIC 127	Jazz Combos	1
MUSIC 128	Choral Repertoire	1
MUSIC 129	Jazz Orchestra Repertoire	1
MUSIC 130	Elementary Piano Method I	1
MUSIC 131	Elementary Piano Method II	1
MUSIC 132	Elementary Piano Method III	1
MUSIC 133	Elementary Piano Method IV	1
MUSIC 134	Intermediate Piano Literature I	1
MUSIC 135	Intermediate Piano Literature II	1
MUSIC 136	Intermediate Piano Literature III	1
MUSIC 137	Intermediate Piano Literature IV	1
MUSIC 138	Jazz Piano I	1
MUSIC 139	Jazz Piano II	1
MUSIC 140	Jazz Piano III	1
MUSIC 141	Jazz Piano IV	1
MUSIC 142	Instrumental Ensemble	1
MUSIC 144	Intermediate Jazz Combos	1
MUSIC 145	Advanced Jazz Combos	1
MUSIC 146	Advanced Choral Repertoire	1
MUSIC 151	Pop Music Ensemble	1

TOTAL MAJOR UNITS: 26

For Associate Degree General Education requirements refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Employ proper instrumental or vocal techniques to construct properly prepared musical phrasing.
- Apply basic music theory and skills.
- Synthesize music skills, ability, music theory knowledge and instrumental or vocal technique into informed performances.

ASSOCIATE IN ARTS DEGREE IN MUSIC FOR TRANSFER (AA-T)

The Associate in Arts in Music for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Economics or similar major for completion of a baccalaureate degree. Students are required to complete:

Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis as determined by the community college district.

Obtainment of a minimum grade point average of 2.0. Students must earn a C (or "P") or better for each course in the major or area of emphasis.
No more than 60 semester units are required.

The Associate in Arts in Music for Transfer Degree will also assist music major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities

Academic and Performing Careers in Music and Music Related Fields such as: Arts Administration, Music Journalism, Recording Industry, Musical Instrument Sales and Repair, Private Instruction, and etc

COURSE SEQUENCE

Core Courses (12 units)

MUSIC 101	Music Theory and Culture I	3
MUSIC 102	Music Theory and Culture II	3
MUSIC 103	Music Theory and Culture III	3
MUSIC 121	Music Skills I	1
MUSIC 122	Music Skills II	1
MUSIC 123	Music Skills III	1

List A: (4 units)

MUSIC 51A	Music History I: Antiquity to 1750	3
MUSIC 51B	Music History II: 1750 to Present	3
MUSIC 104	Music Theory and Culture IV	3
MUSIC 124	Music Skills IV	1

Applied Music: (4 units)

One repeatable course for a total of 4 units

MUSIC 150*	Applied Music	1

Ensemble Music (4 units)

May include repeatable courses for a total of 4 units:

MUSIC 32	Chinese Orchestra	1
MUSIC 52A	Orchestra	1
MUSIC 125	Chorus	1
MUSIC 126	Jazz Orchestra	1
MUSIC 127	Jazz Combos	1
MUSIC 128	Choral Repertoire	1
MUSIC 129	Jazz Orchestra Repertoire	1
MUSIC 142	Instrumental Ensemble	1
MUSIC 144	Intermediate Jazz Combos	1
MUSIC 145	Advanced Jazz Combos	1
MUSIC 146	Advanced Choral Repertoire	1
MUSIC 151	Pop Music Ensemble	1

TOTAL MAJOR UNITS:	**24**

**Students must enroll in Music 150 a minimum of four times to meet the requirement.*

IGETC or CSU GE-Breadth Education pattern:	**37-39**
Total Units:	**60**

PROGRAM LEARNING OUTCOMES

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

- Synthesize knowledge of performance skills theory and music history into an informed performance of music.
- Demonstrate competency in aural skills.
- Analyze musical examples for their formal and harmonic structure.

MUSIC HISTORY CERTIFICATE OF ACHIEVEMENT (CA)

The Music History Certificate of Achievement covers a survey of over five thousand years of music history are its relevance to today's music. Students will examine musical and social developments major composers technical developments stylistic trends and economic changes related to music. After completing this program students will be to teach private lessons compose music or continue with their studies towards an associate degree.

Career Opportunities

Music teacher, performer, recording artist, promoter, arts management, and arts administration.

COURSE SEQUENCE

Music History (12 units)

MUSIC 8A	Music History: Antiquity Through the Renaissance	3
MUSIC 8B	Music History: The Baroque and Classical Eras	3
MUSIC 8C	Music History: The Romantic Era	3
MUSIC 8D	Music History: The Twentieth Century Through the Present	3
TOTAL MAJOR UNITS:		**12**

PROGRAM LEARNING OUTCOMES

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

- Analyze and examine the relationship between socio-economic forces and musical developments.
- Analyze recorded musical examples for historical relevance.
- Distinguish major developments people and events of Music History.

MUSICIANSHIP AND PERFORMANCE CERTIFICATE OF ACHIEVEMENT (CA))

The Musicianship and Performance Certificate of Achievement recognizes mastery of essential musicianship and music skills classes and in public performances. Students will employ Solfège melodic dictation harmonic dictation melodic analysis interval recognition key signatures time signatures metric modulation poly-rhythms. After completing this program students will be to teach private lessons perform in concerts or continue with their studies towards an associate degree.

Career Opportunities

Music teacher, performer, recording artist, promoter, arts management, and arts administration.

COURSE SEQUENCE

Group 1: Music Skills All of the following (4 units)

MUSIC 121	Music Skills I	1
MUSIC 122	Music Skills II	1
MUSIC 123	Music Skills III	1
MUSIC 124	Music Skills IV	1

Group 2: Ensemble Performance - Select a minimum of 4 units from the following (4 units)

May include repeatable courses for a total of 4 units

MUSIC 32	Chinese Orchestra	1
MUSIC 52A	Orchestra	1
MUSIC 125	Chorus	1
MUSIC 126	Jazz Orchestra	1
MUSIC 127	Jazz Combos	1
MUSIC 128	Choral Repertoire	1
MUSIC 129	Jazz Orchestra Repertoire	1
MUSIC 142	Instrumental Ensemble	1
MUSIC 144	Intermediate Jazz Combos	1
MUSIC 145	Advanced Jazz Combos	1
MUSIC 146	Advanced Choral Repertoire	1
MUSIC 151	Pop Music Ensemble	1

TOTAL MAJOR UNITS: **8**

PROGRAM LEARNING OUTCOMES

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

- Employ proper use of Solfège.
- Accurately take melodic and harmonic dictation.
- Perform in public concerts.

MUSIC THEORY CERTIFICATE OF ACHIEVEMENT (CA)

The Music Theory Certificate of Achievement recognizes mastery of essential music theory. Students will employ harmonic analysis using both Roman Numeral and Alphabet Chord systems figured-bass voice-leading chord construction inversion harmonic progression scales and modes introduction to atonal theory. After completing this program students will be to teach private lessons compose music or continue with their studies towards an associate degree.

Career Opportunities

Music teacher performer recording artist promoter arts management arts administration

COURSE SEQUENCE

Music Theory (12 units)

MUSIC 101	Music Theory and Culture I	3
MUSIC 102	Music Theory and Culture II	3
MUSIC 103	Music Theory and Culture III	3
MUSIC 104	Music Theory and Culture IV	3
TOTAL MAJOR UNITS:		**12**

PROGRAM LEARNING OUTCOMES

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

- Harmonic analysis: Using both Roman Numeral and Alphabet Chord systems successful students will analyze given excerpt of music related to the Jazz repertoire.
- Chord construction: Successful students will explain construct and employ proper chord voicings including inversions and harmonic progressions. All common chord structures from triads to 13th chords will be included.
- Music Composition: Under the guidance of the instructor successful students will compose original compositions demonstrating principals of harmony and voice leading as presented in class.

MUSIC (MUSIC)
SEE ALSO COMMERCIAL MUSIC (MUSIC-CM)

Courses in the Music Department are designed to fulfill the needs of music majors professional musicians and those whose interest is vocational. Students are encouraged to contact the department chairperson for specific guidance when planning to transfer to a four-year institution in this major.

MUSIC 8A
Music History: Antiquity Through the Renaissance
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Development of music and musical thought from Mesopotamia to early 1600's: Audio recordings accompany discussion of evolving music theory, style, and form. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A

MUSIC 8B
Music History: The Baroque and Classical Eras
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Development of music and musical thought from the birth of Opera to the end of the Classical Era: Audio recordings accompany discussion of evolving music theory, style, and form. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A

MUSIC 8C
Music History: The Romantic Era
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Development of music and musical thought in the Nineteenth Century: Audio recordings accompany discussion of evolving music theory, style, and form. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A

MUSIC 8D
Music History: The Twentieth Century Through the Present
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Development of music and musical thought from 1900 to the present: Audio recordings accompany discussion of evolving music theory, style, and form. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A

MUSIC 10
Music Appreciation
3 units 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey designed to enhance the enjoyment of music with emphasis on listening: Historical overview of the development of musical form through the centuries. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A

MUSIC 14A
Introduction to Chinese Opera
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to provincial and stylistic characteristics of Chinese Opera: From the Tang Dynasty, 618 A.D., through the Cultural Revolution. 1004.00
AA/AS area 3; CSU area C1

MUSIC 15A
Jazz, Blues and Popular Music in the American Culture
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Historical critical analysis of unique American music: Environments from which its many forms have emerged and its role in social history; development of blues, folk, jazz, rock, and other popular music forms in the twentieth century. 1004.00
AA/AS area 3, 5; CSU area C1; IGETC area 3A

MUSIC 15B
Jazz, Blues and Popular Music in the American Culture
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Study of 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 3A

MUSIC 30
College Orchestra
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): Ability to play an orchestral instrument
Acceptable for credit: CSU, UC

Study and performance of orchestral music: Selections from standard works of the classics and modern schools leading to public performance. 1004.00

MUSIC 32
Chinese Orchestra
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Introduction to theory, practice, and historical background of Chinese music: Study and performance of Chinese orchestral instruments leading to public performance. 1004.00

MUSIC 49
Independent Study in Music
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Music. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1004.00

MUSIC 51A
Music History I: Antiquity to 1750
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey of music history and literature from antiquity to 1750: Cultural, intellectual and social influences, in-depth examination of the development of Western European music through analysis and synthesizing of historical details and stylistic elements of the musical trends of the era. 1004.00
AA/AS area 3, CSU area C1
(C-ID: MUS 105)

MUSIC 51B
Music History II: 1750 to Present
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey of music history and literature from 1750 to the present: Cultural, intellectual and social influences, examination of the development of Western European music through analysis and synthesizing of historical details and stylistic elements of the musical trends of the era. 1004.00
AA/AS area 3, CSU area C1
(C-ID: MUS 106)

MUSIC 52A
Orchestra
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Study and performance of orchestral music: Selections from standard works from the Western Classical repertoire and modern pieces leading to public performance. 1004.00

MUSIC 53A
Music of Latin America and the Caribbean
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Survey of music from Latin America and the Caribbean: History, cultures, forms, and evolving styles; contribution of Latin American and Caribbean music to the rest of the world. 1004.00
AA/AS area 3

MUSIC 53B
Music of China
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Survey of music from China: History, cultures, forms, and evolving styles; contribution of Chinese music to the rest of the world. 1004.00
AA/AS area 3

MUSIC 54
Chinese Small Ensemble
1 unit, 4 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Study and performance of Chinese music for small ensemble: Interpretation, ensemble technique, and traditions of China and the Chinese Diaspora. 1004.00

MUSIC 100
Music Fundamentals and Culture
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to the notion and primary elements of tonal music of music from history and global culture: Example

from music literature will demonstrate staff notation in treble and bass clefs, rhythm, and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation is expected. History and social context of the above concepts will be discussed. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A
(C-ID: MUSIC 110)

MUSIC 101
Music Theory and Culture I
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: Recommended concurrent enrollment in Music Skills I (MUSIC 121) and one of the following: Elementary Piano (MUSIC 130), Intermediate Piano Literature (MUSIC 134) or Jazz Piano (MUSIC 148)
Acceptable for credit: CSU, UC

Introduction to the notion and primary elements of tonal music of music from history and global culture: Example from music literature will demonstrate staff notation in treble and bass clefs, rhythm, and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation is expected. History and social context of the above concepts will be discussed. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3A
(C-ID: MUSIC 120)

MUSIC 102
Music Theory and Culture II
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: MUSIC 101 and 121; Recommended concurrent enrollment in Music Skills II (MUSIC 122) and one of the following: Elementary Piano (MUSIC 130), Intermediate Piano Literature (MUSIC 134) or Jazz Piano (MUSIC 148)
Acceptable for credit: CSU, UC

Continuation of MUSIC 101: Composition and analysis of music from history and world music cultures; Introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary/applied chords and modulation. History of notation and practice will be discussed as students develop skills in handwritten notation. 1004.00
AA/AS area 3
(C-ID: MUSIC 130)

MUSIC 103
Music Theory and Culture III
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: MUSIC 102 and 122; Recommended concurrent enrollment in Music Skills III (MUSIC 123) and one of the following: Elementary Piano (MUSIC 130), Intermediate Piano Literature (MUSIC 134) or Jazz Piano (MUSIC 148)
Acceptable for credit: CSU, UC

Continuation of MUSIC 102: Composition and analysis of music from history and world music cultures; chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords. History of notation and practice will be discussed as students develop skills in handwritten notation. 1004.00
AA/AS area 3
(C-ID: MUSIC 140)

MUSIC 104
Music Theory and Culture IV
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: MUSIC 103 and 123; Recommended concurrent enrollment in Music Skills IV (MUSIC 124) and one of the following: Elementary Piano (MUSIC 130), Intermediate Piano Literature (MUSIC 134) or Jazz Piano (MUSIC 148)
Acceptable for credit: CSU, UC

Continuation of MUSIC 103: Composition and analysis of music from history and world music cultures; Post-Romantic techniques borrowed chords and modal mixture, chromatic mediants, Neapolitan and augmented-sixth chords, 9th, 11th and 13th chords, altered chords and dominants; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm. History of notation and practice will be discussed as students develop skills in handwritten notation. 1004.00
AA/AS area 3
(C-ID: MUSIC 150)

MUSIC 105
Classic Guitar I
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: Concurrent participation in at least one of the following ensembles: Orchestra 030A, Chinese Orchestra 032, Chorus 125, Jazz Orchestra 126, Jazz Combos 127, or Pop Music Ensemble 151; and enrollment in at least one of the following major preparation courses: Theory I 101, Theory II 102, Theory III 103, Theory IV 104, Music Skills I 121, Skills II 122, Skills III 123, or Skills IV 124
Acceptable for credit: CSU, UC

Individualized study of acoustical guitar: Classical finger style techniques, reading music, basic chord symbols, strums, and simple song accompaniments; emphasis on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00
(C-ID: MUSIC 160)

MUSIC 106
Classic Guitar II
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: MUSIC 105: Classic Guitar I Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.
Acceptable for credit: CSU, UC

Individualized study of acoustical guitar: Classical finger style techniques, reading music, basic chord symbols, strums, and simple song accompaniments; emphasis on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00
(C-ID: MUSIC 160)

MUSIC 107
Classic Guitar III
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: MUSIC 106: Classic Guitar II Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.
Acceptable for credit: CSU, UC

Individualized study of acoustical guitar: Classical finger style techniques, reading music, basic chord symbols, strums, and simple song accompaniments; emphasis on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00
(C-ID: MUSIC 160)

MUSIC 108
Classic Guitar IV
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: MUSIC 107: Classic Guitar III Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.
Acceptable for credit: CSU, UC

Individualized study of acoustical guitar: Classical finger style techniques, reading music, basic chord symbols, strums, and simple song accompaniments; emphasis on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00
(C-ID: MUSIC 160)

MUSIC 113
Beginning Percussion I
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: Concurrent participation in at least one of the following ensembles: Orchestra 030A, Chinese Orchestra 032, Chorus 125, Jazz Orchestra 126, Jazz Combos 127, or Pop Music Ensemble 151; and enrollment in at least one of the following major preparation courses: Theory I 101, Theory II 102, Theory III 103, Theory IV 104, Music Skills I 121, Skills II 122, Skills III 123, or Skills IV 124
Acceptable for credit: CSU, UC

Individualized study of level I percussion techniques and theory: Rhythmic notation, fundamentals of snare performance, fundamentals of 3-line notational instruments, introduction to keyboard-percussion instruments, introduction to world percussion instruments, introduction to orchestra percussion. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 114
Beginning Percussion II
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through

audition.
Recommended preparation: Concurrent participation in at least one of the following ensembles: Orchestra 030A, Chinese Orchestra 032, Chorus 125, Jazz Orchestra 126, Jazz Combos 127, or Pop Music Ensemble 151; and enrollment in at least one of the following major preparation courses: Theory I 101, Theory II 102, Theory III 103, Theory IV 104, Music Skills I 121, Skills II 122, Skills III 123, or Skills IV 124.
Acceptable for credit: CSU, UC

Individualized study of level II percussion techniques and theory: basic hand technique, foot technique, reading percussion notation, improvisation, and introduction to World Music drumming styles. Emphasis on the progressive development of skills needed for solo performance. 1004.00

MUSIC 115
Beginning Percussion III
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: MUSIC 114: Beginning Percussion II Concurrent participation in at least one of the following ensembles: Orchestra 030A, Chinese Orchestra 032, Chorus 125, Jazz Orchestra 126, Jazz Combos 127, or Pop Music Ensemble 151; and enrollment in at least one of the following major preparation courses: Theory I 101, Theory II 102, Theory III 103, Theory IV 104, Music Skills I 121, Skills II 122, Skills III 123, or Skills IV 124.
Acceptable for credit: CSU, UC

Individualized study of level III percussion techniques and theory: advanced level solos for snare drum, and keyboard- mallet percussion instruments, advanced meter precision and rhythmic skills, advanced techniques for performing hand percussion instruments, rhythmic accompanying. Emphasis on the progressive development of skills needed for solo performance. 1004.00

MUSIC 116
Beginning Percussion IV
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: MUSIC 115: Beginning Percussion III Concurrent participation in at least one of the following ensembles: Orchestra 030A, Chinese Orchestra 032, Chorus 125, Jazz Orchestra 126, Jazz Combos 127, or Pop Music Ensemble 151; and enrollment in at least one of the following major preparation courses: Theory I 101, Theory II 102, Theory III 103, Theory IV 104, Music Skills I 121, Skills II 122, Skills III 123, or Skills IV 124.
Acceptable for credit: CSU, UC

Individualized study of level IV percussion techniques and theory: odd meters, Brazilian, Cuban, Caribbean, brush technique. Emphasis on the progressive development of skills needed for solo performance. 1004.00

MUSIC 117
Voice I
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: Concurrent participation in at least one of the following ensembles: Orchestra 030A, Chinese Orchestra 032, Chorus 125, Jazz Orchestra 126, Jazz Combos 127, or Pop Music Ensemble 151; and enrollment in at least one of the following major preparation courses: Theory I 101, Theory II 102, Theory III 103, Theory IV 104, Music Skills I 121, Skills II 122, Skills III 123, or Skills IV 124
Acceptable for credit: CSU, UC

Individualized study of beginning vocal techniques and theory: Posture, breathing, phonation, resonance, and preparation of lyrics. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00
(C-ID: MUSIC 160)

MUSIC 118
Voice II
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: MUSIC 117: Voice I Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.
Acceptable for credit: CSU, UC

Individualized study of level II vocal techniques and theory: Posture other than standing, vowel color, vocal range, intonation, and changes of register. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried

performance. 1004.00
(C-ID: MUSIC 160)

MUSIC 119
Voice III
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: MUSIC 118: Voice II Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.
Acceptable for credit: CSU, UC

Individualized study of level III vocal techniques and theory: Anatomy of registers and pitch, consonants, pharyngeal adjustment, vibrato, and special registers in women and men. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00
(C-ID: MUSIC 160)

MUSIC 120
Voice IV
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: MUSIC 119: Voice III Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.
Acceptable for credit: CSU, UC

Individualized study of level IV vocal techniques and theory: Vocal initiation and glottal tension, vowel placement, preparing songs in German or French, voice classification, and ensemble singing. Emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00
(C-ID: MUSIC 160)

MUSIC 121
Music Skills I
1 unit, 4 hours laboratory (GR or P/NP)
Prerequisite(s): Instructor's Approval
Prerequisite(s) or corequisite(s): MUSIC 100, 101, 102, 103, 104, 122, 123, 124
Recommended preparation: Mastery of music fundamentals: familiarity with notes in treble and bass clefs; understanding of rhythmic notation and time signatures; understanding of scales and key signatures, Concurrent enrollment in Music Theory I (MUSIC 101) and one of the following: Elementary Piano I-IV (MUSIC 130-133), Intermediate Piano Literature I-IV (MUSIC 134-137) or Jazz Piano I-IV (MUSIC 138-141)
Acceptable for credit: CSU, UC

Application and development of rhythmic, melodic, and harmonic materials of Music Theory I: Ear training, sight singing, analysis, and dictation. 1004.00
(C-ID: MUSIC 125)

MUSIC 122
Music Skills II
1 unit, 4 hours laboratory (GR or P/NP)
Prerequisite(s): MUSIC 121 or Instructor's approval
Recommended preparation: MUSIC 101; Recommended concurrent enrollment in Music Theory II (MUSIC 102) and one of the following: Elementary Piano I-IV (MUSIC 130-133), Intermediate Piano Literature I-IV (MUSIC 134-137) or Jazz Piano I-IV (MUSIC 138-141)
Acceptable for credit: CSU, UC

Continuation of MUSIC 121: Application and development of rhythmic, melodic, and harmonic materials of Music Theory II: ear training, sight singing, analysis, and dictation. 1004.00
(C-ID: MUSIC 135)

MUSIC 123
Music Skills III
1 unit, 4 hours laboratory (GR or P/NP)
Prerequisite(s): MUSIC 122 or Instructor's approval
Corequisite(s): MUSIC 103 or Instructor's approval

Recommended preparation: Recommended concurrent enrollment in Music Theory III (MUSIC 103)and one of the following: Elementary Piano I-IV (MUSIC 130-133), Intermediate Piano Literature I-IV (MUSIC 134-137) or Jazz Piano I-IV (MUSIC 138-141)
Acceptable for credit: CSU, UC

Continuation of MUSIC 122: Application and development of rhythmic, melodic, and harmonic materials of Music Theory III: ear training, sight singing, analysis, and dictation. 1004.00
(C-ID: MUSIC 145)

MUSIC 124
Music Skills IV

1 unit, 4 hours laboratory (GR or P/NP)
Prerequisite(s): MUSIC 123 or Instructor's approval
Corequisite(s): MUSIC 104 or Instructor's approval
Recommended preparation: Recommended concurrent enrollment in Music Theory IV (MUSIC 104) and one of the following: Elementary Piano I-IV (MUSIC 130-133), Intermediate Piano Literature I-IV (MUSIC 134-137) or Jazz Piano I-IV (MUSIC 138-141)
Acceptable for credit: CSU, UC

Continuation of MUSIC 123: Application and development of rhythmic, melodic, and harmonic materials of Music Theory IV: ear training, sight singing, analysis, and dictation. 1004.00
(C-ID: MUSIC 155)

MUSIC 125
Chorus
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing acceptably, determined by instructor through audition.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Study and interpretation of a wide variety of accompanied and unaccompanied choral literature: Participation in public choral performance. 1004.00
(C-ID: MUSIC 180)

MUSIC 126
Jazz Orchestra
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Study and performance of Jazz Orchestra literature. Participation in public performance is required. 1004.00
(C-ID: MUSIC 180)

MUSIC 127
Jazz Combos
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Study and performance of Jazz literature and arrangements: Designed for jazz-oriented instrumentalists interested in performing in small jazz ensembles. 1004.00
(C-ID: MUSIC 180)

MUSIC 128
Choral Repertoire
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Intermediate level chorus: Study and interpretation of accompanied and unaccompanied choral literature. 1004.00
(C-ID: MUSIC 180)

MUSIC 129
Jazz Orchestra Repertoire
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Performance in and management of the Jazz Orchestra for the advanced instrumental student: Study and analysis of advanced repertoire, conducting and rehearsal techniques, literature selection, and organizing public performances. 1004.00
(C-ID: MUSIC 180)

MUSIC 130
Elementary Piano Method I
1 unit, 3 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Individualized study of beginning piano techniques and theory: Five-finger technique in C Major and D Minor, elementary rhythm, legato, staccato, coordination of both hands, beginning theory related to keyboard music, progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 131
Elementary Piano Method II
1 unit, 3 hours laboratory (GR or P/NP)

Recommended preparation: MUSIC 130
Acceptable for credit: CSU, UC

Individualized study of level II beginning piano techniques and theory: Five-finger technique in G Major, F Major and E Minor extending to a sixth, finger crossing and chord playing, use of damper pedal, meters with half note and eighth note beats, beginning theory related to level II keyboard music, progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 132
Elementary Piano Method III
1 unit, 3 hours laboratory (GR or P/NP)
Recommended preparation: MUSIC 131
Acceptable for credit: CSU, UC

Individualized study of level III beginning piano techniques and theory: Scale playing and performance in C, G, F and D Major, level III finger technique including intervals of the seventh and octave, techniques for changing positions, recognition and performance of primary triads and seventh chords, progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 133
Elementary Piano Method IV
1 unit, 3 hours laboratory (GR or P/NP)
Recommended preparation: MUSIC 132
Acceptable for credit: CSU, UC

Individualized study of level IV beginning piano techniques and theory: Scale-playing, reading of notation, and performance in Bb and A Major; A, E, B, D, and G Minor; introduction to chromaticism, diminished, and augmented triads; reading and performance of rhythms including sixteenth notes and triplets; Music History relating to keyboard music; progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 134
Intermediate Piano Literature I
1 unit, 3 hours laboratory (GR or P/NP)
Recommended preparation: MUSIC 133
Acceptable for credit: CSU, UC

Individualized study of intermediate piano literature, techniques, and theory: All major scales, keyboard history of Renaissance and Baroque Eras; level I intermediate rhythms, including syncopation, simple and compound meters, sixteenth notes, and triplets; playing duets; progressive development of skills needed for performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 135
Intermediate Piano Literature II
1 unit, 3 hours laboratory (GR or P/NP)
Recommended preparation: MUSIC 134
Acceptable for credit: CSU, UC

Individualized study of level II piano literature, techniques, and theory: All harmonic minor scales, keyboard history pertaining to the Classical Era; triad inversions, and seventh chords; cadences and basic chord progressions; duets; progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 136
Intermediate Piano Literature III
1 unit, 3 hours laboratory (GR or P/NP)
Recommended preparation: MUSIC 135
Acceptable for credit: CSU, UC

Individualized study of level III piano literature, techniques, and theory: All melodic minor scales, keyboard history pertaining to the Romantic Era; ornamentation; interpretation and execution of tuplets, duets; progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 137
Intermediate Piano Literature IV
1 unit, 3 hours laboratory (GR or P/NP)
Recommended preparation: MUSIC 136
Acceptable for credit: CSU, UC

Individualized study of level IV piano literature, techniques, and theory: Chromatic, octatonic, and whole-tone scales; Twentieth Century piano literature; piano voicing; interpretation and execution odd and changing meter, duets; progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 138
Jazz Piano I
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Recommended preparation: MUSIC 133 or 130; Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.
Acceptable for credit: CSU, UC

Individualized study of level I jazz piano literature, techniques, and theory: Overview of jazz piano styles, beginning approaches to comping, major 7, dominant 7, and minor 7 chords as well as 3-note voicings, introduction to improvisation-the blues scale, class performances. Progressive development of skills needed for solo performance; achievement evaluated through a juried performance. 1004.00

MUSIC 139
Jazz Piano II
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: MUSIC 138: Jazz Piano I Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.
Acceptable for credit: CSU, UC

Individualized study of level II jazz piano literature, techniques, and theory: Mixolydian and dorian scales, overview of jazz piano styles from 1925 to 1940, intermediate comping, basic jazz theory including 9th chords and 4-note voicings, improvisation on simple chord progressions; class performances. Progressive development of skills needed for solo performance; achievement evaluated through a juried performance. 1004.00

MUSIC 140
Jazz Piano III
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: MUSIC 139: Jazz Piano II Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.
Acceptable for credit: CSU, UC

Individualized study of level III jazz piano literature, techniques, and theory: Phrygian dominant scales, overview of jazz piano styles from 1940 to 1960, advanced approaches to comping, jazz theory including minor ii-V-I's, improvisation on standard jazz songs, class performances; progressive development of skills needed for solo performance; achievement evaluated through a juried performance. 1004.00

MUSIC 141
Jazz Piano IV
1 unit, 3 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: MUSIC 140: Jazz Piano III Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.
Acceptable for credit: CSU, UC

Individualized study of level IV jazz piano literature, techniques, and theory: all altered and Lydian dominant scales; Jazz piano styles from 1960 to the present; advanced approaches to comping-group interaction, melodic minor harmony; two-hand voicing's, improvisation on standard jazz songs, class performances; progressive development of skills needed for solo performance; achievement evaluated through a juried performance. 1004.00

MUSIC 142
Instrumental Ensemble
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Study of instrumental ensemble literature: Ensemble playing devoted to the performance of small chamber works for brass, percussion, strings, and woodwind instruments. 1004.00
(C-ID: MUSIC 180)

MUSIC 144
Intermediate Jazz Combos
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through

audition.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Study and performance of Intermediate Jazz literature and arrangements: Designed for jazz-oriented instrumentalists interested in performing in small jazz ensembles. 1004.00
(C-ID: MUSIC 180)

MUSIC 145
Advanced Jazz Combos
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Advanced study and performance of Jazz literature and arrangements: Designed for jazz-oriented instrumentalists interested in performing in small jazz ensembles. 1004.00
(C-ID: MUSIC 180)

MUSIC 146
Advanced Choral Repertoire
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Advanced level study and interpretation of accompanied and unaccompanied choral literature. 1004.00
(C-ID: MUSIC 180)

MUSIC 149
Music Business
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Overview of the business and legal aspects of the music industry: Record contracts, publishing, licensing, distribution, and copyright; duties and responsibilities of producers, agents, managers, promoters. 1005.00
(C-ID: CMUS 140X)

MUSIC 150
Applied Music
1 unit, 3 hours laboratory (GR)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Recommended preparation: Concurrent participation in at least one of the following ensembles: 030A, 032, 125, 126, 127, or 151; and enrollment in at least one of the following major preparation courses: 101, 102, 103, 104, 121, 122, 123, or 124.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied: Progressive development of skills needed for solo performance. Advancement is evaluated through a juried performance. 1004.00
(C-ID: MUSIC 160)

MUSIC 151
Pop Music Ensemble
3 units, 3 hours lecture (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.
Course study under this section may be repeated three times.
Acceptable for credit: CSU, UC

Study and performance of commercial music and arrangements: Designed for singers and instrumentalists interested in performing pop music in a band. 1004.00
(C-ID: MUS 185)

MUSIC 225A
Introduction to Choral Performance and Repertoire
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Introduction to study and interpretation of accompanied and unaccompanied choral literature: Participation in public performance required. 1004.00

MUSIC 225B
Beginning Level Choral Performance and Repertoire
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Beginning level study and interpretation of accompanied and unaccompanied choral literature: Participation in public performance required. 1004.00

MUSIC 225C
Intermediate Choral Performance and Repertoire
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Intermediate level study and interpretation of accompanied and unaccompanied choral literature: Participation in public performance required. 1004.00

MUSIC 225D
Advanced Choral Performance and Repertoire
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Advanced level study and interpretation of accompanied and unaccompanied choral literature: Participation in public performance required. 1004.00

MUSIC 226
Jazz Orchestra Repertoire
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Performance in and management of the Jazz Orchestra for the advanced instrumental student: Conducting and rehearsal techniques, literature, selection and organizing public performances. 1004.00

MUSIC 232A
Chinese Orchestra - Introduction
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Introduction to theory, practice, and historical background of Chinese music: Study and performance of Chinese orchestral instruments leading to public performance. 1004.00

MUSIC 232B
Chinese Orchestra - Beginning
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Continuation of MUSIC 232A: Beginning theory, practice, and historical background of Chinese music; study and performance of Chinese orchestral instruments leading to public performance. 1004.00

MUSIC 232C
Chinese Orchestra - Intermediate
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Continuation of MUSIC 232B: Intermediate theory, practice, and historical background of Chinese music; study and performance of Chinese orchestral instruments leading to public performance. 1004.00

MUSIC 232D
Chinese Orchestra - Advanced
1 unit, 4 hours laboratory (GR or P/NP)
Conditional Enrollment: Ability to sing or play an instrument acceptably, determined by instructor through audition.

Continuation of MUSIC 232C: Advanced theory, practice, and historical background of Chinese music; study and performance of Chinese orchestral instruments leading to public performance. 1004.00

NONCREDIT OFFERINGS IN MUSIC
MUSIC (MUSIC)

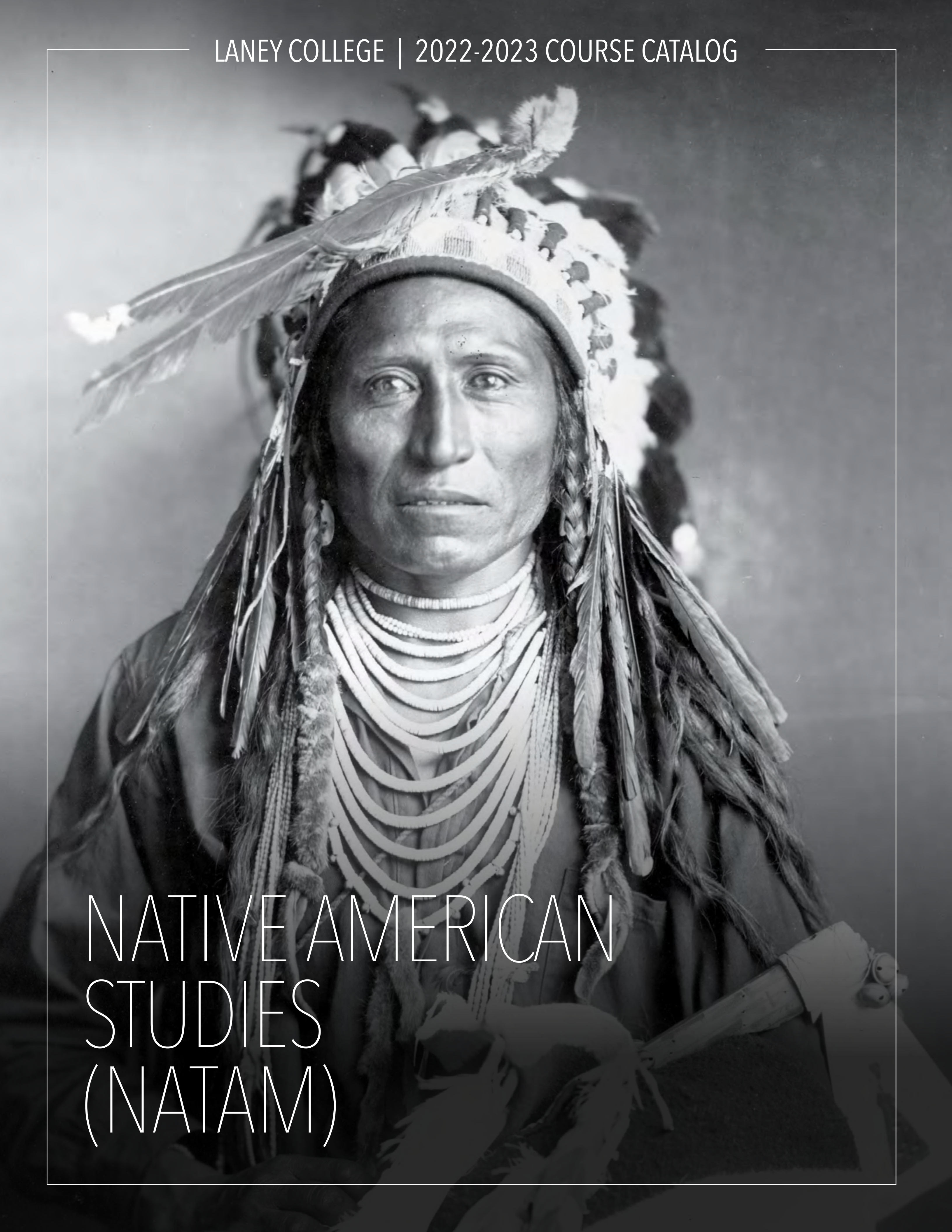
MUSIC 502
Support for Music Theory
0 units, 52.5 hours lecture (P/NP or SP)
Course study under this section may be repeated twelve times.

Continuing study of music theory: Composition and analysis of music, rhythm and meter, intervals; diatonic scales and triads; diatonic chords, basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. 1004.00

MUSIC 521
Support for Music Theory
0 units, 70 hours laboratory (P/NP or SP)
Course study under this section may be repeated twelve times.

Continuing Study of Music Skills: Solfege, Dictation, and Ear Training. 1004.00

LANEY COLLEGE | 2022-2023 COURSE CATALOG



NATIVE AMERICAN STUDIES (NATAM)

NATIVE AMERICAN STUDIES (NATAM)

Instruction in Native American Studies is interdisciplinary and comparative in scope. The main goals of this program are to introduce all students to the unique historical experience of America's indigenous peoples, to promote understanding of their contributions to world civilization, and to provide insight into their recent social and political developments.

This program offers essential courses for students who wish to continue in Native American Studies on transfer to four-year institutions and provides basic information for those whose careers will bring them in contact with Native people.

NATAM 1
History of Native American Indians
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Survey of histories and cultures of American Indian peoples in North America from pre-contact to the present. An analysis of the political, cultural, legal and military relationships that developed between American Indians and foreign nations. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

NATAM 2
Native American Indians in Contemporary Society
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

The socio-cultural development of American Indian populations in modern times with emphasis upon the United States. American Indian economic, political, and legal changes in the 20th and 21st centuries and issues of identity, the role of the federal government, gaming and self-determination. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4

NATAM 35
Women of Color
3 units, 3 hours lecture (GR)
Also offered as AFRAM 35, ASAME 35, and M/LAT 35. Not open for credit to students who have completed or are concurrently enrolled in AFRAM 35, ASAME 35, or M/LAT 35.
Acceptable for credit: CSU, UC

Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity, and race in the lives of African American, Asian-American, Chicana/Latina, and Native-American women in the U.S. 2203.00
AA/AS area 2, 5; CSU area D; IGETC area 4
(C-ID: SJS 120)

PHILOSOPHY (PHIL)

ASSOCIATE IN ARTS DEGREE IN PHILOSOPHY FOR TRANSFER (AA-T)

The Associate in Arts in Philosophy for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Philosophy or similar major for completion of a baccalaureate degree. Students are required to complete:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

  (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

  (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis.

- No more than 60 semester units are required.

The Associate in Arts in Philosophy for Transfer Degree will also assist Philosophy major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

CAREER OPPORTUNITIES

This general concentration forms an excellent basis for a broad liberal arts education and has been the chosen mode of preparation for successful careers in such diverse areas as university teaching, government, education, medicine, consulting, publishing, business, and finance.

COURSE SEQUENCE

Core Courses (9 units)

HUMAN 30A	Human Values/Ethics or	3
PHIL 1	Introduction to Philosophy	3
PHIL 10	Logic	3
PHIL 20A	History of Ancient Greek Philosophy or	3
PHIL 20B	History of Modern European Philosophy	3

Select three of the following (9 units)

(Can use any of the above courses not already used)

PHIL 2	Social and Political Philosophy	3
PHIL 4	Philosophy of Religion	3
PHIL 6	Introduction to the Philosophy of Self and Emotions	3
PHIL 14	Introduction to the Philosophy of Death	3
PHIL 3	Introduction to Asian Philosophy	3
HUMAN 40	Religions of the World	3
TOTAL MAJOR UNITS:		**18**

IGTEC or CSU GE-Breadth Education Pattern	37-39
CSU Transferable General Elective Courses to meet	60
TOTAL UNITS	60

PROGRAM LEARNING OUTCOMES

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

- Demonstrate an ability to articulate and critically engage with core philosophical positions.
- Demonstrate an ability to conduct a cogent argument with a clear thesis that anticipates and responds to key objections.
- Demonstrate an ability to conduct philosophical research using primary and secondary sources.

PHILOSOPHY (PHIL)

The study of Philosophy is concerned with timeless questions arising from human experience. Philosophy examines human nature and the nature of reality, morality and epistemology. Courses in the Philosophy program examine the inherent assumptions, methodologies and the consequences of the physical and social sciences as well as the arts, history and religion. Philosophy courses offered at Laney College provide students with an opportunity to develop their critical thinking skills as well as improve their writing skills.

PHIL 1
Introduction to Philosophy
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Study of selected classic examples of original works of philosophers: Literature of the discipline and analytical methods, aims, goals, and types of problems peculiar to philosophers and philosophical inquiry; metaphysics, epistemology, valuing and axiology, aesthetics, and religion. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B
(C-ID: PHIL 100)

PHIL 2
Social and Political Philosophy
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Focus on classic examples of social and political philosophy in Western civilization: Original writings by classic Greeks (Plato and Aristotle), Americans (Hamilton, Madison, and Jefferson), modern Europeans (Marx and Mills), and appropriate contemporary philosophers. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B

PHIL 4
Philosophy of Religion
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Philosophy of religion from both an existential and historical perspective: Existentially, through an examination of “religion” as personal, social and theological; and historically, through an examination of common doctrines in the Semitic, Vedic and East Asian religions. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B

PHIL 6
Introduction to the Philosophy of Self and Emotions
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Introduction to the nature of self and emotions: Philosophical and religious perspectives on personal identity and emotions. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B

PHIL 10
Logic
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Consideration of logical problems of language: Deduction and induction, fallacies, theory of argument and the scientific method, and study of correct reasoning in Aristotelian and modern logic. 1509.00
AA/AS area 3; CSU area A3
(C-ID: PHIL 110)

PHIL 14
Introduction to the Philosophy of Death
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Introduction to the cultural and Philosophical perspectives of Death: Analysis of the concepts of life, death and meaning as expressed in classical East and West, modern and contemporary perspectives. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B

PHIL 20A
History of Ancient Greek Philosophy
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Chronological development of leading philosophical perspectives of Ancient Greece from the Ionians to the Scholastics. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B
(C-ID: PHIL 130)

PHIL 20B
History of Modern European Philosophy
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Chronological development of leading philosophical perspectives of Modern Europe from the Renaissance to present. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3B
(C-ID: 140)

PHIL 37
Introduction to Asian Philosophy
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Major philosophies and religions of Asia: Emphasis on the origins, myths, and basic teachings of Hinduism, Jainism, Buddhism, Taoism, Confucianism, and Shinto; 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

PHOTOGRAPHY (PHOTO)

PHOTO: *Michael Mejia. Photography Instructor*

DARKROOM PHOTOGRAPHY CERTIFICATE OF PROFICIENCY (CP)

The Certificate of Proficiency in Darkroom Photography is designed to instruct students in the principles of traditional darkroom film and provide opportunities for skill achievement and portfolio development. Darkroom students shoot and process black and white film, print in the darkroom and learn historic alternative processes.

Career Opportunities

Career opportunities available include specialized film printer, visual artist, photo book artist, photography workshop instructor, photographic restorer.

COURSE SEQUENCE

Core Courses (9 units)

PHOTO 11	Introduction to Black/White Film Photography	3
PHOTO 12	Intermediate Black/White Darkroom Printing	3
PHOTO 13	Creative Darkroom: Alternative Processes	3
TOTAL MAJOR UNITS:		**9**

PROGRAM LEARNING OUTCOMES

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

- Demonstrate proficiency in the black and white medium.
- Analyze traditional photography for aesthetic presentation.
- Create a working portfolio of traditional photography.

PHOTOGRAPHY
CERTIFICATE OF ACHIEVEMENT (CA)

The Photography Department offers a degree in developing the digital skill set required for careers in photography. The program provides a pathway from entry-level through professional curriculum. This begins with an Introduction to Digital Photography course and moves sequentially through the more cultural visual history and design classes, and on to professionally oriented studio classes and a business perspective.

In this new digital world, the demand for content-rich, effective, image creation is higher than it has ever been. There is an established need to provide special technical photographic training to shape artistic vitality with technical and aesthetic acuity for career success. Development of student facility for understanding photographic demands, the execution of image capture, and its expression for print or web usage for commercial application are a vital part of a successful future. This program allows the Photography Department to update its program of study to increase and enrich courses for a more meaningful Certificate of Achievement, a Photographic Associate of Arts Degree (AA), or both.

Career Opportunities

This program prepares for employment in commercial, industrial, technical, and scientific photographic fields. Intermediate and Advanced classes emphasize the digital process prevalent in the industry.

COURSE SEQUENCE

Core Curriculum (21 units)

PHOTO 20	Photojournalism I	3
PHOTO 21	Photojournalism II	3
PHOTO 25	Looking at Images: History and Aesthetics of Photography	3
PHOTO 30A	Beginning Photographic Art and Design	3
PHOTO 71	Introduction to Digital Photography I	3
PHOTO 74A	Beginning DSLR and Lighting for Professional Production I	3
PHOTO 75A	Intermediate DSLR and Lighting for Professional Production I	3
PHOTO 76A	Advanced Professional Photography I	3

Select one of the following (3 units):

PHOTO 11	Introduction to Black/White Film Photography	3
PHOTO 12	Intermediate Black/White Darkroom Printing	3
PHOTO 13	Creative Darkroom: Alternative Processes	3
PHOTO 21	Photojournalism II	3
PHOTO 30B	Intermediate Photographic Art and Design	3
PHOTO 30C	Advanced Photographic Art and Design	3
PHOTO 72	Introduction to Digital Photography II	3
PHOTO 74B	Beginning DSLR and Lighting for Professional Production II	3
PHOTO 75B	Intermediate DSLR and Lighting for Professional Production II	3
PHOTO 76B	Advanced Professional Photography II	3
PHOTO 180	HDSLR Workflow for Digital Photography and Cinematography	3
PHOTO 182	Introduction to Lighting for Video and Video Equipped DSLR	3

TOTAL MAJOR UNITS: **24**

PROGRAM LEARNING OUTCOMES

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

- Model professional and ethical behavior while communicating with clients, management, and team members.
- Demonstrate technical problem-solving skills to determine the best solutions to creative challenges.
- Demonstrate technical proficiency and application of photographic skills.

PHOTOGRAPHY ASSOCIATE OF ARTS (AA)

The A.A. Degree in Photography prepares students for careers as commercial photographers. The program provides the visual literacy, language, and skills required within the photography industry and serves as a foundation for continued education at 4-year institutions. The program moves sequentially through a cultural/historical perspective to design courses, finishing with professionally oriented studio classes.

Career Opportunities

This program prepares for employment in commercial, industrial, technical, and scientific photographic fields. Intermediate and advanced classes emphasize the digital process prevalent in the industry. Film applications are also supported throughout the curriculum in support of the arts.

COURSE SEQUENCE

Core Courses (21 units)

PHOTO 20	Photojournalism I	3
PHOTO 25	Looking at Images: History and Aesthetics of Photography	3
PHOTO 30A	Beginning Photographic Art and Design	3
PHOTO 71*	Introduction to Digital Photography	3
PHOTO 74A	Beginning DSLR and Lighting for Professional Production I	3
PHOTO 75A	Intermediate DSLR and Lighting for Professional Production I	3
PHOTO 76A	Advanced Professional Photography I	3

Select 9 units from the following (min 9 units)

PHOTO 11	Introduction to Black/White Film Photography	3
PHOTO 12	Intermediate Black/White Darkroom Printing	3
PHOTO 13	Creative Darkroom: Alternative Processes	3
PHOTO 30B	Intermediate Photographic Art and Design	3
PHOTO 30C	Advanced Photographic Art and Design	3
PHOTO 72	Introduction to Digital Photography II	3
PHOTO 74B	Beginning DSLR and Lighting for Professional Production II	3
PHOTO 75B	Intermediate DSLR and Lighting for Professional Production II	3
PHOTO 76B	Advanced Professional Photography II	3
PHOTO 180	HDSLR Workflow for Digital Photography and Cinematography	3
PHOTO 182	Introduction to Lighting for Video and Video Equipped DSLR	3
TOTAL MAJOR UNITS:		**30**

**Must be taken as a first semester course*

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Model professional and ethical behavior while communicating with clients, management, and team members.
- Demonstrate technical problem-solving skills to determine the best solutions to creative challenges.
- Demonstrate technical proficiency and application of photographic skills.

PHOTOGRAPHY (PHOTO)

Photography provides students with the basic knowledge, and technical and aesthetic skills necessary for employment in various occupations in photography. Preparation for employment in commercial, industrial, technical, and scientific fields is emphasized.

PHOTO 11
Introduction to Black/White Film Photography
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Acceptable for credit: CSU

Introduction to film photography: Traditional gelatin silver 35mm film development and darkroom printing. Practical application of equipment and accessories. 1012.00

PHOTO 12
Intermediate Black/White Darkroom Photography
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): PHOTO 11
Acceptable for credit: CSU

Continuation of PHOTO 11: Skills in Black & White film quality control, darkroom printing, portfolio development techniques. 1012.00

PHOTO 13
Creative Darkroom: Alternative Processes
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/NP)
Prerequisite(s): PHOTO 11
Acceptable for credit: CSU

Artistic alternatives: Experimental and creative 19th century photographic processes. 1012.00

PHOTO 20
Photojournalism I
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): PHOTO 11 or 71
Not open for credit to students who have completed or are currently enrolled in JOURN 20
Acceptable for credit: CSU

Components of photojournalism: Focus on theory and practice in press and online publications, using the camera as reporting and communications tool, emphasizing photographic composition for impact, clarity, and creativity. 1012.00
(C-ID: JOUR 160)

PHOTO 21
Photojournalism II
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR)
Prerequisite(s): PHOTO 20 or Instructor’s approval
Not open for credit for students who have completed or are currently enrolled in PHOTO 31A.
Acceptable for credit: CSU

Continuation of PHOTO 20: Focus on practice in press and online publications, employ the camera as reporting and communications tool, emphasizing photographic composition for impact, clarity, and creativity. 1012.00

PHOTO 25
Looking at Images: History and Aesthetics of Photography
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey of photography from its earliest experimenters and technologies to contemporary digital practices and trends: Consideration and examination of photography within artistic, cultural, and social contexts. 1012.00
AA/AS area 3; CSU area C1; IGETC area 3A

PHOTO 30A
Beginning Photographic Art and Design
3 units, 3 hours lecture (GR or P/NP)
Students must have a working knowledge of the camera and computer operations.
Acceptable for credit: CSU

Beginning photography critique and portfolio building: Application of intent, composition, and color theory. 1012.00

PHOTO 30B
Intermediate Photographic Art and Design
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: PHOTO 30A
Students must have a working knowledge of the camera and computer operations.
Acceptable for credit: CSU

Continuation of PHOTO 30A: Intermediate photography critique and portfolio building, Application of intent, composition, and color theory. 1012.00

PHOTO 30C
Advanced Photographic Art and Design
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: PHOTO 30B
Students must have a working knowledge of the camera and computer operations.
Acceptable for credit: CSU

Continuation of PHOTO 30B: Advanced photography critique and portfolio building: Application of intent, composition, and color theory. 1012.00

PHOTO 71
Introduction to Digital Photography I
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR)
Students must have a working knowledge of computers.
Not open for credit to students who have completed PHOTO 70.
Acceptable for credit: CSU

Basic theory and practical application to digital photography: Camera operation, image adjustment and file management, use of standard industry editing software (Lightroom). 1012.00

PHOTO 72
Intermediate Digital Photography II
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR)
Acceptable for credit: CSU

Continuation of PHOTO 71: Intermediate use of digital camera components; reinforcing and elaborating on skills developed in introductory course; intermediate manipulation of images; focus on two current photo-editing programs for post-production. 1012.00

PHOTO 74A
Beginning DSLR and Lighting for Professional Production I
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR)
Prerequisite(s): PHOTO 71
Not open for credit to students who have completed PHOTO 220A
Students must have a working knowledge of the DSLR camera and computer operations.
Acceptable for credit: CSU

Beginning professional level DSLR and processing skills: Theory of production of photos for portraiture, editorial, event, and tabletop products, camera capture, fundamental techniques, lighting, shadow, highlights, introduction to commercial assignments. 1012.00

PHOTO 74B
Beginning DSLR and Lighting for Professional Production II
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR)
Prerequisite(s): PHOTO 71
Recommended Preparation: PHOTO 74A
Not open for credit to students who have completed PHOTO 220B and/or 220C
Students must have a working knowledge of the DSLR camera and computer operations.
Acceptable for credit: CSU

Continuation of PHOTO 74A: Application of production of photos for portraiture, editorial, event, and tabletop products, camera capture, fundamental techniques, lighting, shadow, highlights, introduction to studio location assignments, introduction, and organization of a professional portfolio. 1012.00

PHOTO 75A
Intermediate DSLR and Lighting for Professional Production I
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR)
Prerequisite(s): PHOTO 71 and 74A
Not open for credit to students who have completed PHOTO 230A
Students must have a working knowledge of the DSLR camera and computer operations.
Acceptable for credit: CSU

Intermediate professional level DSLR and post-production skills: Theory of production of photos for portraiture, editorial, event, and tabletop products, camera capture, fundamental techniques, lighting, shadow, highlights, continuation of commercial assignments, Introduction to business practices, marketing, and customer service. 1012.00

PHOTO 75B
Intermediate DSLR and Lighting for Professional Production II
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR)
Prerequisite(s): PHOTO 71
Recommended Preparation: PHOTO 75A
Not open for credit to students who have completed PHOTO 230B and/or 230C
Students must have a working knowledge of the DSLR camera and computer operations.
Acceptable for credit: CSU

Continuation of PHOTO 75A: Introduction to using self-direction to apply the theory of production of photos for portraiture, editorial, event, and tabletop products, camera capture, intermediate techniques, lighting, shadow, highlights, continuation of commercial assignments, Introduction to business practices, marketing, and customer service, developing the selective portfolio. 1012.00

PHOTO 76A
Advanced Professional Photography I
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR)
Prerequisite(s): PHOTO 71 and 75A
Not open for credit to students who have completed

PHOTO 240A.
Students must have a working knowledge of the DSLR camera and computer operations.
Acceptable for credit: CSU

Advanced professional level DSLR and processing skills: Introduction to building personal style, self-direction, self-production, production management, synthesizing theory to create unique visual images; developing photographic specialties, continuation of commercial assignments, continuation of business practices, marketing, and customer service. 1012.00

PHOTO 76B
Advanced Professional Photography II
3 units, 2.5 hours lecture, 1.5 hours laboratory (GR)
Prerequisite(s): PHOTO 71
Recommended Preparation: PHOTO 76A
Not open for credit to students who have completed PHOTO 230C and/or 240C
Students must have a working knowledge of the DSLR camera and computer operations.
Acceptable for credit: CSU

Continuation of PHOTO 76A: Advanced professional level DSLR and processing skills: Introduction to building personal style, self-direction, production management, synthesizing theory to create unique visual images; continuation of commercial assignments, continuation of business practices, marketing, and customer service, creation of unique portfolio for specific markets. 1012.00

PHOTO 180
HDSLR Workflow for Digital Photography and Cinematography
3 units, 2 hours lecture, 3 hours laboratory (GR)
Not open for credit to students who have completed or are enrolled in MEDIA 180.
Acceptable for credit: CSU

Advanced HDSLR camera exploration of still and motion video: Intermediate to advanced techniques of shooting high resolution stills and full HD video, exploration of the HDSLR aesthetic, emphasis on low-cost alternatives to video production popular with indie filmmakers. 1012.00

PHOTO 182
Introduction to Lighting for Video and Video Equipped DSLR
3 units, 2 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU

Lighting basics for cinema/still photographers and videographers: Fundamental applications of lighting in both studio and location settings; use of artificial and available light for both video-equipped DSLR and video-camera cinematography: aesthetic style, evaluation, setup and recording of light for professional production. 1012.00

PHOTO 200
Special Projects Laboratory
1-2 units, 3-6 hours laboratory (GR)
Formerly PHOTO 251.

Special projects laboratory for Photography: Opportunity for students to work on specific projects to develop expertise in field of study. 1012.00

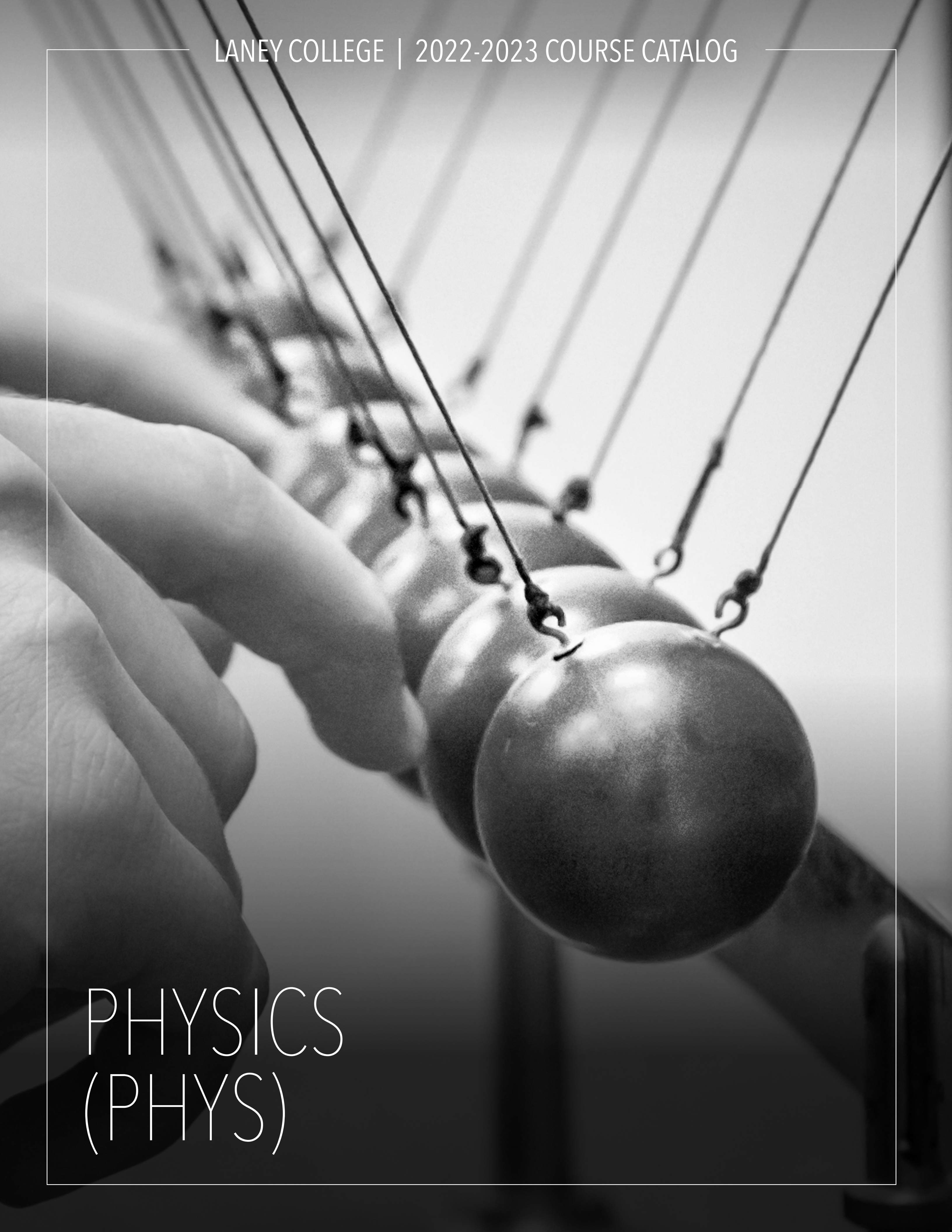
PHOTO 299
Survey Course for Digital Media/CIS [Photography]
0.5 units, 0.25 hours lecture, 0.75 hours laboratory (GR or P/NP)

Introduction to the Digital Media Industry [Photography]: Camera use; input and process; output to print; design; darkroom; photojournalism. Part of a four-part series including GRART 299, MEDIA 299 and CIS 299. 1012.00

PHOTO 468A
Occupational Work Experience in Photography
1-4 units, 3-12 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in photography or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on-the-job training. Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 1012.00

PHOTO: Peralta Colleges, *Faiza Ali*



PHYSICS (PHYS)

ASSOCIATE IN SCIENCE DEGREE IN PHYSICS FOR TRANSFER (AS-T)

The Associate in Science in Physics for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Physics or similar major for completion of a baccalaureate degree. Students are required to complete:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

  (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

  (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis.

- No more than 60 semester units are required.

The Associate in Science in Physics for Transfer Degree will also assist Physics major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

CAREER OPPORTUNITIES

Students can continue their studies in any of the following subjects at a 4 year university: all types of engineering; weather; architecture; industrial design.

COURSE SEQUENCE

Core Courses (30 units)

PHYS 4A	General Physics with Calculus	5
PHYS 4B	General Physics with Calculus	5
PHYS 4C	General Physics with Calculus	5
MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 3C	Calculus III	5
TOTAL MAJOR UNITS:		**30**
IGETC		**37**
Total:		**60**

PROGRAM LEARNING OUTCOMES

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

- **Analyze and critically evaluate scientific information.**
- **Synthesize multiple concepts, integrating and connecting scientific information.**
- **Properly use scientific equipment, following appropriate safety guidelines.**

PHYSICS (PHYS)

The Physics Program at Laney College provides university-transferable physics courses. Whether you are preparing to transfer to a four-year institution with a major in one of the sciences, fulfilling a science requirement, or are just curious about the physical world around you, the right class is here for you.

PHYS 3A
General Physics
5 units, 4 hours lecture, 3 hours laboratory (GR)
Corequisite(s): MATH 3A
Acceptable for credit: CSU, UC

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
(C-ID: PHYS 105) (C-ID: PHYS 100S when taken with PHYS 3B)

PHYS 3B
General Physics
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): PHYS 3A
Acceptable for credit: CSU, UC

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
(C-ID: PHYS 110) (C-ID: PHYS 100S when taken with PHYS 3A)

PHYS 4A
General Physics with Calculus
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): MATH 3A
Prerequisite(s) or corequisite(s): MATH 3B
Recommended preparation: PHYS 10
Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, and sound. 1902.00
AA/AS area 1; CSU area B1, B3, B4; IGETC area 5A, 5C
(C-ID: PHYS 205) (C-ID: PHYS 200S when taken with PHYS 4B+ 4C)

PHYS 4B
General Physics with Calculus
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): PHYS 4A and MATH 3B
Prerequisite(s) or corequisite(s): MATH 3C
Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Thermodynamics, electric forces and fields, magnetic forces and fields, electricity, and AC and DC circuits. 1902.00
AA/AS area 1; CSU area B1, B3, B4; IGETC area 5A, 5C
(C-ID: PHYS 210) (C-ID: PHYS 200S when taken with PHYS 4A+ 4C)

PHYS 4C
General Physics with Calculus
5 units, 4 hours lecture, 3 hours laboratory (GR)
Prerequisite: PHYS 4B and MATH 3C
Prerequisite(s) or corequisite(s): MATH 3E and 3F
Acceptable for credit: CSU, UC

Comprehensive study of major topics of physics: Light, interference, relativity, quantum physics, atoms, molecules, and nuclei. 1902.00
AA/AS area 1; CSU area B1, B3, B4; IGETC area 5A, 5C
(C-ID: PHYS 215) (C-ID: PHYS 200S when taken with PHYS 4A+ 4B)

PHYS 10
Introduction to Physics
4 units, 4 hours lecture (GR or P/NP)
Recommended preparation: MATH 201 or 210D or 202
Not open for credit to students who have completed or are currently enrolled in PHYS 2A-2B, 3A-3B, or 4A-4B-4C
Acceptable for credit: CSU, UC

Elementary study of major topics of physics: Motion, forces, gravity, matter, energy, momentum, rotation, oscillation, sound, heat, thermodynamics, electromagnetism, light, quantum physics, atoms, nuclei, and relativity. 1902.00
AA/AS area 1; CSU area B1; IGETC area 5A

PHYS 49
Independent Study in Physics
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Physics. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1902.00

PHOTO: Peralta Colleges, *Faiza Ali*

POLITICAL SCIENCE (POSCI)

ASSOCIATE OF ARTS DEGREE IN POLITICAL SCIENCE FOR TRANSFER (AA-T)

The Associate in Arts Degree in Political Science for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Political Science or similar major for completion of a baccalaureate degree. Students are required to complete: * a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. * 60 semester CSU- transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. * No more than 60 semester units are required. The Associate in Arts Degree in Political Science for Transfer will also assist Political Science major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities

Political Activist, Public Administration, Campaign Organizer, Community Organizer.

Required Core Course (3 units)

POSCI 1	Government and Politics in the United States	3

Select three of the following (9-10 units)

POSCI 4	Political Theory	3
POSCI 2	Comparative Government	3
POSCI 3	International Relations	3
MATH 13	Introduction to Statistics	4

Select two of the following (6 units)

POSCI 16	State and Local Government	3
POSCI 6	The U.S. Constitution and Criminal Due Process	3
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
TOTAL MAJOR UNITS:		**18-19**

IGETC or CSU GE-Breadth Education Pattern	**37-39**
CSU Transferable General Elective Courses to meet 60 units	
TOTAL UNITS:	**60**

PROGRAM LEARNING OUTCOMES

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

- Define the core concepts of political science (government, regime, state, institutions, sovereignty, constitution, democracy, authoritarianism, and globalization).
- 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.
- Discuss the constitutional, institutional, cultural and institutional structures that produce and maintain political, social and ethnic inequalities.

POLITICAL SCIENCE (POSCI)

Political Science concerns itself with the study of government and politics at the local, state, national and international levels. It examines such important phenomena as power, political parties, voting and political behavior, international relations, bureaucratic administration and public policy. Through political science courses at Laney College, students learn about the interaction of individuals and institutions within political systems.

POSCI 1
Government and Politics in the United States
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Introduction to principles and the political process of national, state, and local government: Emphasis on national government and the Constitution. 2207.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: POLS 110)

POSCI 2
Comparative Government
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Comparative analysis in government and politics: Political leadership, citizenship participation, centers of power, and political problems of selected governments. 2207.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: POLS 130)

POSCI 3
International Relations
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Nature of relations among nation-states: Analysis of basic forces affecting the formulation of foreign policy, dynamics of international politics, survey of rise and development of the nation-state system, problems of nationalism and imperialism with emphasis on development since World War II, and evolution and operation of the United Nations. 2207.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: POLS 140)

POSCI 4
Political Theory
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Examination of various theoretical approaches that explore basic political problems and proposed solutions: Analysis of selected theories and their relevance to contemporary socio-political concerns. 2207.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: POLS 120)

POSCI 6
The U.S. Constitution and Criminal Due Process
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey and analysis of people's rights under criminal and civil law: Procedural civil liberties and rights (defendants, court personnel, and police), concepts of due process and equal protection, search and seizure, and applications of principles and practices to everyday life. 2207.00
AA/AS area 2; CSU area D: IGETC area 4

POSCI 16
State and Local Government
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Survey of government institutions and politics in California and the San Francisco Bay Area; Development of public policy and current issues such as federalism, elections, taxation, land use, and political parties. 2207.00
AA/AS area 2; CSU area D; IGETC 4

POSCI 21
Overview of the California State Court System and State Law
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Introduction to functions of the California State Court System: Trial Courts, Appellate Courts, the Supreme Court. Review of federal judicial branch history, selected state laws, courtroom personnel and protocol, due process protections and legal terminology. 2207.00
AA/AS area 2

POSCI 49
Independent Study in Political Science
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Political Science. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2207.00

POSCI 50
Student Leadership
1 unit, 1 hour lecture (GR or P/NP)
Acceptable for credit: CSU

Introduction to the principles and types of leadership: Historical overview of student leadership, models of leadership, bureaucracy, decision-making processes at a college.
2207.00

PSYCHOLOGY (PSYCH)

ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY FOR TRANSFER (AA-T)

The Associate in Arts Degree in Psychology for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Psychology or similar major for completion of a baccalaureate degree. Students are required to complete: * a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. * 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. * No more than 60 semester units are required. The Associate in Arts Degree in Psychology for Transfer will also assist Psychology major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

COURSE SEQUENCE

Core Courses (14 units)

BIOL 10	Introduction to Biology	4
MATH 13	Introduction to Statistics	4
PSYCH 1A	Introduction to General Psychology	3
PSYCH 28	Introduction to Research Methods in Psychology	3

Select two courses from the following (6 units)

PSYCH 6	Social Psychology	3
PSYCH 7A	Psychology of Childhood	3
PSYCH 21	Lifespan Human Development	3
PSYCH 24	Abnormal Psychology	3
PSYCH 12	Human Sexuality	3
or		
BIOL 27	Human Sexuality	3
PSYCH 26	Culture and Psychology	3
SOC 1	Introduction to Sociology	3
TOTAL MAJOR UNITS:		**20**

IGETC or CSU GE-Breadth Education Pattern	37-39
CSU Transferable General Elective Courses to meet 60 units	
TOTAL UNITS:	60

PROGRAM LEARNING OUTCOMES

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

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

PSYCHOLOGY (PSYCH)

The discipline of Psychology is concerned with defining, explaining, predicting and influencing human behavior. The Psychology Department at Laney College offers a rich variety of courses that support our state-approved Associate of Arts for Transfer (AA-T) degree, which guarantees students who earn the degree AND who meet the minimum eligibility requirements admission to a California State University, but not necessarily to a particular program or major. Course offerings include Introduction to General Psychology, Psychology of Childhood, Lifespan Development, Human Sexuality, Social Psychology, Abnormal Psychology, and Introduction to Research Methods in Psychology. Through these courses, students acquire a solid foundation of knowledge about human behavior and the manifold influences of environmental, biological, social and cultural factors and forces.

PSYCH 1A
Introduction to General Psychology
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Scientific principles of psychology: Application of scientific research in understanding learning, human development, biological processes, personality, behavior disorders, social psychology, and adjustment of the human organism. 2001.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: PSY 110)

PSYCH 6
Social Psychology
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

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 E; IGETC area 4
(C-ID: PSY 170)

PSYCH 7A
Psychology of Childhood
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Physical, intellectual, and emotional growth of children from conception to puberty: Factors of heredity and environment as determinants of this development. 2001.00
AA/AS area 2; CSU area D; IGETC area 4

PSYCH 12
Human Sexuality
3 units, 3 hours lecture (GR)
Also offered as BIOL 27 and HLTED 27. Not open for credit to students who have completed or are currently enrolled in BIOL 27 or HLTED 27.
Acceptable for credit: CSU, UC

Exploration and analysis of the multifaceted aspects of human sexuality: Psychological, physiological, anatomical, sociological, legal, medical, educational, and cultural experiences of sex, gender, sexual orientations, birth control devices, and pregnancy, while emphasizing diversity. 2001.00
AA/AS area 2; CSU area D, E; IGETC area 4
(C-ID: PSY 130)

PSYCH 21
Lifespan Human Development
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

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 24
Abnormal Psychology
3 units, 3 hours lecture (GR)
Prerequisite(s): PSYCH 1A
Recommended preparation: ENGL 1A
Acceptable for credit: CSU, UC

Survey of major psychological disorders: Historical perspectives of various theoretical models (biological, psychodynamic, behavioral, cognitive, humanistic, existential, socio-cultural); review of research for understanding of origins and most promising treatments. 2001.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: PSY 120)

PSYCH 26
Culture and Psychology
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Culture influences on human behavior and mental processes: Examination of the diversity on human thought, feelings, and behavior, and the underlying reasons for such diversity. 2001.00

PSYCH 28
Introduction to Research Methods in Psychology
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): PSYCH 1A, MATH 13
Acceptable for credit: CSU, UC

Introduction to research methods for psychology: Research design; experimental procedures; descriptive methods; instrumentation; collection, analysis, and reporting of research data; review of research design and methodology in various sub- disciplines of psychology. 2001.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: PSY 200)

PSYCH 49
Independent Study in Psychology
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Psychology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2001.00

SCIENCE

ASSOCIATE OF SCIENCE (AS)

Science courses emphasize problem solving, critical thinking, and synthesis of information. Students will practice laboratory safety, carry out experimental procedures, and identify possible sources of error. Students will learn to apply principles of scientific inquiry, differentiate a theory from a hypothesis, and differentiate fact from opinion in regard to sciences. Students will develop the connection of the relevance of science to everyday events and circumstances in a broad interdisciplinary context. For the Associate of Science, students must complete the General Education pattern and elective courses for an additional 40 units. 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.

Career Opportunities

This degree will help students transfer, focus on pre-allied health courses, and develop basic skills in science.

COURSE SEQUENCE

Select a minimum of 18 units from at least two disciplines

Biology Courses

BIOL 1A	General Biology	5
BIOL 1B	General Biology	5
BIOL 2	Human Anatomy	5
BIOL 3	Microbiology	5
BIOL 4	Human Physiology	5
BIOL 20A	Human Anatomy and Physiology	5
BIOL 20B	Human Anatomy and Physiology	5

Chemistry Courses

CHEM 1A	General Chemistry	5
CHEM 1B	General Chemistry	5
CHEM 30A	Introductory General Chemistry	4
CHEM 30B	Introductory Organic and Biochemistry	4

Mathematics Courses

MATH 3A	Calculus I	5
MATH 3B	Calculus II	5
MATH 13	Introduction to Statistics	4

Physics Courses

PHYS 3A	General Physics	5
PHYS 3B	General Physics	5
PHYS 4A	General Physics with Calculus	5
PHYS 4B	General Physics with Calculus	5
PHYS 4C	General Physics with Calculus	5

TOTAL MAJOR UNITS: **18-20**

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Analyze and critically evaluate scientific information
- Synthesize multiple concepts, integrating and connecting scientific information
- Properly use scientific equipment, following appropriate safety guidelines

SOCIAL SCIENCE (SOCSC)

ASSOCIATE IN ARTS DEGREE IN GLOBAL STUDIES FOR TRANSFER (AA-T)

The Global Studies program emphasizes an interdisciplinary approach to the study of globalization and contemporary global issues. Students will study the interactions between states, societies, and cultures and will analyze the historical origins of these interactions. Through this program students will develop a deeper understanding of the interconnectedness of global and local events that shape the world we live in. Students will critically evaluate global changes and their consequences and will learn how to apply their knowledge to become agents of change. Courses throughout the program will highlight and feature topics related to social and environmental justice in particular, and more broadly to the advances and challenges posed by globalization.

The Associate in Arts in Global Studies for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Global Studies or similar major for completion of a baccalaureate degree. Students are required to complete: A minimum of 18 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. The Associate Arts in Global Studies for Transfer Degree will also assist Global Studies major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities

Students completing the program will have career opportunities in the following fields: education (particularly with regards to international/global politics); working within government agencies and international organizations that focus on global issues; working within the non-profit sector or with a humanitarian organization; international law and business, advocacy and civic engagement work.

COURSE SEQUENCE

Core Courses (6 units)

SOCSC 19	Introduction to Global Studies	3
SOCSC 20	Global Issues	3

List A (min 15 units):

Select five courses (total) from the following areas:

Culture and Society (choose at least one from the following):

ANTHR 3	Intro to Social and Cultural Anthropology	3
HIST 3B	Modern World History: 1500-Present	3

Geography (choose at least one from the following):

GEOG 1	Physical Geography	3
GEOG 2	Cultural Geography	3
GEOG 3	World Regional Geography	3

Economics (choose at least one from the following):

ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3

Politics (choose at least one from the following):

POSCI 2	Comparative Government	3
POSCI 3	International Relations	3

TOTAL MAJOR UNITS:	**21**
IGETC or CSU GE-Breadth Education Pattern	37-39
CSU Transferable General Elective Courses to meet 60	
TOTAL UNITS:	60

PROGRAM LEARNING OUTCOMES

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

- Demonstrate knowledge of theories and concepts within global studies and the ability communicate them
- with accuracy, clarity and cultural sensitivity.
- Develop an interdisciplinary training and ability to synthesize information.
- Investigate and analyze global events.
- Design a plan for social activism and civic engagement regarding a global issue.

SOCIAL SCIENCES ASSOCIATE OF ARTS (AA)

These courses emphasize a multidisciplinary approach to the understanding and study of human behavior and social organization. Students study and analyze human societies; the institutions, organizations and groups that comprise them; and the way individuals and groups relate to one another. Students develop an understanding of the various theories and methodologies of the disciplines, as well as skills in applying their knowledge in critical and useful ways as they navigate their own lives within a constantly changing and complex social world.

For the Associate of Social Sciences, students must complete the General Education pattern and elective courses for an additional 42 units. Students must complete 18 units in the area of emphasis courses with a grade of "C" or better, 19 units of general education requirements, and an additional 23 units of elective courses for a total 60 units. 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.

Career Opportunities

Rather than career preparation, this curriculum is intended to prepare students for transfer to four year institutions with the benefit of introductory diverse course work.

Select 18 units from at least two discipline areas (18 units):

African-American Studies 1, 2, 5, 8, 11, 12, 14A, 16, 18*, 23, 30, 31, 35**, 38, 45	3
Anthropology 2, 3, 7, 14	3
Asian/Asian-American Studies 21, 26, 29, 30, 32, 35**, 45A, 45B	3
Biology 27***	
Business 5	3
Communications 19****	3
Counseling 30, 230	3
Culinary Arts 88	3
Economics 1, 2	3
Engineering 100	3
Ethnic Studies 1, 3, 12, 14, 30, 50	3
Geography 1,2, 3, 18	3
Health Education 1	3
History 2A, 2B, 3A, 3B, 7A, 7B, 19	3
Journalism 62****	3
Labor Studies 10, 13, 21, 22, 30	3
Mexican and Latin-American Studies 12, 19, 23, 31, 32* 33, 34, 35**	3
Native American Studies 1, 2, 35**	3
Political Science 1, 2, 3, 4, 6, 16, 21	3
Psychology 1A, 6, 7A, 12***, 19, 21, 24, 28	3
Sociology 1, 2, 5, 8, 13, 120	3
Social Sciences 19, 20	3
TOTAL REQUIRED UNITS:	**18**

*or ** or *** or **** Students will receive credit for one course only.

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate knowledge of theories and concepts within global studies and the ability communicate them
- with accuracy, clarity and cultural sensitivity.
- Develop an interdisciplinary training and ability to synthesize information.
- Investigate and analyze global events.
- Design a plan for social activism and civic engagement regarding a global issue.

SOCIAL SCIENCE (SOCSC)

SOCSC 19
Introduction to Global Studies
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Survey of globalization: Role of geography, institutions, and major actors; history of globalization; debates related to globalization; interdependence and conflict between different systems; global citizenship. 2201.00
AA/AS area 2; CSU area D; IGETC 4

SOCSC 20
Global Issues
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Global issues with emphasis on several major areas of concern: Population trends, economic development and inequality, basic human needs (for food, water health care), human rights, international conflict and security concerns, and environmental problems. 2201.00
AA/AS area 2; CSU area D; IGETC 4

SOCIOLOGY (SOC)

ASSOCIATE IN ARTS DEGREE IN SOCIOLOGY FOR TRANSFER (AA-T)

The Associate in Arts Degree in Sociology for Transfer is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Sociology or similar major for completion of a baccalaureate degree. Students are required to complete: * a minimum of 19 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. * 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. * No more than 60 semester units are required. The Associate in Arts Degree in Sociology for Transfer will also assist Sociology major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities

International Relations, Health Care, Urban Social Work, City Management, Business, Criminal Justice, Community-based Research and Social Activism, Local and State Agencies, Education/Administration.

COURSE SEQUENCE

Core Course (3 units)

SOC 1	Introduction to Sociology	3

Select two courses from the following (6-7 units)

MATH 13	Introduction to Statistics	4
SOC 2	Social Problems	3
SOC 120	Introduction to Research Methods	3

Select two courses from the following (6 units)

SOC 5	Minority Groups	3
SOC 13	Sociology of the Family	3

Select one course from the following (3 units)

ANTHR 3	Introduction to Social and Cultural Anthropology	3
PSYCH 1A	Introduction to General Psychology	3

TOTAL MAJOR UNITS:	**18-19**

IGTEC or CSU GE-Breadth Education Pattern	37-39
CSU Transferrable General Elective Courses to meet 60 units	
TOTAL UNITS	60

PROGRAM LEARNING OUTCOMES

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

- Outline the research process and describe the different methods used within the discipline of sociology.
- Distinguish among, and describe, different systems of social stratification, and analyze how these systems create social inequality.
- Observe, describe, and sociologically analyze contemporary social problems, their causes, and solutions.

SOCIOLOGY (SOC)

Sociology is the systematic study of human societies. It focuses on social organization, human interaction, institutions and culture. Sociology is built on the premise that understanding how societies function is a necessary prerequisite for creating social change. At Laney College, students learn how to use a Sociological Perspective to analyze many topics including group relations, inequality, contemporary social issues, as well as considering possibilities for creating deeper social justice.

SOC 1
Introduction to Sociology
3 units, 3 hours lecture (GR)
Recommended preparation: ENGL 1A
Acceptable for credit: CSU, UC

Basic concepts, theoretical approaches, and methods of sociology: Analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and global dynamics. 2208.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: SOCI 110)

SOC 2
Social Problems
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Study of society through the application of sociological principles and critical thinking skills to the identification and analysis of selected social problems: Poverty, racism/sexism, drug abuse, crime, and population control. 2208.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: SOCI 115)

SOC 5
Minority Groups
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Analysis of racial, religious, and ethnic minority groups: General principles of dominant-minority group relations. 2208.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: SOCI 150)

SOC 8
Crime and Deviance
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

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
Sociology of the Family
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU, UC

Social forces and emotional factors which contribute to marriage and family ties: The changing economy and values on the relationships between men and women, parents and children. 2208.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: SOCI 130)

SOC 49
Independent Study in Sociology
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student’s choice not covered by regular catalog offerings in Sociology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2208.00

SOC 120
Introduction to Research Methods
3 units, 3 hours lecture (GR)
Prerequisite(s): SOC 1
Recommended preparation: MATH 13
Acceptable for credit: CSU, UC

Introduction to empirical research for the social sciences: Nature of theory, hypotheses, variables, ethics of research; application of qualitative analytic tools including survey, observational, experimental, case study, and comparative historical research. 2208.00
AA/AS area 2; CSU area D; IGETC area 4
(C-ID: SOCI 120)

SPANISH (SPAN)

ASSOCIATE IN ARTS DEGREE IN SPANISH FOR TRANSFER (AA-T)

The Spanish department serves a diverse student population in preparation for upper division coursework in Spanish at a four-year university as well as through offering general education courses for non-language majors. The Associate in Arts in Spanish for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Spanish or similar major for completion of a baccalaureate degree. Students are required to complete:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

  (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Arts in Spanish for Transfer Degree will also assist Spanish major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

CAREER OPPORTUNITIES

The Spanish AA-T Degree provides students with the large range of potential educational and career opportunities in the modern language field that include careers in education, public service, law, business, and creative arts.

COURSE SEQUENCE

Core Requirements (20 units)

SPAN 1A*	Elementary Spanish	5
and		
SPAN 1B*	Elementary Spanish	5
or		
SPAN 22A**	Spanish for Bilingual Speakers I	5
and		
SPAN 22B**	Spanish for Bilingual Speakers II	5
and		
SPAN 2A	Intermediate Spanish I	5
and		
SPAN 2B	Intermediate Spanish II	5

List A. Students choose one from the following (3 units)

SPAN 30A	Beginning Conversational Spanish	3
SPAN 30B	Beginning Conversational Spanish	3
SPAN 33A	Beginning Conversational Nauatl	3
SPAN 40	Hispanic Civilization and Culture	3
M/LAT 30A	Survey of Latin-American Films	3
M/LAT 30B	Survey of Latin-American Films	3
M/LAT 32***	African Heritage of Latin America	3
or		
AFRAM 18	African Heritage of Latin America	3
M/LAT 34	History of Latinos in the United States: 1800 to Present	3
M/LAT 36	Survey of Latina/o Literature	3

TOTAL MAJOR UNITS: 23

IGETC or CSU GE Breath Requirements 37-39
Total Units: 60

*: If no experience with the Spanish language
**: For heritage/bilingual speakers or advanced students of Spanish
***: M/LAT 32 is preferred

PROGRAM LEARNING OUTCOMES

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

- Summarize, discuss, and compare Latina/o civilization and cultures in a modern, historical, social, and political context across continents.
- Evaluate and discuss Latina/o Literature and Film from a social, cultural, and political context
- Synthesize vocabulary, language, and reasoning to participate in well developed conversations and write essays.

INDIGENOUS LANGUAGES AND CULTURES-MAM CERTIFICATE OF ACHIEVEMENT (CA)

The Certificate of Achievement in Indigenous Languages and Cultures -Mam is designed to assist community members and students develop an understanding and appreciation of an indigenous language still spoken by thousands of Mam people in Central America, Mexico and United States. The certificate is designed to prepare community members and students to know the roots of their Mayan culture and civilization and the Mayan-Mam speakers. Honoring a community-based approach, the Mam courses emphasize a deep knowledge and understanding of the language and the culture.

CAREER OPPORTUNITIES

With the arrival of more than 15 000 Mam speakers into the Bay Area in the last 15 years, there is an enormous need for Mam translators and interpreters in our society. Even though most of the families come from Guatemala and the south of Mexico, they do not speak neither Spanish nor English. Their children attend day-cares, elementary schools, and high schools and need to be educated and trained in their own language. Many schools, clinics, hospitals, and legal companies required services of translation and cultural intermediates. This recent wave of Mam immigrants has created great career opportunities for people who get trained on Mama language and culture. Thus we have created this certificate of achievement in Mam language and culture.

COURSE SEQUENCE

Core Requirements (15 units)

SPAN 53A	Beginning Mam Language and Culture	5
SPAN 53B	Intermediate Mam Language and Culture	5
SPAN 53C	Advanced Mam Language and Culture	5

Elective: Select one from the following (min 3 units)

SPAN 33A	Beginning Conversational Nauatl	3
LCI 201	Introduction to Translation and Interpretation - Spanish	4
M/LAT 30A	Survey of Latin-American Films	3
M/LAT 30B	Survey of Latin-American Films	3
MUSIC 101	Music Theory and Culture I	3

TOTAL MAJOR UNITS: 18

PROGRAM LEARNING OUTCOMES

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

- Demonstrate oral competence in the Mam language
- Demonstrate written competence in the Mam language.
- Describe and analyze critically the intersections between Mam, Spanish, and English in the US.
- Analyze and interpret pre-colonial, colonial, and contemporary oral and written documents and texts of resistance created by the Mayan / Mam people.

SPANISH (SPAN)

The Spanish language curriculum offers a selection of courses designed to prepare students for further studies in humanities and liberal arts, and in professional careers which requires knowledge of the Spanish language and culture.

SPAN 1A
Elementary Spanish
5 units, 5 hours lecture (GR or P/NP)
This course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC

Development and application of language skills and cultural exploration of the Spanish speaking world: Study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. 1105.00
AA/AS area 3; CSU area C2; IGETC area 6A
(C-ID: SPAN 100)

SPAN 1B
Elementary Spanish
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): SPAN 1A
Acceptable for credit: CSU, UC

Continuation of SPAN 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, 6A
(C-ID: SPAN 110)

SPAN 2A
Intermediate Spanish
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): SPAN 1B
Acceptable for credit: CSU, UC

Conversation, analysis and composition based on selected readings from short stories and articles on culture and history of the Spanish-speaking world: Exploration of culturally relevant topics; grammar review of indicative tenses, imperative and subjunctive mood; expansion of vocabulary and idioms; course conducted in Spanish. 1105.00
AA/AS area 3; CSU area C2; IGETC area 3B, 6A
(C-ID: SPAN 200)

SPAN 2B
Intermediate Spanish
5 units, 5 lecture hours
Prerequisite(s): SPAN 2A
Course is conducted entirely in Spanish
Acceptable for credit: CSU, UC

Analysis and composition based on selected readings from Spanish and Latin American literature, articles on culture and history of the Spanish-speaking world: Exploration of culturally relevant topics; continued grammar review with emphasis on past subjunctive and sequence of tenses; advanced conversation; expansion of vocabulary and idioms. 1105.00
AA/AS area 3; CSU area C2; IGETC area 3B, 6A
(C-ID: SPAN 210)

SPAN 22A
Spanish for Bilingual Speakers I
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): Spanish native speaker proficiency or the equivalent intermediate level
Course is conducted entirely in Spanish.
Acceptable for credit: CSU, UC

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, spelling (orthography), grammar, lexical expansion, and composition. 1105.00
AA/AS area 3; CSU area C2; IGETC area 6A
(C-ID: SPAN 220)

SPAN 22B
Spanish for Bilingual Speakers II
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): SPAN 22A
Course is conducted entirely in Spanish.
Acceptable for credit: CSU, UC

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 3B, 6A
(C-ID: SPAN 230)

SPAN 30A
Beginning Conversational Spanish
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU

Introduction to conversational Spanish: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00
AA/AS area 3; CSU area C2

SPAN 30B
Beginning Conversational Spanish
3 units, 3 hours lecture (GR or P/NP)
Recommended preparation: SPAN 30A
Acceptable for credit: CSU

Continuation of SPAN 30A: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00
AA/AS area 3; CSU area C2

SPAN 33A
Beginning Conversational Nauatl
3 units, 3 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Development of Nauatl language conversational and oral skills: Study and comprehension of the Nauatl language applied to cultural practices; speaking, translating, and interpreting an indigenous language at the beginning level. 2140.00
AA/AS area 3; CSU area C2

SPAN 33B
Intermediate Conversational Nauatl
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): SPAN 33A
Acceptable for credit: CSU, UC

Continuation of SPAN 33A: Study and comprehension of the Nauatl language applied to cultural practices; speaking, translating, and interpreting an indigenous language at the intermediate level. 2140.00
AA/AS area 3; CSU area C2

SPAN 33C
Advanced Conversational Nauatl
3 units, 3 hours lecture (GR or P/NP)
Prerequisite(s): SPAN 33B
Acceptable for credit: CSU, UC

Continuation of SPAN 33B. Study and comprehension of the Nauatl language applied to cultural practices; speaking, translating, and interpreting an indigenous language at the advanced level. 2140.00
AA/AS area 3; CSU area C2

SPAN 36A
Introduction to Aztec-Mexica Culture and Nauatl Language I
5 units, 5 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Development and application of language skills and cultural exploration of the Nauatl (Aztec) speaking world: Study and practice in understanding, speaking, reading and writing Nauatl (Aztec); readings in contemporary and old Mexican (Nauatl) life and culture. 1199.00
AA/AS area 3; CSU area C2; IGETC area 3B, 6A

SPAN 36B
Introduction to Aztec-Mexica Culture and Nauatl Language II
5 units, 5 hours lecture (GR or P/NP)
Acceptable for credit: CSU, UC

Continuation of SPAN 36A: Further development and application of language skills and cultural exploration of the Nauatl (Aztec) speaking world; Study and practice in understanding, speaking, reading and writing Nauatl (Aztec); readings in contemporary and old Mexican (Nauatl) life and culture. 1199.00
AA/AS area 3; CSU area C2; IGETC area 3B, 6A

SPAN 40
Hispanic Civilization and Culture
3 units, 3 hours lecture (GR or P/NP)
Recommended Preparation: SPAN 2A or 22A
Eligible for credit by examination
Acceptable for credit: CSU, UC

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 49
Independent Study in Spanish
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Spanish. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1105.00

SPAN 53A
Beginning Mam Language and Culture
5 units, 5 hours lecture (GR or P/NP)
This course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC

Development of Mam language conversational and oral skills: Study and comprehension of the Mam language ap-

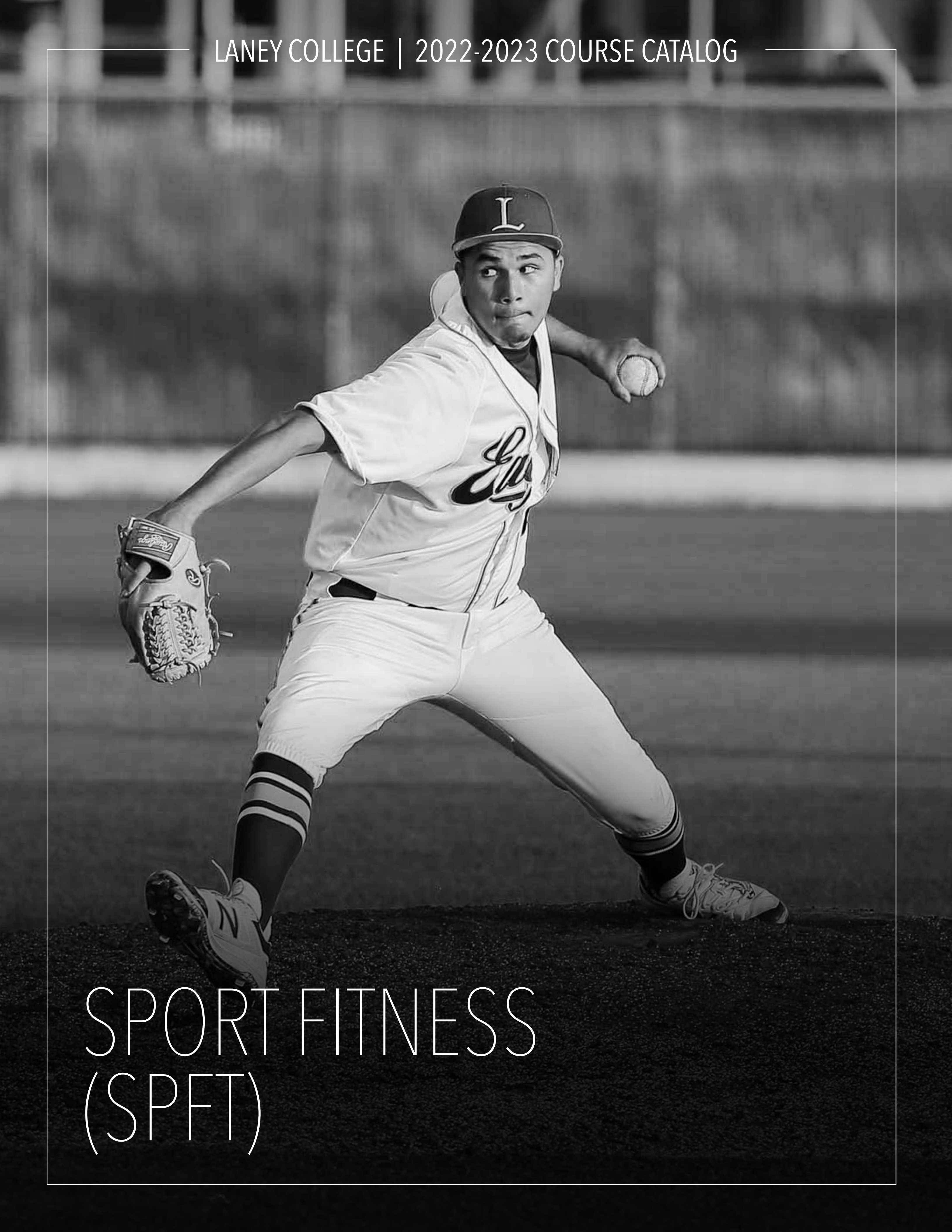
plied to cultural practices; Study and practice in understanding, speaking, reading, and writing Mam. 1105.00
AA/AS area 3

SPAN 53B
Intermediate Mam Language and Culture
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): SPAN 53A
Acceptable for credit: CSU, UC

Continuation of SPAN 53A: Study and comprehension of the Mam language applied to cultural practices; speaking, translating, and interpreting an indigenous language at the intermediate level. 1105.00
AA/AS area 3

SPAN 53C
Advanced Mam Language and Culture
5 units, 5 hours lecture (GR or P/NP)
Prerequisite(s): SPAN 53B
Acceptable for credit: CSU, UC

Continuation of SPAN 53B: Study and comprehension of the Mam language applied to cultural practices; speaking, translating, and interpreting an indigenous language at the advanced level. 1105.00
AA/AS area 3



SPORT FITNESS (SPFT)

SPORTS FITNESS (SPFT)

The Kinesiology, Health Education and Athletics Department offers Sports Fitness curriculum in a wide variety of fitness activity courses to accommodate a variety of fitness levels, interests, and abilities. Courses are geared toward activities to improve cardiovascular and muscular fitness and preparation for sports conditioning. Sports fitness courses encompass: aerobic exercise courses, core training, strength training, aquatics and some sports conditioning. Class participation should generate a higher level of fitness for each student.

SPFT 7A
Swim X-Fit I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity course: Development of fundamental fitness level utilizing a hybrid of swimming, vertical aquatic training, strength and core activities to create a high intensity workout. 0835.10
CSU area E

SPFT 7B
Swim X-Fit II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity course: Development of beginning fitness level utilizing a hybrid of swimming, vertical aquatic training, strength and core activities to create a high intensity workout. 0835.10
CSU area E

SPFT 7C
Swim X-Fit III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity course: Development of intermediate fitness level utilizing a hybrid of swimming, vertical aquatic training, strength and core activities to create a high intensity workout. 0835.10
CSU area E

SPFT 7D
Swim X-Fit IV - Experienced
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity course: Development of experienced fitness level utilizing a hybrid of swimming, vertical aquatic training, strength and core activities to create a high intensity workout. 0835.10
CSU area E

SPFT 9
Swimming Conditioning
1 unit, 4 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Application of competitive swim training techniques, increase cardio-respiratory endurance, muscular strength, and muscular endurance. 0835.00
CSU area E

SPFT 33
Aerobics
0.5 units, 2 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 33.
Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with a focus on cardiovascular and respiratory fitness through various group exercise activities. 0835.00
CSU area E

SPFT 34
Step Aerobics
0.5 units, 2 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 34.
Acceptable for credit: CSU, UC

Activity class: Development of personal fitness using a step platform and step combinations that focus on developing the cardiovascular system. 0835.00
CSU area E

SPFT 35
Bootcamp
0.5 units, 2 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 35.
Acceptable for credit: CSU, UC

Activity class: Functional fitness, circuit training style exercise program for individuals interested in developing and improving their total physical and mental health, including cardiovascular fitness, muscular strength and endurance, flexibility, nutrition and weight management, and stress control. 0835.00
CSU area E

EAGLES
82
DELTA
93

SPFT 36
Aerobic Circuits
0.5 units, 2 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 36.
Acceptable for credit: CSU, UC

Activity class: Development of personal fitness with an emphasis on the cardiovascular, muscular and respiratory systems through a variety of exercise activities. 0835.00
CSU area E

SPFT 37A
Core and Restore I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of fundamental abdominal and core strength and stability in conjunction with using a roller to decrease stress and muscle tension throughout the body, as well as providing muscular rehabilitation. 0835.10
CSU area E

SPFT 37B
Core and Restore II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of beginning abdominal and core strength and stability in conjunction with using a roller to decrease stress and muscle tension throughout the body, as well as providing muscular rehabilitation. 0835.10
CSU area E

SPFT 37C
Core and Restore III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of intermediate level abdominal and core strength and stability in conjunction with using a roller to decrease stress and muscle tension throughout the body, as well as providing muscular rehabilitation. 0835.00
CSU area E

SPFT 37D
Core and Restore IV - Experienced
0.5 units, 2 hours laboratory (GR or P/NP)
Acceptable for credit: CSU, UC

Activity class: Development of experienced level abdominal and core strength and stability in conjunction with using a roller to decrease stress and muscle tension throughout the body, as well as providing muscular rehabilitation. 0835.00
CSU area E

SPFT 54A
Cross Fitness I - Fundamentals
1 unit, 3 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 54A.
Acceptable for credit: CSU, UC

Activity class: Basic introduction to an individualized program for achieving muscle tone and endurance. 0835.00
CSU area E

SPFT 54B
Cross Fitness II - Beginning
1 unit, 3 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 54B.
Acceptable for credit: CSU, UC

Activity class: Moderate introduction to an individualized program for achieving muscle tone and endurance. 0835.00
CSU area E

SPFT 54C
Cross Fitness III - Intermediate
1 unit, 3 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 54C.
Acceptable for credit: CSU, UC

Activity class: Intermediate training that employs resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00
CSU area E

SPFT 54D
Cross Fitness IV - Experienced
1 unit, 3 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 54D.
Acceptable for credit: CSU, UC

Activity class: Experienced training that employs an advanced principle of resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00
CSU area E

SPFT 59A
Strength Training for Sports I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 59A.
Acceptable for credit: CSU, UC

Activity class: Fundamental introduction to strength training for a specific sport. 0835.00
CSU area E

SPFT 59B
Strength Training for Sports II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 59B.
Acceptable for credit: CSU, UC

Activity class: Beginning level strength training for a specific sport. 0835.00
CSU area E

SPFT 59C
Strength Training for Sports III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 59C.
Acceptable for credit: CSU, UC

Activity class: Intermediate level strength training for a specific sport. 0835.00
CSU area E

SPFT 59D
Strength Training for Sports IV - Competition
0.5 units, 2 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 59D.
Acceptable for credit: CSU, UC

Activity class: Competitive level strength training for a specific sport. 0835.00
CSU area E

SPFT 67A
Sports Training I - Fundamentals
0.5 units, 2 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 67A.
Acceptable for credit: CSU, UC

Activity class: Fundamental level of sport specific fitness training to increase sport performance. 0835.00
CSU area E

SPFT 67B
Sports Training II - Beginning
0.5 units, 2 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 67B.
Acceptable for credit: CSU, UC

Activity class: Beginning level of sport specific fitness training to increase sport performance. 0835.00
CSU area E

SPFT 67C
Sports Training III - Intermediate
0.5 units, 2 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 67C.
Acceptable for credit: CSU, UC

Activity class: Intermediate level of sport specific fitness training to increase sport performance. 0835.00
CSU area E

SPFT 67D
Sports Training IV - Experienced
0.5 units, 2 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 86A.
Acceptable for credit: CSU, UC

Activity class: Competition level of sport specific fitness training to increase sport performance. 0835.00
CSU area E

SPFT 86A
Flag Football I - Fundamentals
1 unit, 3 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 86A.
Acceptable for credit: CSU, UC

Activity class: Basic principles and skills in flag football. 0835.00
CSU area E

SPFT 86B
Flag Football II - Beginning
1 unit, 3 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 86B.
Acceptable for credit: CSU, UC

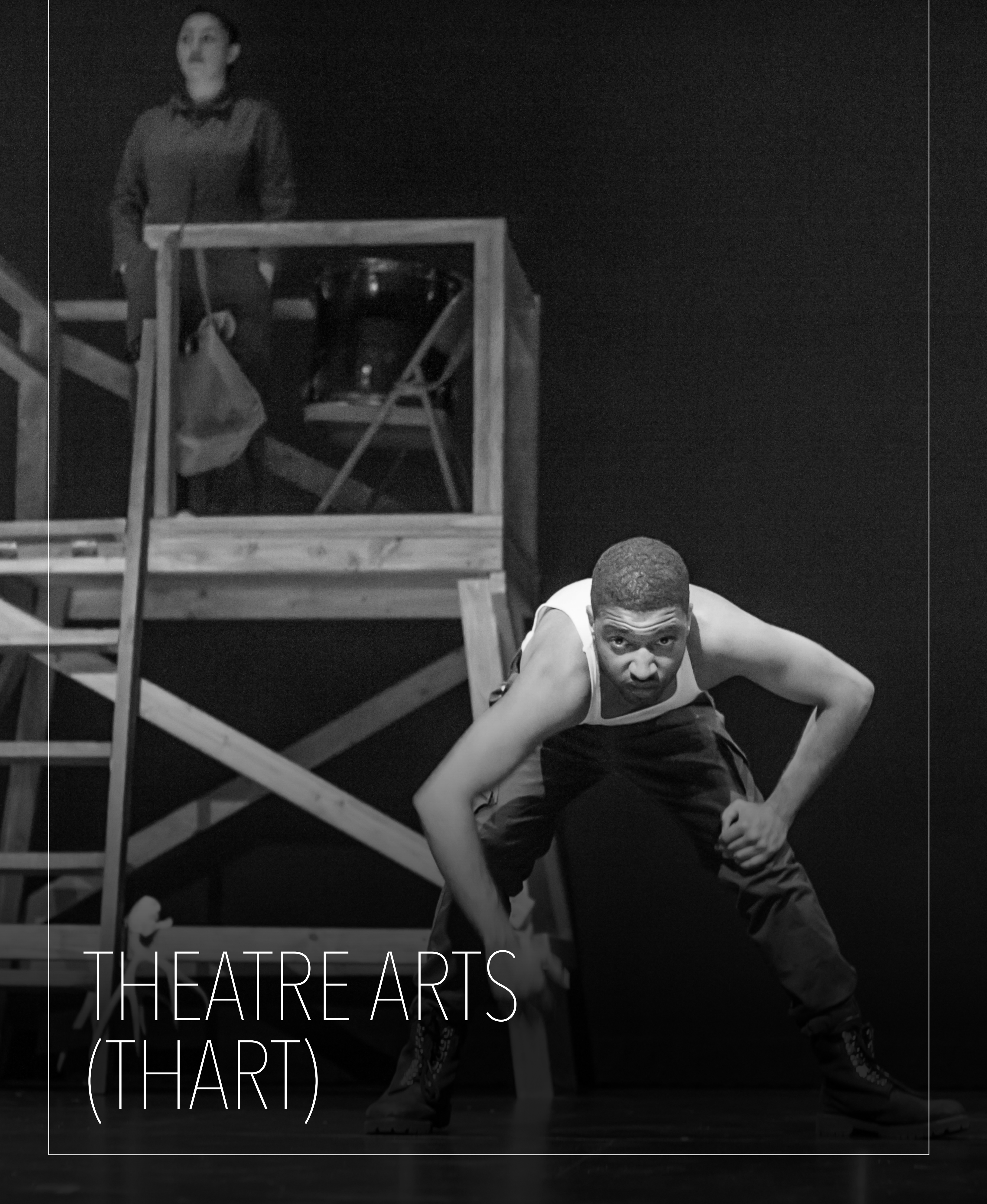
Activity class: Beginning development of flag football skills. 0835.00
CSU area E

SPFT 86C
Flag Football III - Intermediate
1 unit, 3 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 86C.
Acceptable for credit: CSU, UC

Activity class: Intermediate development of flag football skills. 0835.00
CSU area E

SPFT 86D
Flag Football IV - Competitive
1 unit, 3 hours laboratory (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in KIN 86D.
Acceptable for credit: CSU, UC

Activity class: Advanced development of flag football skills. 0835.00
CSU area E



THEATRE ARTS (THART)

THEATRE ARTS
ASSOCIATE OF ARTS (AA)

The Theatre Arts Department provides students the opportunity to broaden their liberal arts education, gain practical experience for professional and community theater work, and prepare for continued higher education. One major production is offered each year utilizing Laney's outstanding theater facility.

The Theatre Arts major offers the fundamental study and understanding of the theater. This allows students to develop their practical skills and talents as well as their intellectual ability to think creatively and critically.

Career Opportunities

Acting, Directing, Stage Managing, Crew, Lighting design.

COURSE SEQUENCE

Core Courses (21 units)

THART 2	Introduction to the Theatre Arts	3
THART 11	Principles and Theory of Improvisation	3
THART 20	Script Analysis	3
THART 21	Acting I	3
THART 22	Acting II	3
THART 31	Rehearsal and Production I	3
THART 32	Rehearsal and Production II	3

Select three courses from the following (9 units)

THART 33	Rehearsal and Production III	3
THART 34	Rehearsal and Production IV	3
THART 40	Stagecraft	3
THART 41	Introduction to Stage Lighting	3

TOTAL MAJOR UNITS: 30

For Associate Degree General Education requirements, refer to that section of the Catalog.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate the fundamental performance and technical production processes for the theatre arts.
- Demonstrate knowledge of the historical and cultural dimensions of theatre, including the works of leading playrights, actors, directors, and designers, past and present.
- Develop a clear understanding of the interaction between script, actor, and audience and the areas of scenery, lighting, sound, and costume.

PHOTO: *Michael Mejia. Photography Instructor*

ASSOCIATE IN ARTS DEGREE IN THEATRE ARTS FOR TRANSFER (AA-T)

The Associate in Arts Degree in Theatre Arts for Transfer (AA-T THART) is designed to prepare students for a seamless transfer with junior status and priority admission to a local CSU campus to a program or major in Anthropology or similar major for completion of a baccalaureate degree.
Students are required to complete:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

  (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

  (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- Obtainment of a minimum grade point average of 2.0. Students must earn a C (or "P") or better for each course in the major or area of emphasis.

- No more than 60 semester units are required.

The Associate in Arts Degree in Theatre Arts for Transfer (AA-T THART) will also assist theater major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities

Acting, Directing, Stage Managing, Crew, Lighting design.

COURSE SEQUENCE

Core Courses (9 units)

THART 2	Introduction to the Theatre Arts	3
THART 21	Acting I	3
THART 31	Rehearsal and Production I	3

Select three courses from the following (9 units)

THART 20	Script Analysis	3
THART 22	Acting II	3
THART 40	Stagecraft	3
THART 41	Introduction to Stage Lighting	3
TOTAL MAJOR UNITS:		**18**

IGTEC or CSU GE-Breadth Education Pattern	**37-39**
CSU Transferrable General Elective Courses to meet 60 units	
TOTAL UNITS	**60**

PROGRAM LEARNING OUTCOMES

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

- Demonstrate the fundamental performance and technical production processes for the theatre arts.
- Demonstrate knowledge of the historical and cultural dimensions of theatre, including the works of leading playrights, actors, directors, and designers, past and present.
- Develop a clear understanding of the interaction between script, actor, and audience and the areas of scenery, lighting, sound, and costume.

THEATRE ARTS (THART)

The Theatre Arts Department provides students the opportunity to broaden their liberal arts education, gain practical experience for professional and community theater work, and prepare for continued higher education. Several major productions are offered each year utilizing Laney's outstanding theater facility.

The Theatre Arts major offers the fundamental study and understanding of the theater. This allows students to develop their practical skills and talents as well as their intellectual ability to think creatively and critically.

THART 2
Introduction to the Theatre Arts
3 units, 2 hours lecture (GR)
Acceptable for credit: CSU, UC

Introduction to the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists: Elements of the production process including playwriting, acting, directing, design, and criticism. Survey of different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions. 1007.00
AA/AS area 3; CSU area C1, IGTEC area 3A
(C-ID: THTR 111)

THART 11
Principles and Theory of Improvisation
3 units, 2 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU, UC

Introduction to the principles and theory of improvisation: Improvised acting and development of dramatic imagination, problem solving, and communicative potential through increasing grasp of dramatic processes. 1007.00
AA/AS area 3; CSU area C1

THART 20
Script Analysis
3 units, 3 hours lecture (GR)
Acceptable for credit: CSU

Principles, theories and techniques of play script analysis for theatrical production. 1007.00
(C-ID: THTR 114)

THART 21
Acting I
3 units, 2 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU, UC

Application basic acting theory to performance and develops the skills of interpretation of drama through acting: Skills for performance including line-learning, stage movement, vocal production, and interpretation of text. 1007.00
(C-ID: THTR 151)

THART 22
Acting II
3 units, 2 hours lecture, 3 hours laboratory (GR)
Prerequisite(s): THART 21
Acceptable for credit: CSU, UC

Continuation of Acting I: Exploration of theories and techniques used in preparation for the interpretation of drama through acting. Emphasis placed on deepening the understanding of the acting process through character analysis, monologues, and scenes. 1007.00
(C-ID: THTR 152)

THART 31
Rehearsal and Production I
3 units, 9 hours laboratory (GR)
Conditional Enrollment: Audition/Interview
Acceptable for credit: CSU, UC

Theatrical production and performance: Practical and creative experience producing a performance for an audience. 1007.00
AA/AS area 3
(C-ID: THTR 191)

THART 32
Rehearsal and Production II
3 units, 9 hours laboratory (GR)
Prerequisite(s): THART 31
Conditional Enrollment: Audition/Interview
Acceptable for credit: CSU, UC

Continuation of THART 31: More extensive practical and creative experiences in the work and art of producing a performance for an audience at an intermediate level. 1007.00

THART 33
Rehearsal and Production III
3 units, 9 hours laboratory (GR)
Prerequisite(s): THART 32
Conditional Enrollment: Audition/Interview
Acceptable for credit: CSU, UC

Continuation of THART 32: More extensive practical and creative experience in the work and art of producing a performance for an audience at an advanced level. 1007.00

THART 34
Rehearsal and Production IV
3 units, 9 hours laboratory (GR)
Prerequisite: THART 33
Acceptable for credit: CSU, UC

Continuation of THART 33: Continuation of practical and creative experiences in the work and art of producing a performance for an audience at a professional level. 1007.00

THART 40
Stagecraft
3 units, 2 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU, UC

Practical experience in various phases of technical theatre: Scene design, lighting, sounds, costumes, set construction, painting; organizing a production. 1007.00
(C-ID: THTR 171)

THART 41
Introduction to Stage Lighting
3 units, 2 hours lecture, 3 hours laboratory (GR)
Acceptable for credit: CSU, UC

Study and execution stage lighting: Emphasis on equipment, control, color and their relationship to design. 1007.00
(C-ID: THTR 173)

THART 49
Independent Study in Theatre Arts
0.5-5 units, 0.5-5 hours lecture, (GR or P/NP)
Acceptable for credit: CSU, UC♦

In-depth exploration of an area or problem of the student’s choice not covered by regular catalog offerings in Theatre Arts. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1007.00

PHOTO: *Michael Mejia. Photography Instructor*

WELDING TECHNOLOGY (WELD)

WELDING TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

Welding Technology offers an opportunity to learn cognitive and manipulative welding skills which prepare the student for employment in occupations that use welding applications.

Career Opportunities

Welding is a lead skill in many construction and manufacturing industries, including industrial maintenance, petroleum, cross-country gas transmission, fabrication of goods and equipment, aerospace, food manufacturing, and biotech. Job titles include both manual welders and welding support personnel, including ironworkers, pile drivers, mill wrights, fabricators, welding supplies and equipment sales, weld inspection and weld engineers.

COURSE SEQUENCE

Core Courses (15 units)

MACH 205	Engineering Drawings for Machinists,Welders and Industrial Maintenance Technician	3
WELD 203A	Beginning Gas Tungsten Arc Welding (TIG)	3
WELD 204A	Wire Feed Welding I (GMAW/MIG)	3
WELD 205	Introduction to Welding	3
WELD 211A	Shielded Metal Arc Welding I (SMAW/E7018)	3

Select three courses from the following (9 units)

WELD 203B	Intermediate Gas Tungsten Arc Welding (TIG)	3
WELD 203C	Advanced Gas Tungsten Arc Welding (TIG)	3
WELD 204B	Wire Feed Welding II (FCAW w/gas)	3
WELD 211B	Shielded Metal Arc Welding II (Stick/E6010)	3
WELD 221A	Beginning Oxygen-Acetylene Welding (OAW)	3

TOTAL MAJOR UNITS: 24

Recommended: MATH 202

PROGRAM LEARNING OUTCOMES

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

- Students will recognize the value of wearing safety glasses in the lab by: 1) describing the dangers to the eyes in the welding lab, (such as UV rays, projectiles, chemicals and sparks/molten material); 2) complying consistently with the Department policy of always wearing safety glasses in the lab.
- Students will determine several advantages and disadvantages of a given welding process, and differentiate between different welding processes.
- Students will correctly list steps for setup and shut down of regulator and torch set for Oxy Acetylene welding. In the lab, they will perform these steps and correctly adjust for a neutral flame.
- Students will set up an arc welding power supply and its related components for SMAW, GMAW and GTAW processes, strike an arc, and complete a weld in the flat position compliant with AWS D1.1 code standards.

WELDING TECHNOLOGY ASSOCIATE OF SCIENCE (AS)

Welding Technology offers an opportunity to learn cognitive and manipulative welding skills which prepare the student for employment in occupations that use welding applications.

Career Opportunities

Welding is a lead skill in many construction and manufacturing industries, including industrial maintenance, petroleum, cross-country gas transmission, fabrication of goods and equipment, aerospace, food manufacturing, and biotech. Job titles include both manual welders and welding support personnel, including ironworkers, pile drivers, mill wrights, fabricators, welding supplies and equipment sales, weld inspection and weld engineers.

COURSE SEQUENCE

Core Courses (15 units)

MACH 205	Engineering Drawings for Machinists, Welders and Industrial Maintenance Technician	3
WELD 203A	Beginning Gas Tungsten Arc Welding (TIG)	3
WELD 204A	Wire Feed Welding I (GMAW/MIG)	3
WELD 205	Introduction to Welding	3
WELD 211A	Shielded Metal Arc Welding I (SMAW/E7018)	3

Select three courses from the following (9 units)

WELD 203B	Intermediate Gas Tungsten Arc Welding (TIG)	3
WELD 203C	Advanced Gas Tungsten Arc Welding (TIG)	3
WELD 204B	Wire Feed Welding II (FCAW w/gas)	3
WELD 211B	Shielded Metal Arc Welding II (Stick/E6010)	3
WELD 221A	Beginning Oxygen-Acetylene Welding (OAW)	3

TOTAL MAJOR UNITS: 24

Recommended: MATH 202

For Associate Degree General Education requirements, refer to that section of the Catalog; post script font

PROGRAM LEARNING OUTCOMES

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

- Students will recognize the value of wearing safety glasses in the lab by: 1) describing the dangers to the eyes in the welding lab, (such as UV rays, projectiles, chemicals and sparks/molten material); 2) complying consistently with the Department policy of always wearing safety glasses in the lab.
- Students will determine several advantages and disadvantages of a given welding process, and differentiate between different welding processes.
- Students will correctly list steps for setup and shut down of regulator and torch set for Oxy Acetylene welding. In the lab, they will perform these steps and correctly adjust for a neutral flame.
- Students will set up an arc welding power supply and its related components for SMAW, GMAW and GTAW processes, strike an arc, and complete a weld in the flat position compliant with AWS D1.1 code standards.

WELDING TECHNOLOGY (WELD)

The Welding Technology Program introduces students to both the theoretical and manipulative skills necessary to perform in a broad range of welding careers. Students practice several different types of manual welding and learn the technical and scientific aspects of the welding process.

WELD 200
Special Projects Laboratory
1-3 units, 3-9 hours laboratory (GR or P/NP)
Course study under this section may be repeated three times.

Designed for advanced students: Skills upgrading in all phases of welding. 0956.50

WELD 203A
Beginning Gas Tungsten Arc Welding (TIG)
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Students must provide their own personal protective equipment (PPE).

Introduction to Gas Tungsten Arc Welding GTAW (TIG): Safe welding practices, use of Personal Protective Equipment (PPE), Material Safety Data Sheets (MSDS) theory and equipment. 0956.50

WELD 203B
Intermediate Gas Tungsten Arc Welding (TIG)
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Prerequisite(s): WELD 203A
Students must provide their own personal protective equipment (PPE).

Continuation of WELD 203A: Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS) theory and equipment. 0956.50

WELD 203C
Advanced Gas Tungsten Arc Welding (TIG)
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Prerequisite(s): WELD 203B or Instructor’s Approval
Students must provide their own personal protective equipment (PPE).

Continuation of WELD 203B: Advanced applications of GTAW (TIG) welding including safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS) theory, equipment and advanced processes. 0956.50

WELD 203D
Certification Gas Tungsten Arc Welding (TIG)
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Prerequisite(s): WELD 203A
Students must provide their own personal protective equipment (PPE).
A fee will be charged for third-party laboratory testing.
Course study under this section may be repeated three times.

Gas Tungsten Arc Welding (GTAW): Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS), defects, equipment and weld procedures. Laboratory includes certification testing and practice. 0956.50

WELD 204A
Wire Feed Welding I (GMAW/MIG)
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Students must provide their own personal protective equipment (PPE).

Wire Feed Welding I: Wire feed welding at an introductory level, welding safety, plasma cutting, pre/post heating, welding symbols, and closed-root welding on steel plates with Gas-Shielded Flux-Cored wire. Students will have the opportunity to take American Welding Society (AWS) Certification tests. 0956.50

WELD 204B
Wire Feed Welding II (FCAW w/gas)
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Prerequisite(s): WELD 204A or Instructor’s Approval
Students must provide their own personal protective equipment (PPE).

Wire Feed Welding II: Increased proficiency in high quality welds at an intermediate level, welding safety, plasma cutting, pre/post heating, welding symbols, and closed-root welding on steel plates with Gas-Shielded Flux-Cored wire. Students will have the opportunity to take American Welding Society (AWS) Certification tests. 0956.50

WELD 204C
Wire Feed Welding III (FCAW/no Gas)
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Prerequisite(s): WELD 204B or Instructor’s approval
Students must provide their own personal protective equipment (PPE).

Wire Feed Welding III: Increased proficiency in high quality welds at an advanced level, Welding Safety, Carbon Arc cutting, Weld Quality, physical characteristics of metals, and Closed-Root welding on Steel Plates with Self-Shielded Flux-Cored wire. Students will have the opportunity to take American Welding Society (AWS) Certification tests. 0956.50

WELD 205
Introduction to Welding
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Students must provide their own personal protective equipment (PPE).

Introduction to welding: Survey of manual processes (SMAW, GTAW, Oxygen-acetylene welding and cutting) and semi-automatic welding processes (wire feed, e.g. GMAW and FCAW), personal protective equipment (PPE), hazards associated with welding, identification of safe welding practices, and understanding a safety data sheets (SDS). 0956.50

WELD 211A
Shielded Metal Arc Welding I (SMAW/E7018)
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Recommended Preparation: For Safety reasons, Students must speak and understand the Spoken and Written English Language
Students must provide their own personal protective equipment (PPE).

Shielded Metal Arc Welding (Stick) I: Introductory level SMAW including welding safety, Oxy-Fuel cutting, equipment setup, bead welds, fillet welds, and welding on steel plates with E7018 electrodes. Students will have the opportunity to take American Welding Society (AWS) Certification tests. 0956.50

WELD 211B
Shielded Metal Arc Welding II (Stick/E6010)
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Prerequisite(s): WELD 211A or Instructor's approval
Students must provide their own personal protective equipment (PPE).

Shielded Metal Arc Welding II (Stick): Intermediate level application of SMAW, including Welding Safety, Plasma Cutting, Metal Preparation, Electrodes, and Closed-Root welding on Steel Plates with E6010 electrodes. Students will have the opportunity to take American Welding Society (AWS) Certification tests. 0956.50

WELD 211C
Shielded Metal Arc Welding III, (Open Root)
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Prerequisite(s): WELD 211B or Instructor's approval
Students must provide their own personal protective equipment (PPE).

Shielded Metal Arc Welding III (Stick): Advanced SMAW including welding safety, Carbon Arc cutting, proficiency in weld quality, joint fit-up, and Open-Root welding on steel plates with E6010 and 7018 electrodes. Students will have the opportunity to take American Welding Society (AWS) Certification tests. 0956.50

WELD 211D
Arc Welding IV
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Prerequisite(s): WELD 211C
Students must provide their own personal protective equipment (PPE).

Continuation of WELD 211C: Advanced skill level in all welding positions of open vee butts, pipe, and sheet metal; industrial alloys; oxyacetylene method of metal. 0956.50

WELD 215
Welding for ECT Technicians
1.5 units, 1 hour lecture, 1.5 hours laboratory (GR)
Corequisite(s): ECT 13

Basic theory and manipulative practices of using various welding and brazing methods related to Environmental Control Technology: Electric welding, brazing and soldering using oxy- acetylene and gas cutting equipment. 0956.50

WELD 221A
Beginning Oxygen-Acetylene Welding (OAW)
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Students must provide their own personal protective equipment (PPE).

Basic principles and skills for Oxygen Acetlyene Welding OAW (Gas Welding): Safe welding practices, use of Personal Protective Equipment (PPE) and Material Safety Data Sheets (MSDS); and hands-on welding practice. 0956.50

WELD 221B
Intermediate Oxygen-Acetylene Welding (OAW)
3 units, 2 hours lecture, 4 hours laboratory (GR or P/NP)
Prerequisite(s): WELD 221A
Students must provide their own personal protective equipment (PPE).

Continuation of WELD 221A: Expansion of out-of-position welding and welding thicker materials. 0956.50

WELD 230
Introduction to Welding Metallurgy
2 units, 2 hours lecture (GR or P/NP)

Welding metallurgy theory: Bonding, crystalline structures, phase diagram (Thermodynamics), kinetics, solidification, defects, strength, strengthening mechanisms. 0956.50

WELD 231A
Pipe Welding with SMAW
3 units, 2 hours lecture, 4 hours laboratory (GR)
Prerequisite(s): WELD 211A, 221B, 211C or 203A, 203B, 203C
Students must provide their own personal protective equipment (PPE).

Theory and practical application of pipe joint preparation and design,: API (American Petroleum Institute) and AWS (American Welding Society) welding codes specification for pipe and pipe fittings, analysis of joint configuration, plasma and flame cutting of pipes, wire and electrodes selections, pipe welding blue print and welding symbols, SMAW, and GTAW of pipe joints, non-destructive and destructive test and qualitative concepts of evaluation as found in industry standards. 0956.50

WELD 240
Introduction to Weld Inspection
2 units, 2 hours lecture (GR or P/NP)
Students must provide their own personal protective equipment (PPE).

Basic code interpretation and nondestructive test methods theory: Ultrasonic Testing (UT) Magnetic Particle (MAG) Die Penetrant Visual Inspection. 0956.50

WELD 255
Survey Course for the Skilled Trades
0.5 units, 1.5 hours laboratory (P/NP)
Corequisite(s): MACH 255, CARP 255, WDTEC 255

Introduction to the skilled trades Carpentry: Topics include safety, career opportunities, and hands on experience. Part of a four part series survey class including CARP 255, MACH 255, WDTEC 255. 0956.50

WELD 466M
Occupational Work Experience in Welding Technology
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in welding or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0956.50

WOOD TECHNOLOGY (WDTEC)

DIGITAL FABRICATION TECHNOLOGY – WOOD TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

Laney College's Wood Technology focused Digital Fabrication Technology Program prepares graduates for modern Digital Fabrication and Advanced Manufacturing careers in furniture, cabinet, industrial art, custom installation and parts manufacturing shops. These multi-disciplinary courses emphasize and expand on the fundamentals of computer-assisted design (CAD) and computer-assisted manufacturing (CAM) techniques. Students will learn intermediate and advanced skills in iterative, design-oriented thinking by employing rapid prototyping philosophy framed within a creative problem-solving mindset. Graduates will leave with the ability to: conceptualize a project, 3D model it in its entirety, create the project using computer numerically controlled (CNC) and advanced manufacturing equipment, rapidly analyze and improve a project through iteration, and finish a project using modern and hand techniques.

Career Opportunities

CNC operator, CNC programmer, Part designer, Fabricator, CAD/CAM specialist, Design and fabrication consultant, 3D printer operator, Digital Fabrication technician, Production assistant, Manufacturing technician, Shop fabricator, Fabrication technician, Fabrication lab manager, Advanced manufacturing teacher, Shop manager, Process engineer, Engineering equipment Technician, Makerspace and instructional support technician, Sign fabricator, Fablab instructor, and Laser cutter operator.

Course Sequence:

Fundamental Skills (5 units)

CARP 224A	Digital Fabrication I	2
WDTEC 10	Wood Technology I	3

Computer Assisted Design (3 or 4 units)

MACH 20	CAD Solid Modeling with Solidworks or	4
ENGIN 22	Engineering Graphics	3

Further Study in Digital Fabrication (6 units)

CARP 224B	Digital Fabrication II	2
WDTEC 30	CAD/CAM Techniques in the Cabinet-making industry	4

Continuation and Discovery of New Disciplines (8 units)

MACH 210	Machine Technology I	5
WDTEC 20	Wood Technology II	3

Cooperative Education (min 2 units)

WDTEC 466N	Occupational Work Experience in Wood Technology	1-4

TOTAL MAJOR UNITS:	**24-25**

PROGRAM LEARNING OUTCOMES

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

- Safety - Demonstrate proper safety protocols of all tools and equipment in the classroom .
- Skills - Students will be able to use modern industrial computer numerically controlled (CNC) equipment to produce projects and apply improvements within the prototyping process using engineering and design principles.
- Materials and Practices - Students will identify, analyze, evaluate and apply the correct materials to the appropriate production parameters creating efficient work flows for projects with optimal material use.

WOOD TECHNOLOGY CERTIFICATE OF ACHIEVEMENT (CA)

The Certificate of Achievement in Wood Technology offers woodworking instruction for career-oriented students. The two primary objectives of the program is to make each student a safe machine and/or tool user, and to provide the student with the problem-solving tools that relate to four-dimensional wood-based construction. Students will learn throughout the program the fundamentals of wood technology: operational machine safety, material classifications, selections and applications, primary fabrication processes and techniques, advanced construction problems and techniques, application of hardware and finishes, modern Computer Numerical Control (CNC) based cabinet manufacturing methodologies. Employment-oriented students are assisted in finding work fabricating custom furniture, kitchen cabinets, commercial fixtures, architectural millwork, and a wide variety of other wood products.

COURSE SEQUENCE

Core Courses (21-24 units)

WDTEC 10	Wood Technology I	3
WDTEC 10L	Wood Technology Laboratory I	4
WDTEC 11	Furniture Cabinet Layout I	2
WDTEC 20	Wood Technology II	3
WDTEC 20L	Wood Technology Laboratory II	4
WDTEC 21	Furniture Cabinet Layout II	4
WDTEC 223	CAL-OSHA 30-Hour General Industry Training	2
MATH 220G*	Technical Mathematics with Trigonometry (Lab)	1
or		
MATH 221*	Technical Mathematics	4
TOTAL MAJOR UNITS:		**21-24**

*: A high level MATH course may be substituted.
MATH 220G is the end course of a series; students must complete or show competency of all the concepts covered in MATH 220A-G

PROGRAM LEARNING OUTCOMES

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

- Skills: Students will develop a foundation of core skills necessary to effectively use hand tools, operate power tools, do design and layout for projects, and work with CAD/CAM software and CNC equipment that is current for the cabinet and furniture making industry.
- Materials and Practices: Students will identify, analyze, evaluate and apply materials of the trade to the appropriate production standards creating efficient work flows for shop projects with optimal material use.
- Communication and Calculate: Students will interpret, analyze and calculate in order to create architectural drawings and other shop documents used in the contemporary woodworking trade and communicate essential information from these documents to coworkers and clients with the appropriate nomenclature.
- Safety: Students will evaluate, set up and operate stationary woodworking machines, portable power tools, and hand tools according to safe standard operational practices.

WOOD TECHNOLOGY ASSOCIATE OF SCIENCE (AS)

The Wood Technology curriculum offers instruction in woodworking for career-oriented students, and includes access to one of the best- equipped shops in Northern California. Employment-oriented students are assisted in finding work making custom furniture, kitchen cabinets, commercial fixtures, architectural millwork, and a wide variety of other wood products. Instruction is highly individualized and is designed to allow flexibility in learning speed, design experimentation, and areas of emphasis. The two primary goals of all classes are to make each student a safe machine and/or tool user, and to provide her/him with the problem-solving tools that relate to four-dimensional wood-based construction.

COURSE SEQUENCE

Core Courses (21-24 units)

WDTEC 10	Wood Technology I	3
WDTEC 10L	Wood Technology Laboratory I	4
WDTEC 11	Furniture Cabinet Layout I	2
WDTEC 20	Wood Technology II	3
WDTEC 20L	Wood Technology Laboratory II	4
WDTEC 21	Furniture Cabinet Layout II	4
WDTEC 223	CAL-OSHA 30-Hour General Industry Training 2	
MATH 220G*	Technical Mathematics with Trigonometry (Lab) 1	
or		
MATH 221*	Technical Mathematics	4
TOTAL MAJOR UNITS:		**21-24**

*: A high level MATH course may be substituted.
MATH 220G is the end course of a series; students must complete or show competency of all the concepts covered in MATH 220A-G

For Associate Degree General Education requirements, refer to page 60.

PROGRAM LEARNING OUTCOMES

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

- Skills: Students will develop a foundation of core skills necessary to effectively use hand tools, operate power tools, do design and layout for projects, and work with software and CNC equipment that is current for the cabinet and furniture making trade.
- Materials and Practices: Students will identify, analyze, evaluate and apply materials of the trade to the appropriate production parameters creating efficient work flows for shop projects with optimal material use. Students will analyze production processes and apply required techniques in order to meet production standards.
- Communication and Calculate: Students will interpret, analyze, do required mathematical calculations and create architectural drawings and other shop documents used in the contemporary woodworking trade and communicate essential information from these documents to coworkers and clients. Students will use woodworking nomenclature to communicate effectively in the woodworking field.
- Safety: Students will evaluate, set up and operate woodworking machinery and use hand tools according to safe operational practices and understand the implications of materials as they relate to worker and customer safety and environmental impacts.

WOOD TECHNOLOGY (WDTEC)

The Wood Technology curriculum offers instruction in woodworking for career-oriented students and includes access to one of the best-equipped shops in Northern California. Employment-oriented students are assisted in finding work making custom furniture, kitchen cabinets, commercial fixtures, architectural millwork, and a wide variety of other wood products. Instruction is highly individualized and is designed to allow flexibility in learning speed, design experimentation, and areas of emphasis. The two primary goals of all classes are to make each student a safe machine and/or tool user, and to provide them with the problem-solving tools that relate to four-dimensional wood-based construction.

WDTEC 10
Wood Technology I
3 units, 3 hours lecture (GR)
Prerequisite(s) or corequisite(s): WDTEC 11
Corequisite(s): WDTEC 10L
Acceptable for credit: CSU

Introduction to the technology of woodworking trades: Discussion and demonstration (SOP-safe operating procedures) of safe operation of stationary and portable power tools; milling, sawing, shaping, sanding, assembly, and finishing techniques; sharpening, machine maintenance, process planning. 0952.50

WDTEC 10L
Wood Technology Laboratory I
4 units, 12 hours laboratory (GR)
Corequisite(s): WDTEC 10 and 11
Acceptable for credit: CSU

Lab component of WDTEC 10: Laboratory practices to supplementing theory presented in WDTEC 10; practice of safe operation of stationary and portable power tools; milling, sawing, shaping, sanding, assembly, and finishing techniques; sharpening, machine maintenance, process planning. 0952.50

WDTEC 11
Furniture Cabinet Layout I
2 units, 1 hour lecture, 3 hours laboratory (GR)
Corequisite(s): WDTEC 10, 10L
Acceptable for credit: CSU

Drafting, layout, and detailing for the woodworking trades: Interpreting and producing shop drawings, applying joinery appropriate to various quality standard grades, solid wood forms, and geometric constructions. 0952.50

WDTEC 20
Wood Technology II
3 units, 3 hours lecture (GR)
Prerequisite(s): WDTEC 10, 10L, 11
Corequisite(s): WDTEC 20L, 21
Acceptable for credit: CSU

Continuation of WDTEC 010: 32mm cabinet-making systems; complex forms; machine maintenance; wood bending; advanced construction problems and techniques; finishing; hardware; adhesives and abrasives, hand tool conditioning and use; and related class projects. 0952.50

WDTEC 20L
Wood Technology Laboratory II
4 units, 12 hours laboratory (GR)
Prerequisite(s): WDTEC 10, 10L, 11
Corequisite(s): WDTEC 20, 21
Acceptable for credit: CSU

Laboratory component of WDTEC 20: 32mm cabinet-making systems fabrication sequence, CNC operation, wood bending, advanced construction problems and techniques, finishing, hardware, adhesives and abrasives, hand tool conditioning and use, and related class projects. 0952.50

WDTEC 21
Furniture Cabinet Layout II
2 units, 1 hour lecture, 3 hours laboratory (GR)
Prerequisite(s): WDTEC 10, 10L, 11
Corequisite(s): WDTEC 20, 20L
Acceptable for credit: CSU

Continuation of WDTEC 11: Interpreting and producing shop drawings, applying joinery appropriate to various quality standard grades, solid wood forms, and geometric constructions; using the computer as a tool for designing, drawing, generating cut lists, detailing cabinets plans, performing panel optimization plans, and cost/time analysis for the cabinetmaking industry. 0952.50

WDTEC 30
CAD/CAM Techniques in the Cabinet-Making Industry
4 units, 2 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): WDTEC 20, 20L, 21
Acceptable for credit: CSU

Fundamentals of computer-assisted design (CAD), computer-assisted machining (CAM), fabrication techniques, and methodology: Theory, practice, and application with CAD/CAM software and CNC machinery commonly used in the contemporary woodworking industry. 0952.50

WDTEC 40
Advanced CAD/CAM Techniques in the Cabinet-Making Industry
4 units, 2 hours lecture, 6 hours laboratory (GR)
Prerequisite(s): WDTEC 30
Acceptable for credit: CSU

Advanced principles of computer-assisted design (CAD), computer-assisted machining (CAM), fabrication techniques, and methodology: Theory, practice, and application with CAD/CAM software and CNC machinery commonly used in the contemporary woodworking industry. 0952.50

WDTEC 200
Special Projects Laboratory
1-2 units, 3-6 hours laboratory (GR)
Conditional Enrollment: Student must have completed at least 1 semester of WDTEC courses
Course study under this section may be repeated three times.

Open laboratory: Upgrading of specific wood technology skills and selected wood technology projects. 0952.50

WDTEC 210A
Traditional Japanese Hand Tools and Joinery I
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)

Instruction and practice in the selection, sharpening, conditioning, and use of high-quality traditional woodworking hand tools: Emphasis on hand tools from Japan—sharpening stones, chisels, planes and saws, and traditional Japanese joinery. 0952.50

WDTEC 210B
Traditional Japanese Hand Tools and Joinery II
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): WDTEC 210A

Continuation of WDTEC 210A: Construction of a series of projects based on traditional Japanese joinery construction and use of specialty tools such as chamfer, rabbet, plow planes, kebiki, azebiki saws, yariganna (spear planes); more refined techniques of sharpening, planning, and joinery construction. 0952.50

WDTEC 210C
Traditional Japanese Hand Tools and Joinery III
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): WDTEC 210B

Continuation of WDTEC 210B: Development and presentation of advanced projects, with exploration of more substantial and mature joinery work. 0952.50

WDTEC 210D
Small Yard and Garden Structures
2 units, 1 hour lecture, 3 hours laboratory (GR or P/NP)
Prerequisite(s): WDTEC 210A
Course study under this section may be repeated two times.

Fundamentals of design and construction of small structures for the yard and garden: Focus on developing designs with structural joinery construction projects. 0952.50

WDTEC 223
CAL-OSHA 30-Hour Construction Industry Training
2 units, 2 hours lecture (GR)

CAL-OSHA 30-hour general industry training: Industry Standards for regulations covered by the Occupational Safety and Health Administration (OSHA) Standards for the General Industry 29 CFR 1926. 0952.50

WDTEC 255
Survey Course for the Skilled Trades
0.5 units, 1.5 hours laboratory (P/NP)

Introduction to the skilled trades Carpentry: Topics include safety, career opportunities, and hands on experience. Part of a four part series survey class including CARP 255, MACH 255, WELD 255. 0952.50

WDTEC 271
Artisans in Wood I
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Recommended preparation: ESL 264.
Course study under this section may be repeated one time.

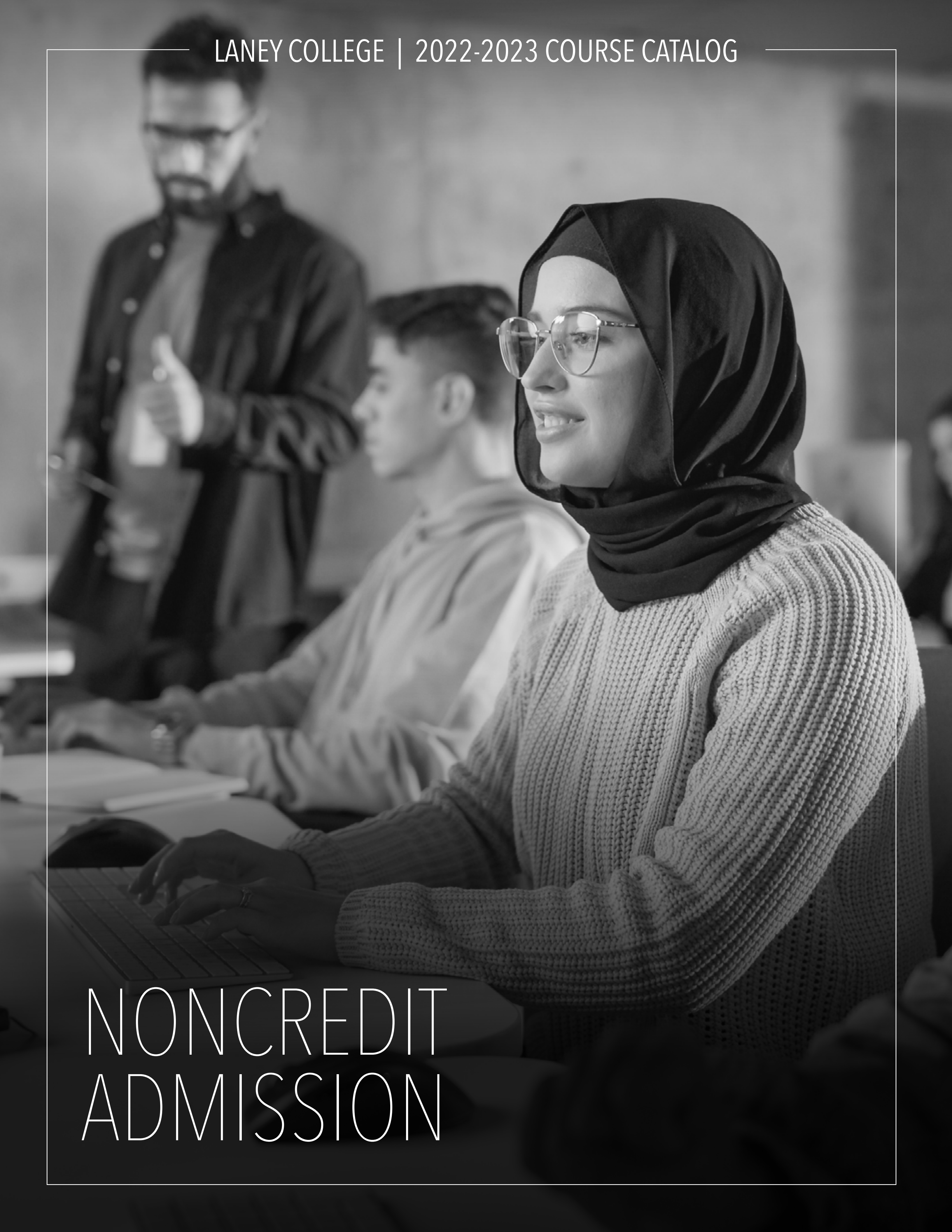
Training in basic woodworking and communication skills: Lecture, demonstration, and hands-on practice with tools and materials of cabinet and furniture making; safe and efficient application of machine-oriented woodworking techniques; emphasis on communication and problem-solving skills related to woodworking industry. 0952.50

WDTEC 272
Artisans in Wood II
4 units, 2 hours lecture, 6 hours laboratory (GR or P/NP)
Prerequisite(s): WDTEC 271
Recommended preparation: ESL 264.
Course study under this section may be repeated one time.

Continued training in woodworking and communication skills: Lecture, demonstration, and hands-on practice with advanced woodworking techniques; multi-phase production techniques; project and production team management. 0952.50

WDTEC 466N
Occupational Work Experience in Wood Technology
1-4 units, 3.43-17.15 hours laboratory (GR)
Course study under this section may be repeated three times.
Acceptable for credit: CSU

Supervised employment providing opportunities in wood technology or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0952.50



NONCREDIT ADMISSION

NONCREDIT ADMISSION

Laney College offers an extensive schedule of day, evening and weekend noncredit classes. Noncredit classes assist students seeking to improve math or English proficiency, increase literacy and job skills, prepare for college-level courses and advance employability.

Admissions Policy

Anyone 18 years or older can enroll in a noncredit class. Students may enroll in most classes by attending the first class meeting, provided space is available.

How to enroll in Noncredit courses

Students can earn certificates in the noncredit curriculum. There is no tuition for noncredit courses. However, a few courses include a fee for materials provided to students. Students are also responsible for the purchase of books and supplies.

New students must apply to the college via CCCApply or the Noncredit Application. Students can enroll in credit and noncredit classes simultaneously if they complete the CCCApply. If they only complete the Noncredit Application, they can only take noncredit classes. The student may complete a Noncredit Application by

1. Go to http://web.peralta.edu/workforcedevelopment/apply-and-enroll/ on their web browser
2. Click on the Apply Online link
3. Fill in the online form
4. Click submit. Students may also pick up an application at the location they plan to attend and submit it to the Office of Admissions & Records.

In many cases, the student can enroll in classes by attending the first class meeting. The student can also enroll after the start of the semester. Speak to a counselor or the instructor.

Is it permissible to enroll in Noncredit free classes while in F-1 status?

International students with a F1 visa may enroll in noncredit courses however they must be enrolled in a full-time status (12 units) at their Home School. NONCREDIT COURSES CANNOT COUNT TOWARD FULL-TIME STATUS. Please check with an International Student Counselor for more information.

You may enter in the F-1 visa category provided you meet the following criteria:

1. You must be enrolled in an “academic” educational program, a language-training program, or a vocational program
2. Your school must be approved by the Student and Exchange Visitors Program, Immigration & Customs Enforcement
3. You must be enrolled as a full-time student at the institution
4. You must be proficient in English or be enrolled in courses leading to English proficiency
5. You must have sufficient funds available for self-support during the entire proposed course of study
6. You must maintain a residence abroad which he/she has no intention of giving up.

More information on F-1 visa
http://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment

Is it permissible to enroll in school while in B-1/B-2 status?

No, it is NOT permissible to enroll in any class. The regulations, at 8 CFR 214.2(b)(7), specifically prohibit study in the United States while in B-1 or B-2 status.

More information on B-1/B-2 Visa
http://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment/special-instructions-b-1b-2-visitors-who-want-enroll-school

NONCREDIT RESOURCES

Counseling

Counselors are available to assist students with educational and career planning. Visit or contact the center(s) for dates and times of operation

Grading

Upon completion of a course, students will receive a grade of Pass, No Pass or Satisfactory Progress. Satisfactory Progress means that the student has shown some progress towards meeting course content but needs to repeat the course in order to fully reach competency.

Can a Noncredit student get a Laney College photo ID card? How?

Yes. The student ID card is free for all students at the campus Welcome Center or Student Activities Office.

What Students Need:

- A current class schedule showing enrollment
- Students need to bring a valid photo ID

How do students get parking permits?

All students who park at any of the Peralta Colleges must have a valid, current parking permit at all times. Semester parking permits can be purchased at the cashier's office at the colleges. Daily parking passes are also available at the parking lots.

How do students request an official Noncredit transcript?

Contact District A&R and request a noncredit transcript.

Is a noncredit student eligible for financial aid?

No. Federal Financial Aid is not available for noncredit courses. Noncredit courses are tuition free. Students are responsible for the purchase of books and supplies. Financial aid is not available for these materials.

Repeatability

There are no repeatability limits for noncredit courses. How does a student petition for a noncredit certificate? Students should work with their instructor in order to petition for a certificate.

Can noncredit students participate in the graduation ceremony in May?

Noncredit students who complete a certificate are allowed and encouraged to participate in college graduation ceremonies. To apply or "petition" for graduation, students must see a counselor and complete the petition paperwork before the deadline posted on the website above. In addition, please have students go by the Student Center 412 after April 15th and see the Staff Assistant in Student Life to receive graduation letter.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the college receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
A student who wishes to ask the college to amend a record should write the registrar, clearly identify the part of the record the student wants changed and specify why it should be changed.
If the college decides not to amend the record as requested, Laney College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The college discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the college who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.
Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

NONCREDIT CURRICULUM

Laney College offers two types of noncredit certificates, Certificate of Completion and Certificate of Competency, which prepare students for entry-level employment or further study. A Certificate of Completion is a sequence of courses designed to prepare students to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses. A Certificate of Competency is a sequence of courses preparing students to demonstrate achievement in a set of competencies that prepares the student to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses.

BIOLOGY (BIOL)

QUALITY AND REGULATORY PRACTICES IN BIOTECHNOLOGY (CCt)

The Certificate of Completion in in Quality and Regulatory Practices in Biotechnology (CCt BIOL) prepares students to work in a regulated field. Students will explore concepts related to quality control and quality assurance. Key concepts for product safety and quality include the roles of governmental oversight and regulation during discovery, development and manufacturing of products in validation, documentation and regulatory compliance. Students will gain sufficient mastery of the Quality Book of Knowledge to take the CQIA exam administered by the American Society for Quality (ASQ).

Career Opportunities

Job that align with Certifications include:
Analyst: Initiates and coordinates quality-related data from production, service or process improvement activities and reports these data using statistical techniques. Average salary: $69,980.
Associate: Involved in quality improvement projects but not necessarily full time. Does not necessarily have primary responsibility for traditional quality management, assurance or control activities. Average salary: $59,036.
Auditor: Performs and reports on internal or external quality system audits. Average salary: $76,979.
Average with certification: $79,264 • Average without certification: $71,555
Other jobs: Calibration Technician, Reliability/Safety Engineer, Inspector, Specialist, Supplier Quality Engineer/Professional Technician

COURSE SEQUENCE

Students must complete a minimum of 89.25 hrs

CORE COURSES	**(89.25-105 hrs)**	
BIOL 574	Quality Practices in Biotechnology	36.75-52.5
BIOL 577	Business and Regulatory Practices in Biomanufacturing	52.5
TOTAL CORE HOURS:		**89.25-105**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Apply knowledge gained in sufficient mastery of the Quality Body of Knowledge to pass the Certified Quality Improvement Associate exam

BIOL 574
Quality Practices in Biotechnology
0 units, 36.75-52.5 hours lecture (P/NP or SP)
Course study under this section may be repeated three times.

Preparation for the Certified Quality Improvement exam (CQIA) administered by the American Society for Quality (ASQ): Introduction to basic quality principles and tools with an emphasis on their application in biotechnology. Concepts related to quality control, quality assurance, validation, documentation, and regulatory compliance within this industry. 0430.00

BIOL 577
Business and Regulatory Practices in Biomanufacturing
0 units, 52.5 hours lecture (P/NP or SP)

Manufacturing procedures and basic business principles: Key concepts for product quality and safety as it moves through a biomanufacturing production pipeline, roles of governmental oversight and regulation during the discovery, development and manufacturing of new products for the biopharmaceutical industry. 0430.00

COUNSELING (COUN)

COLLEGE PREPARATION AND ORIENTATION (CCy)

The College Preparation and Orientation Certificate of Competency will provide students with experience with navigating the college student records system. Courses will cover college orientation, resources, time management skills and goal setting skills to incoming college students.

Career Opportunities

This program is designed to ensure that students have academic skills required to be successful in their academic goals, which ultimately allows for success in career goals.

COURSE SEQUENCE

Students must complete a minimum of 4 hours

Core Courses		**(4-8 hrs)**
COUN 521	College Readiness I	4-8
COUN 522	College Readiness II	4-8
TOTAL CORE HOURS:		**4-8**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Navigate the college system (student portal, email account and Passport system), for college policies, procedures, and various information.

COUN 521
College Readiness I
0 units, 4-8 hours laboratory (P/NP or SP)
Course study under this section may be repeated three times.

Orientating students to college: Campus resources, college programs, policies and procedures. 4930.14

COUN 522
College Readiness II
0 units, 4-8 hours laboratory (P/NP or SP)
Course study under this section may be repeated three times.

College success skills: Time management and goal setting skills. 4930.14

ENGLISH (ENGL)

ACADEMIC COMPOSITION SKILLS
CERTIFICATE OF COMPETENCY (CCy)

The Academic Composition Skills Certificate of Competency (CCy ENGL) ensures necessary skills in fundamentals of English composition and research for students enrolled in composition courses. Students who complete this program will have skills which will help them succeed in future courses that require essay writing.

This program is designed to ensure that students have academic skills required to be successful in their academic goals, which ultimately allows for success in career goals.

COURSE SEQUENCE

Students must complete a minimum of 52.5 hours

Core Courses		**(52.5-787.5 hrs)**
ENGL 508A	Academic Composition Skills: Prewriting and Organization	17.5-262.5
ENGL 508B	Academic Composition Skills: Paragraph Development, Analysis, & Research	17.5-262.5
ENGL 508C	Academic Composition Skills: Sentence Structure and Proofreading	17.5-262.5
TOTAL CORE HOURS:		**52.5-787.5**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Write well organized, well developed, well edited, well researched, and clear essays.

ENGL 508A
Academic Composition Skills: Prewriting and Organization
0 units, 52.5-262.5 hours laboratory (P/NP or SP)
Course study under this section may be repeated five times.

Individualized instruction in academic composition: Prewriting and essay organization. 1501.00

ENGL 508B
Academic Composition Skills: Paragraph Development, Analysis, & Research
0 units, 52.5-262.5 hours laboratory (P/NP or SP)
Course study under this section may be repeated five times.

Individualized instruction in academic composition: Paragraph Development, Analysis, and Research. 1501.00

ENGL 508C
Academic Composition Skills: Sentence Structure and Proofreading
0 units, 52.5-262.5 hours laboratory (P/NP or SP)
Course study under this section may be repeated five times.

Individualized instruction in academic composition: Sentence structure and proofreading. 1501.00

ENGLISH AS A SECOND OTHER LANGUAGE (ESOL)

BRIDGE TO CREDIT ESOL CERTIFICATE OF COMPETENCY (CCy)

The Bridge to Credit Certificate of Competency (CCy ESOL) verifies that a student has successfully completed the non-credit ESOL course sequence. This sequence prepares students for the academic rigor of credit courses by integrating English language instruction with organizational tools for student success. Students interested in completing the certificate should consult with the ESOL program chair and a counselor.

This certificate's emphasis on organizational life skills will prepare non-native speaking students for vocational programs and job advancement. The certificate will provide international students with evidence of English study, which may make a jobseeker more competitive in many countries.

COURSE SEQUENCE

Students must complete a minimum of 134 hours

Core Courses		**(134 hrs)**
ESOL 541A	Bridge to Credit ESOL - Level I	50-96.25
ESOL 541B	Bridge to Credit ESOL - Level II	50-96.25
ESOL 541C	Bridge to Credit ESOL - Level III	50-96.25
ESOL 541D	Bridge to Credit ESOL - Level IV	50-96.25
TOTAL CORE HOURS:		**134**

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Synthesize written information and technological skills to register for credit-level courses at an educational institution.
- Comprehend and respond appropriately to spoken American English at the level of entry-level credit ESOL courses.
- Apply written information, technological skills, and college success strategies to college level courses.

ESOL ADVANCED CERTIFICATE OF COMPETENCY (CCy)

The ESOL Advanced Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the advanced level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.

This certificate will help prepare students for academic work, vocational programs and job advancement.

COURSE SEQUENCE

Students must complete a minimum of 172 hours

Core Courses		**(172-245 hrs)**
ESOL 550	Advanced Listening and Speaking	70
ESOL 552	Advanced Reading and Writing	105
ESOL 574	Grammar 4	70
TOTAL CORE HOURS:		**172-245**

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

ENGLISH AS A SECOND OTHER LANGUAGE (ESOL)

ESOL ADVANCED READING AND WRITING CERTIFICATE OF COMPETENCY (CCy)

The Advanced ESOL Reading and Writing Certificate of Competency verifies that multilingual students have gained critical academic skills to support their successful completion of college transfer English composition courses, other coursework and career goals.

This program is designed to ensure that students have academic skills required to be successful in their academic goals, which ultimately allows for success in career goals.

COURSE SEQUENCE

Students must complete a minimum of 110 hours

Core Courses		**(110-157.5 hrs)**
ESOL 559A	Advanced Reading and Writing Workshop: Developing Critical Reading, Writing and Thinking Skills	26.26
and		
ESOL 559B	Advanced Reading and Writing Workshop: Applying Reading, Writing and Critical Thinking Skills	26.26
and		
ESOL 552	Advanced Reading and Writing	105
or		
ESOL 559C	Advanced Reading and Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills	26.26
and		
ESOL 559D	Advanced Reading and Writing Workshop: Consolidating Critical Reading, Writing, and Thinking Skills	25.26

TOTAL CORE HOURS: **110-157.5**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Independently utilize reading strategies to critically integrate ideas into own writing.
- Identify and revise for own problem areas in writing.
- Locate and appropriately cite information from print and electronic sources— from libraries, the Internet, databases, and elsewhere—evaluate its relevance and reliability, and incorporate it effectively into essays.

ESOL COLLEGE READY SKILLS CERTIFICATE OF COMPETENCY (CCy)

The ESOL College Ready Skills Certificate verifies that a student has successfully completed the ESOL College Ready Skills four-course sequence. This sequence prepares beginning to low-intermediate English language learners new to American college classrooms for the cultural expectations and academic rigor of college-level ESOL courses. The program focuses on integrating English language instruction with study habits, communication skills, and education technology skills to facilitate student success. Students interested in completing the certificate should consult with the ESOL program chair and a counselor.

This certificate will help prepare students for academic work, vocational programs, and job advancement.

COURSE SEQUENCE

Students must complete a minimum of 47 hours

Core Courses		**(47-70 hrs)**
ESOL 595A	College Ready Skills: Culture and Classroom Etiquette	17.5
ESOL 595B	College Ready Skills: Academic Success Strategies	17.5
ESOL 595C	College Ready Skills: Best Study Practices	17.5
ESOL 595D	College Ready Skills: Education Technology Skills	17.5

TOTAL CORE HOURS: **47-70**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Comprehend and respond appropriately to spoken American English at the level of entry-level credit ESOL courses.
- Apply written information, technological skills, American classroom etiquette, and college success strategies to college-level courses

ENGLISH AS A SECOND OTHER LANGUAGE (ESOL)

ESOL HIGH BEGINNING CERTIFICATE OF COMPETENCY (CCy)

The ESOL High Beginning Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the high beginning level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.
This certificate will help prepare students for vocational programs and job advancement.

COURSE SEQUENCE

Students must complete a minimum of 172 hours

Core Courses		**(172-245 hrs)**
ESOL 511	Reading and Writing 1	105
ESOL 561	Listening and Speaking 1	70
ESOL 571	College Ready Skills: Best Study Practices	70
TOTAL CORE HOURS:		**172-245**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate high beginning skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

ESOL HIGH INTERMEDIATE CERTIFICATE OF COMPETENCY (CCy)

The ESOL High Intermediate Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the high intermediate level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor. This certificate will help prepare students for academic work, vocational programs and job advancement.

COURSE SEQUENCE

Students must complete a minimum of 172 hours

Core Courses		**(172-245 hrs)**
ESOL 513	Reading and Writing 3	105
ESOL 563	Listening and Speaking 3	70
ESOL 573	Grammar 3	70
or		
ESOL 574	Grammar 4	70
TOTAL CORE HOURS:		**172-245**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate high intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

ENGLISH AS A SECOND OTHER LANGUAGE (ESOL)

ESOL INTERMEDIATE CERTIFICATE OF COMPETENCY (CCy)

The ESOL Intermediate Certificate of Competency verifies that a student has successfully completed three ESOL core classes (Reading and Writing, Listening and Speaking, and Grammar) at the intermediate level. Students interested in completing this certificate should consult with the ESOL department chair and a counselor.
This certificate will help prepare students for vocational programs, academic work and job advancement.

COURSE SEQUENCE

Students must complete a minimum of 172 hours

Core Courses		**(172-245 hrs)**
ESOL 512	Reading and Writing 2	105
ESOL 562	Listening and Speaking 2	70
ESOL 572	Grammar 2	70
TOTAL CORE HOURS:		**172-245**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate high intermediate skills in English listening, speaking, reading, and/or writing which will allow them to achieve their personal, vocational, and academic goals.

ESOL INTERMEDIATE READING AND WRITING CERTIFICATE OF COMPETENCY (CCy)

The Certificate of Competency in ESOL Intermediate Reading and Writing (CCy ESOL) serves verifies that multilingual students have gained critical academic skills to support their successful completion of ESOL reading and composition courses at the intermediate level.
This program is designed to ensure that students have academic skills required to be successful in their academic goals, which ultimately allows for success in career goals.

COURSE SEQUENCE

Students must complete a minimum of 110 hours

Core Courses		**(110-157.5 hrs)**
ESOL 512	Reading and Writing 2	105
ESOL 557A	Intermediate Reading & Writing Workshop: Developing Critical Reading, Writing and Thinking Skill	26.26
and		
ESOL 557B	Intermediate Reading & Writing Workshop: Expanding Critical Reading, Writing and Thinking Skill	26.26
or		
ESOL 513	Reading and Writing 3	105
and		
ESOL 557C	Intermediate Reading & Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skill	26.26
and		
ESOL 557D	Intermediate Reading & Writing Workshop: Consolidating Critical Reading, Writing and Thinking Skill	26.26
TOTAL CORE HOURS:		**110 157.5**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Independently utilize reading strategies to critically integrate ideas into own writing.
- Construct clear, effective, well-organized, well-developed, well-edited, and logically sound sentences, paragraphs and essays with appropriate citation of sources, satisfying intermediate ESOL standards.

ENGLISH AS A SECOND OTHER LANGUAGE (ESOL)

VOCATIONAL ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (VESOL) CERTIFICATE OF COMPETENCY (CCy)

Laney College's noncredit VESOL I Program offers courses that will prepare students for the language skills required in entry-level employment or college certificate programs in the hospitality and retail industries. In this program students will practice communicating in the workplace with co-workers and customers, learn how to conduct a basic job search in the American workplace and use simple technology at work, such as email by developing language skills including listening, speaking, reading and writing tasks related to work in restaurants, hotels, retail stores and offices.
This certificate will assist students in finding entry-level positions in the regional hospitality, retail and other targeted industries.

COURSE SEQUENCE

Students must complete a minimum of 97.3 hours

Core Courses		**(79.8-99 hrs)**
ESOL 586	English for Job Search	35
ESOL 534A	English for Technology 1	22.4-32
ESOL 534B	English for Technology 2	22.4-32

Select two courses from one of the following groups (17.5-52.5 hrs):

ESOL 583	Business English	52.5
ESOL 587	ESOL for Customer Service	52.5
ESOL 590	English for Special Purposes	17.5-35

TOTAL CORE HOURS: **97.3-151.5**

PROGRAM LEARNING OUTCOMES

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

- Demonstrate the ability to apply for and communicate in an entry-level job in the hospitality, retail and other targeted industries

ESOL 511
Reading and Writing 1
0 units, 105 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541D or Placement through multiple-measures assessment process
Course study under this section may be repeated twelve times.

High beginning level of reading and writing: Fiction and non fiction readings adapted for ESOL; writing short narrative and descriptive paragraphs. 4930.87

ESOL 512
Reading and Writing 2
0 units, 105 hours lecture (P/NP or SP)
Recommended preparation: ESOL 251A or 251B or 511 or Placement through multiple-measures assessment process
Course study under this section may be repeated twelve times.

Intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESOL reading materials; expanding paragraphs into simple narratives and essays. 4930.87

ESOL 513
Reading and Writing 3
0 units, 105 hours lecture (P/NP or SP)
Recommended preparation: ESOL 512 or ESOL 252B or ESL 222 or Placement through multiple-measures assessment process
Course study under this section may be repeated twelve times.

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

ESOL 527A
English for Culinary 1
0 units, 22.4-32 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Development and strengthening of English language skills: Practice listening, speaking and some reading and writing in the context of food preparation and handling. 4931.00

ESOL 527B
English for Culinary 2
0 units, 22.4-32 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Continuation of 527A: Practice listening, speaking, reading and writing in the context of food preparation and handling. 4931.00

ESOL 528A
English for Special Purposes 1
0 units, 22.4-32.2 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Development and strengthening English language skills: Practice listening, speaking and some reading and writing in English in the context of the targeted industry. 4931.00

ESOL 528B
English for Special Purposes 2
0 units, 22.4-32.2 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Continuation of ESOL 528A: Practice listening, speaking, reading and writing in the context of the targeted CTE pathway. 4931.00

ESOL 530A
English for Customer Service 1
0 units, 33.6-48 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Development and strengthening of English speaking and listening skills. Dealing with customers in service areas. 4931.00

ESOL 530B
English for Customer Service 2
0 units, 33.6-48 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Continuation of ESOL 530A: Development and strengthening of English speaking and listening skills. Dealing with customers in service areas. 4931.00

ESOL 532A
English for Job Search Skills 1
0 units, 33.6-48 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Exploring skills in English for job search: English for a broad range of careers and job search techniques, career resources, use of computer apps and internet websites, compiling appropriate information for job applications, cover letters and resumes, typical interview questions and techniques. 4930.87

ESOL 532B
English for Job Search Skills 2
0 units, 33.6-48 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Continuation of ESOL 532A: Further skills in English for job search for a broad range of careers and job search techniques, career resources, use of computer apps and internet websites, compiling appropriate information for job applications, cover letters and resumes, typical interview questions and techniques.. 4930.87

ESOL 534A
English for Technology 1
0 units, 22.4-32 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Low-beginning English for technology: Grammar and vocabulary for speaking, listening, reading and writing related to academic and ESOL technological resources. 4930.87

ESOL 534B
English for Technology 2
0 units, 22.4-32 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A, 541B, 541C, 541D
Course study under this section may be repeated ten times.

Continuation of ESOL 534A: Grammar and vocabulary for speaking, listening, reading and writing related to academic and ESOL technological resources. 4930.87

ESOL 541A
Bridge to Credit ESOL - Level I
0 units, 50-96.25 hours lecture (P/NP or SP)
Course study under this section may be repeated twelve times.

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

ESOL 541B
Bridge to Credit ESOL - Level II
0 units, 50-96.25 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541A
Course study under this section may be repeated twelve times.

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

ESOL 541C
Bridge to Credit ESOL - Level III
0 units, 50-96.25 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541B
Course study under this section may be repeated twelve times.

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

ESOL 541D
Bridge to Credit ESOL - Level IV
0 units, 50-96.25 hours lecture (P/NP or SP)
Recommended preparation: ESOL 541C
Course study under this section may be repeated twelve times.

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

ESOL 550
Advanced Listening and Speaking
0 units, 70 hours lecture (P/NP or SP)
Recommended preparation: ESOL 563 or Placement through multiple-measures assessment process.
Course study under this section may be repeated twelve times.

Advanced level listening and speaking in American English: Listening comprehension, public speaking strategies, grammar, vocabulary, idioms and pronunciation. 4930.86

ESOL 552
Advanced Reading and Writing
0 units, 105 hours lecture (P/NP or SP)
Recommended preparation: ESOL 513 or Placement through multiple-measures assessment process.
Not open for credit to students who have completed or are currently enrolled in ESOL 52A, ESOL 52B or ESOL 52.
Course study under this section may be repeated twelve times.

Advanced level of reading and writing: Critical thinking skills, analysis of literature and culturally significant texts; building of research and other academic papers; analysis and comparison of both literary and nonfiction texts from diverse cultures in order to develop a broader cross-cultural understanding of themes. 4930.87

ESOL 557A
Intermediate Reading & Writing Workshop: Developing Critical Reading, Writing and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ESOL 252A or 252B or 512
Course study under this section may be repeated twelve times.

Skills to succeed in ESOL 252A or 252B or 512: Learning strategies and individualized instruction for intermediate English learners to develop critical reading, writing, and thinking skills. 4930.87

ESOL 557B
Intermediate Reading & Writing Workshop: Expanding Critical Reading, Writing and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ESOL 252A or 252B or 512
Course study under this section may be repeated twelve times.

Continuation of ESOL 557A and support for ESOL 252A or ESOL 252B or ESOL 512: Learning strategies and individualized instruction for intermediate English learners to expand on critical reading, writing, and thinking skills. 4930.87

ESOL 557C
Intermediate Reading & Writing Workshop: Strengthening Critical Reading, Writing and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ESOL 253 or 513
Course study under this section may be repeated twelve times.

Skills to succeed in ESOL 253 or ESOL 513: Learning strategies and individualized instruction for high intermediate English learners to strengthen critical reading, writing, and thinking skills. 4930.87

ESOL 557D
Intermediate Reading & Writing Workshop: Consolidating Critical Reading, Writing and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ESOL 253 or 513
Course study under this section may be repeated twelve times.

Skills to succeed in ESOL 253 or ESOL 513: Learning strategies and individualized instruction for high intermediate English learners to strengthen critical reading, writing, and thinking skills. 4930.87

ESOL 559A
Advanced Reading and Writing Workshop: Developing Critical Reading, Writing, and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ESOL 52 or 552
Course study under this section may be repeated twelve times.

Skills to succeed in ESOL 052 or ESOL 552: Learning strategies and individualized instruction for advanced English learners to develop critical reading, writing, and thinking skills. 4930.87

ESOL 559B
Advanced Reading and Writing Workshop: Applying Critical Reading, Writing, and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ESOL 52 or 552
Course study under this section may be repeated twelve times.

Continuation of ESOL 259A or 559A and support for ESOL 52 or 552: Learning strategies and individualized instruction for advanced English learners to apply critical reading, writing, and thinking skills with emphasis on research skills. 4930.87

ESOL 559C
Advanced Reading and Writing Workshop: Strengthening Critical Reading, Writing, and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ENGL 1A
Course study under this section may be repeated twelve times.

Skills to succeed in ENGL 1A: Learning strategies and individualized instruction for advanced English learners to strengthen critical reading, writing, and thinking skills. 4930.87

ESOL 559D
Advanced Reading and Writing Workshop: Consolidating Critical Reading, Writing, and Thinking Skills
0 units, 26.26 hours lecture (P/NP or SP)
Corequisite(s): ENGL 1A or 1AS
Course study under this section may be repeated twelve times.

Continuation of ESOL 559C and support for ENGL 1A: Learning strategies and individualized instruction for advanced English learners to consolidate critical reading, writing, and thinking skills with emphasis on research skills. 4930.87

ESOL 561
Listening and Speaking 1
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 541D or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

High beginning level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 562
Listening and Speaking 2
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 561 or 261B or ESL 283B or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

Intermediate level listening and speaking: Improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 563
Listening and Speaking 3
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 562 or 262B or ESL 232B or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

High intermediate level listening and speaking: improving fluency and accuracy in American English through listening comprehension, grammar, vocabulary, idioms, pronunciation and presentation skills. 4930.86

ESOL 571
Grammar 1
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 541D or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

High beginning level of English grammar: Basic grammar structures, sentence patterns and parts of speech. 4930.87

ESOL 572
Grammar 2
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 571 or 271B or 251B or ESL 284B or 285B or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

Intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.87

ESOL 573
Grammar 3
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 272B or 572 or ESL 215B or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

High intermediate level of English grammar: Further study of complex grammar structures and sentence patterns. 4930.87

ESOL 574
Grammar 4
0 units, 70 hours lecture (P/NP or SP)
Recommended Preparation: ESOL 273B or 573 or ESL 216B or Placement by multiple measures assessment test.
Course study under this section may be repeated twelve times.

Advanced level of English grammar: Expanding, refining and applying the complex grammar skills used in academic writing, reading, listening and speaking. 4930.87

ESOL 583
Business English
0 units, 52.5 hours lecture (P/NP or SP)

High-Intermediate English for Business: Development and strengthening of English language skills for the professional setting: vocabulary for the workplace, navigating meetings and negotiations, giving professional presentations, reading and writing reports and professional correspondences. 4931.00

ESOL 586
English for Job Search
0 units, 35 hours lecture (P/NP or SP)
Course study under this section may be repeated ten times.

High-beginning English for Job Search: English language skills for career exploration and job search. Learn how to clearly communicate in English about your employment goals, skills and personal qualities for use in applications, professional correspondences, resumes and job interviews. 4931.00

ESOL 587
ESOL for Customer Service
0 units, 52.5 hours lecture (P/NP or SP)
Not open for credit to students who have completed or are currently enrolled in ESL 266.

High-Beginning English: Polite language and standard protocols for communicating with customers in service areas. 4931.00

ESOL 590
English for Special Purposes
0 units, 17.5-35 hours lecture (P/NP or SP)

Intermediate-level English language to career specific training: Practice listening, speaking and some reading and writing in English in the context of the targeted industry. 4931.00

ESOL 595A
College Ready Skills: Culture and Classroom Etiquette
0 units, 4.38 hours lecture, 13.13 hours laboratory (P/NP or SP)
Not open for credit to student who have completed or are currently enrolled in ESOL 295A.
Course study under this section may be repeated twelve times.

College-ready skills in cultural conventions and classroom etiquette: Individualized instruction for beginning to low-intermediate English learners to explore cultural conventions and classroom etiquette to facilitate academic success. 4930.87

ESOL 595B
College Ready Skills: Academic Success Strategies
0 units, 4.38 hours lecture, 13.13 hours laboratory (P/NP or SP)
Recommended Preparation: ESOL 595A
Not open for credit to student who have completed or are currently enrolled in ESOL 295B.
Course study under this section may be repeated twelve times.

Continuation of ESOL 595A: Individualized instruction for beginning to low-intermediate English learners to explore American college expectations and study skills and strategies to facilitate academic success. 4930.87

ESOL 595C
College Ready Skills: Best Study Practices
0 units, 4.38 hours lecture, 13.13 hours laboratory (P/NP or SP)
Recommended Preparation: ESOL 595B
Not open for credit to student who have completed or are currently enrolled in ESOL 295C.
Course study under this section may be repeated twelve times.

Continuation of ESOL 595B: Individualized instruction for beginning to low-intermediate English learners to explore communication skills and further developing best study practices to facilitate academic success. 4930.87

ESOL 595D
College Ready Skills: Education Technology Skills
0 units, 4.38 hours lecture, 13.13 hours laboratory (P/NP or SP)
Recommended Preparation: ESOL 595C
Not open for credit to student who have completed or are currently enrolled in ESOL 295D.
Course study under this section may be repeated twelve times.

Continuation of ESOL 595C: Individualized instruction for beginning to low-intermediate English learners to explore education technology skills to facilitate academic success. 4930.87

GRAPHIC ARTS (GRART)

GRART 501
Graphic Arts Open Lab
0 units, 17.5-262.5 hours laboratory (P/NP)
Recommended preparation: BUS 2019 or CIS 205 or GRART 230
Course study under this section may be repeated three times.
Access to the Graphic Arts computer and design labs: Supervised tutoring in graphic software, desktop publishing, graphic design, and electronic imaging. 1030.00

LEARNING RESOURCES (LRNRE)

QUANTITATIVE PREPARATION FOR WORKFORCE CERTIFICATE OF COMPETENCY (CCy)

The Quantitative Preparation for Workforce Certificate of Competency (CCy LRNRE) is designed to enhance quantitative reasoning competencies and skills for work-based contexts and develop soft-skills and self-efficacy in both preparing for, and seeking employment.
Certificate completion, and the concomitant skills acquired, are relevant to a variety of workplaces, including, but not limited to: local small businesses in food and delivery industries, opportunities in service sector employment, as well as pre-apprenticeship opportunities that link to advanced manufacturing and skilled trades.

COURSE SEQUENCE

Students must complete a minimum of 60 hrs

Core Courses		**(60-72 hrs)**
MATH 504	Workforce Math	30-54
LRNRE 522	Apprenticeship and Civil Service Opportunities	18-24
TOTAL CORE HOURS:		**60-72**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Students will demonstrate competency in required mathematical skills, spatial reasoning and mechanical reasoning, at a level that will enable them to identify appropriate employment opportunities and navigate job interview process.reasoning, at a level that will enable them to identify appropriate employment opportunities and navigate job interview process.

QUANTITATIVE PREPARATION FOR SKILLED TRADES CERTIFICATE OF COMPETENCY (CCy)

The Quantitative Preparation for Skilled Trades Certificate of Competency (CCy LRNRE) is designed to enhance quantitative reasoning competencies and skills for work-based contexts, and developing soft-skills and self-efficacy required to pass work related entrance exams.
Certificate completion, and the concomitant skills acquired, are relevant to a variety of workplaces, including, but not limited to: local small businesses in food and delivery industries, opportunities in service sector employment, as well as pre-apprenticeship opportunities that link to advanced manufacturing and skilled trades.

COURSE SEQUENCE

Students must complete a minimum of 60 hrs

Core Courses		**(60-72 hrs)**
MATH 504	Workforce Math	30-54
LRNRE 521	Test Preparation for the Skilled Trades	18-24
TOTAL CORE HOURS:		**60-72**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Students will demonstrate interview techniques in mock sessions and apply resume writing skills in resume creation.

LEARNING RESOURCES (LRNRE)

SKILLED TRADES APPRENTICESHIP AND CIVIL SERVICE PREPARATION CERTIFICATE OF COMPETENCY (CCy)

The Skilled Trades Apprenticeship and Civil Service Preparation Certificate of Competency (CCy LRNRE) was designed as preparation for apprenticeship testing and municipal civil service employment in the skilled trades. The program includes math, spatial reasoning, mechanical reasoning, some trade knowledge, test-taking, interview preparation and research on application and opportunities.

The shortage of skilled trade workers in both private and public sectors has been well documented. The aging workforce has created a shortage that is just now being addressed by increased civil service training opportunities and efforts to expand apprenticeships. All of these opportunities currently require some level of testing to qualify for these programs. This program is designed to address the shortage of qualified candidates by preparing them for success in this testing process.

COURSE SEQUENCE

Students must complete a minimum of 36 hrs

Core Courses		**(36-48 hrs)**
LRNRE 521	Test Preparation for the Skilled Trades	18-24
LRNRE 522	Apprenticeship and Civil Service Opportunities	18-24
TOTAL CORE HOURS:		**36-48**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Students will demonstrate competency in required mathematical skills, spatial reasoning and mechanical reasoning, at a level that will enable them to pass required exams.
- Students will create a resume, navigate the job search process, and demonstrate successful job interview skills.

LRNRE 501
Supervised Tutoring
0 units, 17.5-262.5 hours laboratory (P/NP)
Course study under this section may be repeated three times.

Students may enroll for assistance in more than one college course per semester.
Supervised tutoring, either individually or in small groups, to improve student success in college courses. 4930.09

LRNRE 521
Test Preparation for the Skilled Trades
0 units, 18-24 hours lecture (P/NP or SP)
Course study under this section may be repeated twenty times.

Preparation for skilled trade and civil service exams: Emphasize mathematics, spatial and mechanical reasoning and test taking skills leading to apprenticeships and entry-level skilled trade positions at cities, counties, and public agencies and utilities. 4930.12

LRNRE 522
Apprenticeship and Civil Service Opportunities
0 units, 18-24 hours lecture (P/NP or SP)
Course study under this section may be repeated twenty times.

Exploration of trades apprenticeships and Civil Service opportunities: Apprenticeship and civil service process at various agencies and unions including local opportunities, application process and types of testing. 4930.12

LIBRARY AND INFORMATION STUDIES (LIS)

RESEARCH SKILLS
CERTIFICATE OF COMPETENCY (CCy)

The Certificate of Competency in Research Skills is designed to provide students with a foundation in information literacy, critical thinking, ethical use of information, and research. This certificate is intended to improve the research and information literacy skills of student desiring to increase their capacity for pursuing college-level coursework, gaining employment in today's digital workforce, and community engagement. Students enrolled in the Research Skills program may use the certification as a means of providing college instructors and employers of their ability to find, evaluate, and use credible and relevant information in an ethical manner.

COURSE SEQUENCE

Students must complete a minimum of 9 hrs

Core Courses		**(9 hrs)**
LIS 511	Research Skills I	3
LIS 512	Research Skills II	3
LIS 513	Research Skills III	3
TOTAL CORE HOURS:		**9**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Apply information literacy skills to academic, professional, and personal life.
- Analyze, synthesize, and apply information practically and ethically.

LIS 511
Research Skills I
0 units, 3 hours lecture (P/NP or SP)
Course study under this section may be repeated three times.

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

LIS 512
Research Skills II
0 units, 3 hours lecture (P/NP or SP)
Prerequisite(s): LIS 511
Course study under this section may be repeated three times.

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

LIS 513
Research Skills III
0 units, 3 hours lecture (P/NP or SP)
Prerequisite(s): LIS 512
Course study under this section may be repeated three times.

Continuation of LIS 512: Presenting research and data, citations, and academic integrity. 4930.14

MATHEMATICS (MATH)

PREPARATION FOR SUCCESS IN CALCULUS CERTIFICATE OF COMPETENCY (CCy)

The Preparation for Success in Calculus Certificate in Competency was created to help students succeed in their transfer-level Calculus coursework. Students will receive just in time remediation, help with transfer-level Math homework, study skills and strategies, and learn about healthy mindsets as needed.

This certificate is designed to prepare you to take transfer level Math courses; transfer to 4-year college.

COURSE SEQUENCE

Students must complete a minimum of 52.5 hrs

Core Courses		**(52.5 hrs)**
MATH 515	Support for Pre-Calculus	35
MATH 516	Support for Trigonometry	17.5
TOTAL CORE HOURS:		**52.5**

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate competency in Mathematics: problem solving, applying formulas appropriately, numeracy, and/or Mathematical reasoning within transfer-level Math courses. solving, applying formulas appropriately, numeracy, and/or Mathematical reasoning within transfer-level Math courses.

PREPARATION FOR SUCCESS IN STATISTICS CERTIFICATE OF COMPETENCY (CCy)

The Preparation for Success in Statistics Certificate of Competency was created to help students succeed in their transfer-level Statistics coursework. Students will receive just in time remediation, help with transfer-level Math homework, study skills and strategies, and learn about healthy mind sets as needed.

Career Opportunities in:

This certificate is designed to prepare you to take transfer level Math courses; transfer to 4-year college.

COURSE SEQUENCE

Students must complete a minimum of 66 hrs

Core Courses		**(66-89 hrs)**
MATH 504	Workforce Math	30-54
MATH 513	Support for Statistics	35
TOTAL CORE HOURS:		**66-89**

Competency Requirement:

Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Demonstrate competency in Mathematics: problem solving, applying formulas appropriately, numeracy, and/or Mathematical reasoning within transfer-level Math courses.

MATHEMATICS (MATH)

MATH 503
Supervised Tutoring in Mathematics
0 units, 17.5-1260 hours laboratory (P/NP or SP)
Open entry/Open exit
Course study under this section may be repeated a thousand times.

Introduction to research: Information literacy skills, research process, topic selection and development, and overview of appropriate information sources. 4930.09

MATH 504
Workforce Math
0 units, 30-54 hours lecture (P/NP or SP)
Course study under this section may be repeated five times.

Survey of workforce based quantitative reasoning competencies: Development of skills related to numeracy, computation, temporal and spatial reasoning, and problem solving. 4930.12

MATH 513
Support for Statistics
0 units, 32 hours lecture (P/NP or SP)
Corequisite(s): MATH 13
Course study under this section may be repeated three times.

Competencies and concepts needed in statistics: Arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics: Descriptive data analysis, solving and graphing linear equations, and modeling with linear functions. Intended for students who are concurrently enrolled in MATH 13. 1701.00

MATH 515
Support for Pre-Calculus
0 units, 32 hours lecture (P/NP or SP)
Corequisite(s): MATH 1
Course study under this section may be repeated three times.

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

MATH 516
Support for Trigonometry
0 units, 17.5 hours lecture (P/NP or SP)
Corequisite(s): MATH 50
Course study under this section may be repeated three times.

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

MEDIA COMMUNICATIONS (MEDIA)

OFFLINE AND ONLINE EDITING WITH DAVINCI RESOLVE CERTIFICATE OF COMPLETION (CCt)

Professional cinematography editing and aesthetics with DaVinci Resolve, incorporating primary and secondary color grading, motion graphics with Fusion page, audio finishing with Fairlight page, and media management. For all platforms to include Windows and Mac.

Career Opportunities in:
Video editor, colorist, film/video producers, video effects artists, sound engineers, event videographer, sports videographer, corporate video/promotions, video for web sites, training video production, infomercial production, advertising video, web shopping videos, music videos

COURSE SEQUENCE

Students must complete a minimum of 105 hours

Core Courses		**(105-175 hrs)**
MEDIA 538	DaVinci Resolve: Video Editing	87.5
MEDIA 539	DaVinci Resolve: Advanced Video	87.5
TOTAL CORE HOURS:		**105-175**

Competency Requirement:
Teacher or department will determine if student has met the competencies of the program and document it.

PROGRAM LEARNING OUTCOMES

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

- Design and create an edited short film using DaVinci Resolve
- Analyze, compare and contrast among different editing techniques
- Analyze, compare and distinguish between offline and online edited work

MEDIA 538
DaVinci Resolve: Video Editing
0 units, 2 hours lecture, 3 hours laboratory (P/NP or SP)
Course study under this section may be repeated three times.

Video Editing with DaVinci Resolve: Editing fundamentals and aesthetics, motion graphics, color grading, audio mixing, video compression, reel development, for all platforms to include Windows and Mac. 0604.20

MEDIA 539
DaVinci Resolve: Advanced Video
0 units, 2 hours lecture, 3 hours laboratory (P/NP or SP)
Prerequisite(s): MEDIA 538
Course study under this section may be repeated three times.

Continuation of MEDIA 538: Professional editing and aesthetics, motion graphics with built in Fusion page, secondary color grading, audio finishing with Fairlight page, media management, reel refinement, for all platforms to include Windows and Mac. 0604.20

MUSIC (MUSIC)

MUSIC 502
Support for Music Theory
0 units, 52.5 hours lecture (P/NP or SP)
Course study under this section may be repeated twelve times.

Continuing study of music theory: Composition and analysis of music, rhythm and meter, intervals; diatonic scales and triads; diatonic chords, basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. 1004.00

MUSIC 521
Support for Music Theory
0 units, 70 hours laboratory (P/NP or SP)
Course study under this section may be repeated twelve times.

Continuing Study of Music Skills: Solfege, Dictation, and Ear Training. 1004.00

OTHER DISTRICT POLICIES

OTHER DISTRICT POLICIES

ADMINISTRATIVE PROCEDURE 3410
NON DISCRIMINATION

I. Educational Programs and other Services
The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, sex or gender, gender identification, race or ethnicity, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

A. All classes, including credit, noncredit and not-for-credit, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

B. The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

C. Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

D. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

II. Employment
The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender identification, age, sexual orientation, or military and veteran status.
A. All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District’s needs.
B. The District shall provide timely professional and staff development activities and training to promote understanding of diversity.
C. It is unlawful to discriminate against a person who serves in an unpaid internship or any other limited-duration program to provide unpaid work experience in the selection, termination, training, or other terms and treatment of that person on any the basis of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

References:
Nondiscrimination References for Education Programs:
Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;
Penal Code Sections 422.55 et seq.;
Title 5 Sections 59300 et seq.;
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements

Nondiscrimination References for Employment:
Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.;
Government Code Sections 11135 et seq. and 12940 et seq.;
Title 2 Sections 10500 et seq.
Labor Code Section 11997.5
Approved by the Chancellor: July 18, 2012
Revised and approved by the Chancellor: February 24, 2014
Revised and approved by the Chancellor: July 25, 2014
Revised and approved by the Chancellor: January 9, 2017
Revised and approved by the Chancellor: November 16, 2018

ADMINISTRATIVE PROCEDURE 3430
PROHIBITION OF UNLAWFUL HARASSMENT

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student or unpaid interns and volunteers within the District.

I. DEFINITIONS

A. GENERAL HARASSMENT

Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or military or veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, 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.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

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/their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

F. SEXUAL HARASSMENT

In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

1. submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;
2. submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic

decisions affecting the individual;

3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.
5. This definition encompasses two kinds of sexual harassment:
   a. "Quid pro quo "sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
   b. "Hostile environment "sexual harassment occurs when unwelcome conduct based on a person's gender alters 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. A single isolated incident of sexual harassment may be sufficient to create a hostile environment if it unreasonably interfered with the person's academic or work performance or created an intimidating, hostile, or offensive learning or working environment.
   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 members 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 members or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

III. ACADEMIC FREEDOM

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Reference:
Education Code Sections 212.5, 44100, and 66281.5;
Government Code sections 12940 and 12923
Civil Code Section 51.9
Title 2 Sections 10500 et seq.
Title 5, Sections 59320 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e
Approved by the Chancellor: July 25, 2014
Revised and approved by the Chancellor: June 15, 2015
Revised and approved by the Chancellor: January 9, 2017
Revised and approved by the Chancellor: November 20, 2019
Revised and approved by the Chancellor: October 6, 2020

ADMINISTRATIVE PROCEDURE 3435 DISCRIMINATION AND HARASSMENT COMPLAINTS AND INVESTIGATIONS

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.
NOTE: This Administrative Procedure will be applied in accordance with union Collective
Bargaining Agreements (CBA)

I. REPORTING AND FILING COMPLAINTS

The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation or who has learned of harassment, discrimination, or retaliation may report harassment, discrimination, or retaliation. Complainants may have the option of filing a complaint.

II. COMPLAINTS

A complaint is a written or verbal statement filed with the District that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures, or I violation of state and federal law. Complaints must be filed with the Vice Chancellor of Human Resources and Employee Relations unless the Party submitting the Complaint alleges discrimination, harassment, or retaliation against the responsible District Officer, in which case it should be submitted directly to the Chancellor.
The District may request, but shall not require the Complainant to submit a complaint on the form prescribed by the State Chancellor. A copy of the form will be available at the college Office of Student Services, District Office of Human Resources, and the District/college web sites. A complainant shall report a verbal Complaint to the Vice President of Student Services, or the College President, or the Vice Chancellor of Human Resources. The Vice President of Student Services, the College President, or the Vice Chancellor of Human Resources will take steps to ensure the writing accurately reflects the facts alleged by the Complainant.

A Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The Complainant must file any Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The Complainant must file any Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Complaint does not meet the requirements set forth above, the District Office of Employee Relations will promptly contact the Complainant and specify the defect. If the Complainant isunable to fix the defect in the Complaint, the Vice President of Student Services shall consider the allegations contained in the Complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter or a fact-finding investigation

Who May File a Complaint: Any student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: A student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing directed to the Vice President of Student Services, the College President, or the Vice Chancellor of Human Resources.

Complainants may but are not required to use the form prescribed by the Chancellor of the California Community Colleges. These forms are available from the District Office of Employee Relations, the District's Human Resources website, and at the State Chancellor's website.

II. EMPLOYMENT-RELATED COMPLAINTS

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).
Any District employee who receives a harassment or discrim-

ination complaint shall notify the Vice Chancellor of Human Resources and Employee Relations immediately.

III. FILING A TIMELY COMPLAINT:

Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity of if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

IV. COMMUNICATING THAT THE CONDUCT IS UNWELCOME

The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate.

V. INTAKE AND PROCESSING OF THE COMPLAINT

Upon receiving notification of a harassment or discrimination complaint, the Vice Chancellor of Human Resources and Employee Relations shall:

- Consider whether the District can undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise all Parties that he/she/they need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time.
- Advise a student Complainant that he/she/they may file a complaint with the Office for Civil Rights of the U.S. Department of Education and employee complainants may file a Complaint with the Department of Fair Employment and Housing. All Complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the Complainant files a complaint with local law enforcement. In addition, the District should ensure that Complainants are aware of any available resources, such as counseling, health, and mental health services.
- Take interim steps to protect a Complainant from coming into contact with an accused individual, especially if the Complainant is a victim of sexual violence. The Vice Chancellor of Human Resources and Employee Relations should notify the Complainant of his/her/their options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the Complainant pending the results of the investigation. When taking steps to separate the Complainant and accused individual, the District shall minimize the burden on the Complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.

VI. INVESTIGATION

The Vice Chancellor of Human Resources and Employee Relations shall:

- Authorize the investigation of the Complaint, and supervise or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where the Parties opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. The investigation will include interviews with the Complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

VII. INVESTIGATION OF THE COMPLAINT

The District shall promptly investigate every Complaint. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes Complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus. The District shall notify the Complainant that the District will commence an impartial fact-finding investigation of the allegations contained in the complaint.

As set forth above, where the Parties opt for an informal resolution, the Vice Chancellor of Human Resources and Employee Relations may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the Complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the Complainant if it cannot maintain confidentiality.

VIII. Investigation Steps

The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially. Investigators will use the following steps: interviewing the Complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each Party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved Parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

IX. TIMELINE FOR COMPLETION

The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

X. COOPERATION EXPECTED

All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a Complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

XI. Written Report

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint;
- A description of the procedural steps taken during the investigation, including individuals contacted and interviewed:
- A summary of the testimony provided by each witness including the complainant and any available witnesses identified by the Complainant in the complaint;
  Peralta Community College District AP 3435
  Page 5 of 11
- An analysis of relevant evidence collected during the course of the investigation, including a list of relevant documents;
- A specific finding as to whether each factual allegation in the complaint occurred based on the preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages and
- Any other information deemed appropriate by the District.

XII. CONFIDENTIALITY OF THE PROCESS

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation and to protect the rights of students and employee respondents during the investigation process and any ensuing discipline.

XIII. ADMINISTRATIVE DETERMINATION

1. In any case not involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy or summary of the report, and written notice to the Complainant setting forth all of the following: [NOTE: For cases involving employment discrimination, Title 5 only requires that a copy or summary of the report be provided to the Complainant. The District may, but is not
   required to, provide the report to the respondent in order to have a consistent process for addressing employment

and non-employment discrimination claims.]

(a) The Chancellor or his/her/their designee's determination as to whether discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;

(b) In the event a discrimination allegation is substantiated a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;

(c) The proposed resolution of the complaint;

(d) The Complainant's right to appeal to the District Board of Trustees and the California Community Colleges Chancellor's Office; and

(e) In matters involving student sexual misconduct, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

2. In any case involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy or summary of the report and written notice to the Complainant setting forth all the following:

(a) The Chancellor's or his/her/their designee's determination as to whether discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;

(b) If a discrimination allegation is substantiated, a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;

(c) The proposed resolution of the complaint; and

(d) The complainant's right to appeal to the District Board of Trustees and to file a complaint with Department of Fair Employment and Housing.

The District shall also provide the Respondent the following:

(a) The Chancellor or his/her/their designee's determination as to whether unlawful discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;

(b) The proposed resolution of the complaint, including any disciplinary action against the Respondent; and

(c) In matters involving student sexual misconduct not subject to Title IX, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

XIV. DISCIPLINE FOR STUDENT SEXUAL MISCONDUCT NOT SUBJECT TO TITLE IX (NEW SECTION)

In a complaint involving student sexual misconduct not subject to Title IX, if a student Respondent is subject to severe disciplinary sanctions, and the credibility of witnesses was central to the investigative findings, the District will provide an opportunity for the student Respondent to cross- examine witnesses indirectly at a live hearing, either in person or by videoconference and a live hearing conducted by a neutral decision-maker other than the investigator. The District shall appoint a neutral third party to attend the hearing solely for the purpose of asking any questions to the witnesses. The neutral third party shall not be the student Respondent, the student Respondent's representative, or any individual charged with making a final determination regarding discipline. The student Respondent may submit written questions before and during the cross-examination, including any follow-up questions. The neutral third party asking questions shall not exclude any questions unless there is an objection to the question by any individual charged with making a final determination regarding discipline.

XV. DISCIPLINE AND CORRECTIVE ACTION

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate consistent with state and federal law. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

1. providing an escort to ensure that the Complainant can move safely between classes and activities;
2. ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
3. preventing offending third parties from entering campus;
4. providing counseling services or a referral to counseling services;
5. providing medical services or a referral to medical services;
6. providing academic support services, such as tutoring;
7. arranging for a Student-Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
8. reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant being disciplined.

If the District imposes discipline, the nature of the discipline will not be communicated to the Complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the Complainant; for example, the District may inform the Complainant that the harasser must stay away from the Complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the Complainant from further harassment, or discrimination, and to protect the Complainant and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation.

The District will ensure that Complainants and witnesses know how to report any subsequent problems, and should follow-up with Complainants to determine whether any retaliation or new incidents of harassment have occurred.

The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all Parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the Complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

XVI. APPEALS

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the Complainant is not satisfied with the results of the administrative determination, he/she/they may, within 30 days, submit a written appeal to the Board of Trustees.

In a complaint involving student sexual misconduct not subject to Title IX, a Respondent who is not satisfied with the results of the administrative determination may submit a written appeal to the District's Board of Trustees within 30 days.

The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the Complainant and the Respondent. The Complainant shall also be notified of his/her/their right to appeal this decision.

If the Board does not act within 45 days, the administrative determination shall be deemed approved on the forty-sixth day and shall become the final decision of the District in the matter. The District shall promptly notify the Complainant and the Respondent of the Board 's action, or if the Board took no action, that the administrative determination is deemed approved.

In any case not involving workplace discrimination, harassment, or retaliation, the complainant shall have the right to file a written appeal with the State Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing.

XVII. REMAND

The California Community College Chancellor's Office may remand any matter to the District for any of the following reasons: to cure defects in the investigation or in procedural compliance; to consider new evidence not available during the investigation despite the Complainant's due diligence that would substantially impact the outcome of the investigation; or to modify or reverse a decision of the District's Board of Trustees based upon misapplication of an applicable legal standard or an abuse of discretion.

If the California Community College Chancellor's Office remands a matter to the District, the District shall take necessary action and issue a decision after remand within 60 days. In any case not involving employment discrimination, the Complainant may appeal the District's amended determination to the California Community College Chancellor's Office within 30 days by following the appeal procedures above.

XVIII. EXTENSION OF TIME

If the District is unable to comply with the 90-day deadline, the District may extend the time to respond by up to 45 additional days. An extension may be taken only once without permission from the California Community Colleges Chancellor's Office, and must be necessary for one of the following reasons:

- a need to interview a party or witness who has been unavailable;
- a need to review or analyze additional evidence, new allegations, or new complaints related to the matter; or
- to prepare and finalize an administrative determination.

The District shall send a written notice to the Complainant and to a Respondent who is aware of an investigation indicating the necessity of an extension, the justification for the extension, and the number of days the deadline will be extended. The District shall send this notice no later than 10 days prior to the initial time to respond.

The District may request additional extensions from the California Community Colleges Chancellor's Office after the initial 45-day extension. The District shall send a copy of the extension request to the Complainant and to a Respondent who is aware of an investigation. The Complainant and Respondent may each file a written objection with the California Community Colleges Chancellor's Office within 5 days of receipt.

XIX. DISCLOSURES TO THE CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Upon request of the California Community College's Chancellor's Office, the District shall provide copies of all documents related to a discrimination complaint, including the following: the original complaint, any investigative report unless subject to the attorney-client privilege, the written notice to the Complainant setting forth the results of the investigation, the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the Complainant of his/her/their appeal rights, the Complainant's appeal of the District's administrative determination, any other non-privileged documents or information the Chancellor requests.

The District shall provide to the California Community Colleges Chancellor's Office an annual report with the following information: the number of employment and non-employment discrimination complaints and informal charges received in the previous academic year; the number of complaints and informal charges resolved in the previous academic year; the number of complaints of unlawful discrimination received in the previous academic year, and the number of those complaints that were sustained in whole or in part; and any other information requested by the Chancellor.

XX. FILE RETENTION

The District will retain on file for a period of at least three years after closing the case copies of:

1. the original complaint;
2. the investigatory report;
3. the summary of the report if one is prepared;
4. the notice provided to the Parties, of the District's administrative determination and the right to appeal;
5. any appeal; and
6. the District's final decision.

For any appeal to the California Community Colleges Chancellor's Office, shall provide all relevant, non-privileges documents upon request of the Chancellor.

XXI. DISSEMINATION OF POLICY AND PROCEDURES

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence.

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 also will 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 also will be disseminated to each faculty member, all members of the administrative staff and all members of the support staff both at the time of hire and at the beginning of each school year.
4. The procedures also shall be displayed in a prominent location in 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.

XXII. TRAINING

By January 1, 2021, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with the training and education within six months of their assumption of his/her/their position. After January 1, 2021, the District shall provide sexual harassment training and education to each employee once every two years. An employee who received this training and education in 2019 is not required to have a refresher until after two years thereafter.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment, a review of "abusive conduct," and harassment based on gender identity, gender expression, and sexual orientation. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Supervisor's harassment training also must address potential exposure and liability for employers and individuals, supervisor's obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, appropriate remedial measures to correct harassing behavior.

The District will maintain appropriate records of the training provided, including the names of the supervisory employees trained, the date of training, sign-in sheets, copies of all certificates of attendance or completion issued, the type of training provided, a copy of all written or recorded training materials, and the name of the training provider. If the training is provided by webinar, the District will maintain a copy of the webinar, all written materials used by the training and all written questions submitted during the webinar, and document all written response or guidance the trainer provided during the webinar. The District will retain these records for at least two years.

The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence. Participation of faculty in such training is strongly encouraged, but is not mandatory, except when required by law.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.

XXIII. EDUCATION AND PREVENTION FOR STUDENTS

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

NOTE: DFEH Regulations require any employer whose workforce contains 10 percent or more of persons who speak a language other than English as their spoken language to translate its harassment, discrimination, and retaliation policies into every language that is spoken by at least 10 percent (10%) of the workforce. In order to comply with this requirement, Districts should translate BP 3410 Nondiscrimination, BP 3430 Prohibition of Harassment, AP 3410 Nondiscrimination. AP 3430 Prohibition on Harassment, and AP 3435 Discrimination and Harassment Complaints and Investigations into any applicable languages.

References:

Education Code Section 212.5, 66281.5 and 67386 Government Code Section 12950.1;

Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;

Title 2 sections 11023 and 11024 20 U.S. Code Sections 1681 et seq.

34 Code of Federal Regulations Section 106.8(b)

Approved by the Chancellor: June 14, 2016

Revised and approved by the Chancellor: December 12, 2017

Revised and approved by the Chancellor: November 18, 2019

Revised and approved by the Chancellor: October 6, 2020

Revised and approved by the Chancellor: April 5, 2021

Revised and approved by the Chancellor: November 9, 2021

ADMINISTRATIVE PROCEDURE 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.

Approved by the Chancellor: July 26, 2012

ADMINISTRATIVE PROCEDURE 3530 WEAPONS ON CAMPUS

Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any District campus or in any facility of the District except as detailed below. The prohibition of firearms on at any college in the district, at any district/college center, at district office, or in any district facility includes both loaded and unloaded firearms, and applies to persons holding a valid license to carry a concealed firearm.

Any person who believes that he/she may properly possess a firearm or other weapon on campus or other facility of the District must promptly notify the Peralta Police Services and obtain written permission from the Peralta Police Services to possess a firearm or other weapon on campus. Kitchen knives are restricted to food services use under the direct supervision of employees and shall remain in food services facilities or with a food service event.

Bringing or possessing any firearms, ammunition, explosives, air guns, slingshots, firecrackers, fireworks, cherry bombs, metal knuckles, billy clubs, dirks, daggers, ice picks, or knife having blade longer than 5 inches upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee, or is a duly appointed peace officer, who is engaged in the performance of his/her duties.

Weapons are prohibited on any District campus or in any facility of the District, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by District Personnel, or is a duly appointed peace officer, who is engaged in the performance of his/her duties.

I. APPLICABILITY

A. These procedures apply to all employees and students of the Peralta Community College District; associates of the District; respective contractors; and guests

B. These procedures apply to any and all District property, including all campuses, administrative facilities, parking areas, grounds and other publicly-accessible areas, and at all events and activities occurring on District property.

C. These procedures are not applicable to online students unless such a student possesses or uses a weapon (1) while [s]he is physically present on a District campus or at a District-located event or, (2) in violation of federal, state or local law.

II. DEFINITIONS

A. “District” may include all colleges within the District, and all administrative, maintenance and other District-owned and/or controlled facilities, lots or open spaces.

B. “Weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed

1. Weapons may include, but are not limited to any offensive weapon; firearms of any kind such as pistols, revolvers, or other guns; BB or pellet guns, knives such as daggers, razors, stilettos, switchblade knives or knives with a blade exceeding five inches in length, tasers, stun guns, or other portable devices directing an electric current that are designed to immobilize a person; explosives or incendiaries such as bombs, grenades, or fireworks, poison gas; or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.).
2. A weapon may also include an object of any sort whatsoever which is used in such a manner as to indicate that the person using the object intends to inflict death or serious injury upon another person, or which is threatened to be used in such a manner, and which, when so used, is capable of inflicting death upon a human being.

C. “Possession” means that the person has actual physical control of the weapon because it is on or in the person’s body, or in an item of personal property belonging to the person (including, but not limited to, a bookbag, backpack, briefcase, or purse), or in a space individually assigned to the person. “Possession” also means that the person knows, or should know, of the presence of a weapon within a vehicle which the person owns or operates and that the person has the ability or right, either alone or with any other person, to maintain control of the weapon.

III. PERSONNEL

A. The Vice Chancellor of General Services is responsible for implementing and overseeing these procedures. Peralta Police Services, under contract to the Peralta Community College District, is responsible for the management and enforcement of these procedures.

B. Authorized Personnel for all approvals noted herein are:

1. Chancellor.
2. Vice Chancellor of General Services.
3. The Captain of Peralta Police Services
4. The Lieutenant of Peralta Police Services

C. College President of an impacted campus will participate in decision-making as appropriate.

IV. OPERATING PROCEDURES

A. District Authorized Personnel designated in section III.B above shall work together to develop and implement operating procedures for the safe use, storage and control of firearms and other weapons that may be necessary and appropriate for instructional aids in relevant educational programs and to further the implementation of this policy through more specific procedures.

V. INCIDENT RESPONSE

A. Any person who observes a student, faculty, staff, or visitor violating this Policy shall immediately inform any or all of the College President's office, if on a campus, Peralta Police, Chancellor's office and Vice Chancellor for General Services.

B. Alleged violations of this policy will be promptly investigated.

C. Policy violations will result in appropriate disciplinary action and may result in referral to law enforcement.

VI. VIOLATIONS

A. Any person who violates this Administrative Procedure may be subject to:
   1. An order to leave the immediate premises or property owned or controlled by the District
   2. Arrest for criminal trespass if a previous order to leave the immediate premises or property owned or controlled by the District is refused or disobeyed;
   3. Disciplinary proceedings, up to and including expulsion or termination, if the person is a student, employee, faculty member, or administrator.
   4. Prosecution by local, state, or federal authorities if the person is suspected of and/or in violation of local, state or federal law.

B. Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with the System Office and/or affected technical college, as well as possible criminal prosecution.

C. If an individual believes he/ she is not responsible for an alleged violation of the Weapons on Campus policy, appeal may be made to the chancellor or designee within ten (10) business days of receipt of the violation notification from the District.

D. Failure to appeal in writing within the scheduled time period will result in ratification of the violation.

VIII NOTIFICATION

A. Signage shall be publicly posted at each site that firearms, weapons, and unlawful explosive compounds are prohibited at each college campus, administrative building and other District-owned and controlled property or site.

B. All employees, students, volunteers, visitors, vendors, and contractors must be informed of the following:
   1. Legal implications of prohibiting firearms, weapons, and unlawful explosive compounds on District property or at District sanctioned functions.
   2. Possible penalties associated with violations of this policy.
   3. Reporting procedures to notify appropriate law enforcement agencies of a potential violation.

IX. EXCEPTIONS

A. All requests for exception to this Policy must be made in writing to chancellor or designee prior to the requesting individual entering a District property in possession of a weapon.

B. Statements must substantiate that requesting individual:
   1. Is a current federal, state or local law enforcement officer or other person who is required by law to carry a weapon, member of the armed forces, campus public safety officer, or person required to carry a weapon by law or official rules of conduct applicable to such person
   2. Agrees to abide by all policies, procedures and instructions of the District with respect to the possession or use of weapons.

C. Statement shall identify the specific weapon(s) to be carried.

D. Authorizing Official, after verifying that request includes required information and gathering any additional information deemed appropriate, shall determine whether (and if so, to what extent) to grant the request.

E. Determination shall be communicated in writing and considered final.

F. Permission granted under this Policy shall be confirmed through a written and signed Agreement stating that grantee has read and understands this Policy; understands that the weapon is not to be visible or used, except to the extent required by applicable laws, regulations or rules of conduct; agrees to (a) follow all applicable laws, (b) take all appropriate precautions to secure the weapon, avoid injury or disruption to members of the District community, affiliated entities or unaffiliated third parties, and (c) unconditionally agrees to indemnify and hold harmless the District, its affiliates, respective trustees, employees, agents and representatives against any losses, liabilities and related expenses (including, but not limited to, reasonable attorney fees) that may be incurred in connection with such person's possession or use of a weapon, whether or not such possession or use is determined to be negligent or in violation of this Policy or any applicable law, regulation or rule of conduct.

G. A person receiving such authorization, which shall only apply to the specific weapon(s) identified in the granted request, shall promptly notify chancellor or designee in writing of (a) any loss or theft of the weapon or (b) any material change in the facts or circumstances upon which permission was granted.

H. Upon granting or revoking permission under this Policy, grantee shall immediately furnish written notice to the appropriate District Personnel for the campus or site at which the person to whom permission has been granted will be located.

I. Except as otherwise set forth in writing by this procedure, permission granted under this Policy:
    1. Shall be effective only for the specific time period for which it is granted unless renewed in writing
    2. May be revoked at any time, in writing
    3. Shall terminate automatically when the person to whom permission has been granted leaves the District, College or is suspended for any reason.

J. Granting of permission applicable to a stated term does not guarantee that this Policy shall not be revised or that permission will remain in effect for the remainder of that term or for any subsequent terms.

X. VIOLATIONS

A. Any student or employee found to be in possession of a firearm or other weapon in violation of this policy is subject to immediate dismissal, termination, and/or prosecution in accordance with applicable statutes.

B. Any other person in violation of this policy is, in addition to being subject to criminal prosecution under applicable statutes, subject to immediate expulsion from institutional facilities and prohibition against reentry.

Approved by the Chancellor: July 26, 2012
Revised and approved by the Chancellor: September 28, 2016

ADMINISTRATIVE PROCEDURE 3551 PRESERVING A DRUG FREE ENVIRONMENT FOR STUDENTS

Board Policy 3550 requires the Peralta Community College District to maintain campuses where students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances and from the use of alcohol.

A. For purposes of this administrative procedure, campus shall mean those places where a student is engaged in an authorized college activity. The campus includes property owned or leased by the District; property used by the District for student participation in field trips, field study, athletic competition, or study travel programs; and District or private vehicles while being used for official District business.

B. All students are required to comply with this procedure to remain in good standing and as a condition of continued attendance in any of the District's colleges. Any violation of this procedure will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate satisfactorily in a substance abuse assistance or rehabilitation program. Student discipline shall be accomplished in accordance with the provisions of AP 5520 Student Discipline Procedures.

C. Any student who needs information about substance abuse treatment may consult a counselor, who can provide the student with information about available treatment resources. The District does not provide substance abuse treatment.

D. The Vice Chancellor of Academic Affairs (or designee), will ensure that the District's Drug Abuse and Alcohol Prevention Program (DAAPP) will be emailed to all students following the census deadlines for each term, each academic year to ensure all students receive the notification regardless of when they enroll. The notification will include the consequences of illicit drug and alcohol abuse violations on campus, including possible criminal sanctions and student disciplinary action up to and including expulsion pursuant to applicable state/federal law and District policy and administrative regulations. The purpose of such sanctions and discipline is to urge students to begin the personal process of rehabilitation. The notification will provide a list of campus and community resources available to all students, such as counseling and rehabilitation for persons with alcohol or drug-related problems.

E. A review of the District's Drug Abuse and Alcohol Prevention Program (DAAPP) will occur biennially. The Vice Chancellor of Academic (or designee), in coordination with the college Vice Presidents of Student Services, will be responsible for conducting the District's biennial review. The review will consist of an assessment from several sources, including, but not limited to, surveys of District students and employees and data-related to reports including alcohol and drug incidents that resulted in a criminal or disciplinary investigation.

Approved by the Chancellor: May 11, 2012
Revised and approved by the Chancellor: May 8, 2018

ADMINISTRATIVE PROCEDURE 3570 SMOKING ON CAMPUS

I. Smoking: Definition

"Smoke or Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

"Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Delivery or nicotine delivery systems not approved by the FDA as a proven method for cessation are prohibited where smoking and tobacco use are prohibited.

II. APPLICABILITY

A. 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:

B. The Peralta Community College District is a smoke and tobacco-free environment. Smoking, vaping, and the use of tobacco products is prohibited on all District property at all times. This administrative procedure applies to students, faculty, staff, administrators, visitors, and general members of the public.

C. The prohibition includes the use of tobacco products, including but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, hookahs, and an electronic device that delivers nicotine or other vaporized liquids to a person inhaling from the device (e.g., e-cigarettes and vaporizers).

D. District property includes indoor and outdoor areas of property that is owned, leased, or otherwise controlled by the District, including but not; limited to: classrooms, offices, lobbies, lounges, waiting areas, stairwells, restrooms, walkways, sidewalks, lawns, athletic fields and viewing stands, parking lots, warehouses, storage yards, and District-owned or leased vehicles.

E. Students, faculty, and staff who are interested in smoking cessation are encouraged to explore the free services offered by the California Smokers Helpline at 1-800-NOBUTTS and www.nobutts .org.

III. NOTICES AND PUBLICATIONS

A. Notification of this Smoking Procedure will be published in appropriate District and College publications and in notices distributed to students, faculty, staff, administrators,and those renting District/College facilities.

B. Appropriate signage will be placed throughout the college campuses and district office.

IV. PENALTIES

A. Violations of the smoking procedures of PCCD are subject to a fine equal to the current fee for parking violations. However, smoking fines shall be limited to a maximum fine of $100. Persistent offenders, 3 offenses or more, shall be fined $100.

B. If payment is not received within 21 calendar days the offenders will be notified of the consequences of failure to pay.

C. Payment must be sent to: Parking Enforcement Center, PO Box 6010, Inglewood, CA 90312. Check or money order shall be made payable to the "Peralta Community College District".

V. ENFORCEMENT PROCEDURE

A. Citation Enforcement

1. Peralta Police Services and other security entities (collectively, "Security Personnel") shall have authority to issue citations for violations of PCCD's smoking policy using the procedures established herein.
2. Citations shall be issued using the Peralta Police Services Notice of Parking Violations.
3. All Security Personnel who issue smoking citations shall complete all sections of the citation and shall include personally identifiable information, based on information required and available.
4. Security Personnel will leave a copy of the citation with the individual being cited.

B. Voiding Citations

1. A citation shall only be voided if it is determined that the citation was written in error, prior to the citation being issued. Once the citation has been issued, the citation may only be dismissed through the administrative review process.
2. Security Personnel voiding smoking citations shall:
    - a. Write void on all copies of the citation; and
    - b. Submit all voided copies to the Peralta Police Services office.
3. All copies of each voided citation will be filed and maintained for one year.

C. Citation Correction Notice

1. If an error was written on a smoking citation, but the citation is valid on its face, the Security Personnel who issued the citation shall complete a Citation Correction Notice.
2. If the error is discovered by a person other than the

issuing Security Personnel, the citation will be returned to the issuing Security Personnel.

3. Once the error is confirmed, the issuing Security Personnel will complete a Notice of Correction and forward it to Peralta Police Services Administrative Sergeant for review.
4. Once the Notice of Correction has been reviewed, it will be mailed to the individual cited on the citation.
5. A copy of the Notice of Correction will be attached to the original citation and filed.

VI. APPEALS (3 LEVELS)

A. Request for Citation Cancellation (Level 1)

1. An individual may request a Citation Cancellation within 21 calendar days of the citation issuance date.
2. Requests for cancellation must be done in writing, on the Citation Cancellation form. Forms are located at the Peralta Police Services Office, 333 E. 8th Street, Oakland, CA 94606.
3. Upon submittal of the Citation Cancellation form, the validity of the appeal shall be evaluated. Any decision made shall be based on the facts as represented on the face of the citation, the review request, and applicable laws and regulations.
   a. For citations issued by Peralta Police Services, their Administrative Sergeant shall evaluate the validity of the appeal.
   b. For citations issued by Security Personnel other than Peralta Police Services, the Vice Chancellor of General Services shall evaluate the validity of the appeal.
4. The evaluating officer can:
   a. Dismiss the violation and request PCCD to remit any payment made;
   b. Find no grounds for dismissal;
   c. Determine that an individual is not a persistent offender; or
   d. Reduce any late fees.
5. Decisions will be mailed to the individual who requested the Citation Cancellation. A copy of the decision will be kept on file until one year after the appeals process has been finalized.

B. Administrative Hearing (Level 2)

1. Individuals dissatisfied with the findings of the Level 1 hearing may request an "Administrative Hearing" (Level 2 hearing).
2. A request for an Administrative Hearing must be made to Peralta Police Services in writing within 21 calendar days from the date that the Level 1 hearing results were mailed.
3. The individual requesting a hearing may provide the information for his/her Administrative Hearing in writing. Forms are located at Peralta Police Services office, 333 E. 8th Street, Oakland, CA 94606. At the time of his/her request, the individual must provide a check or money order made payable to the "Peralta Community College District" for the full amount of the smoking fine. At that time, a formal hearing will be scheduled.
4. The Vice President, Student Services at the appropriate campus and a Peralta Police Services' hearing Officer will conduct an Administrative Hearing with the contesting party. Once a decision has been reached, the decision will be mailed to the individual.

C. Superior Court (Level 3)

Within 20 days after service of the Level 2, Administrative Hearing decision, an individual may request review by filing an appeal to be heard by the superior court of competent jurisdiction.

VII. ALLOCATION OF PROCEEDS FROM FINES

Funds shall be allocated to the PCCD and its colleges. Allocation shall include, but not be limited to, enforcement, education and promotion of this administrative procedure, and tobacco cessation treatment options.

VIII. INITIAL IMPLEMENTATION

Upon the initial implementation of this policy, PCCD shall observe a six month grace period before any fine is distributed. Warnings shall be issued at the discretion of Security Personnel. During this grace period, PCCD shall inform employees and students of the tobacco use policy and of enforcement measures.

References:

California Government Code Sections 7596, 7597, 7597.1, and 7598

California Labor Code 6404.5

Health and Safety Code Section 104495

Title 8 Section 5148

Board of Governors of the California Community Colleges, May 2018 Resolution

Approved by the Chancellor: May 11, 2012

Revised and approved by the Chancellor: March 15, 2016

Revised and approved by the Chancellor: June 13, 2017

Revised and approved by the Chancellor: December 12, 2017

Revised and approved by the Chancellor: March 7, 2019

ADMINISTRATIVE PROCEDURE 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

I.STATEMENT OF PHILOSOPHY

The Associate Degree signifies successful completion of a program of organized study and learningexperiences designed to impart knowledge and to develop skills, appreciations, attitudes, and valueswhich will be useful to its recipients and to the society in which they live.

A.General

1.Each Peralta College shall publish a list of courses meeting graduation requirements. These listsshall be maintained and approved at each college.

2.Degree requirements fulfilled by a student attending one Peralta College shall be accepted asfulfillment of requirements at another Peralta College.

B.Associate Degree Requirements (general)

To award an Associate Degree in any of the Peralta Colleges, the college must certify that thefollowing requirements have been met:

1.Satisfactory completion of at lease 60 semester units in a curriculum accepted by the collegetoward a degree, as shown in its catalogs.

2.Twelve (12) semester units successfully completed in residence at the college awardingthe degree (also applies to the Associate Degrees for Transfer, section D but not toCertificates of Achievement, in section III or Certificates of Proficiency in section IV, below).

3.Completion of at least 18 semester units of study in a discipline or from related disciplines as perthe requirements listed in the college catalogs.

4.Peralta accepts 4 quarter units as equivalent to 3 semester units (2.67 semester units satisfies fordegree and certificate units).

C.Associate Degree Requirements (not AA-T or AS-T).

All courses fulfilling the foregoing requirements are to be indicated by the individual colleges in theircatalogs. Some requirements may be met through credit by examination. The final transcript mustshow credit received in each of the first four categories listed in #3 below, and the credit received inthese first four categories must add up to at least 19 semester units.

1)A minimum grade point average of 2.0 is required in each of the following.

a.Overall grade point average

b.General education requirements

2)A “C” grade or better is required in each course in the major and in Area 4.a., EnglishComposition, and Area 4.b., Mathematics.

3)Satisfaction of the following General Education distribution requirements:

A minimum of 3 semester units is required in all areas except computer literacy (Area 4.c) for which aminimum of 1 semester unit is required.

a.Natural Sciencesone	(1) course	3 semester units
b.Social & Behavioral Sciencesone	(1) course	3 semester units
c.Humanitiesone	(1) course	3 semester units
d.Language and Rationality	(4) course	
1) English Composition*one	(1) course	3-4 semester units
2) Mathematics*one	(1) course	3-4 semester units
3)Computer Literacyone	(1) course	1 semester unit
4)Oral or Written Communication or Literature	(1) course	3 semester units
5)Ethnic Studies one	(1) course	3 semester units

May simultaneously satisfy any one of the above four requirements if it is offered withinthat discipline, Ethnic Studies will be offered in at least one of the required areas

*English Composition and Mathematics require a grade of “C” or better.

4) Peralta accepts 4 quarter units as equivalent to 3 semester units (2.67 semester units satisfies fordegree and certificate units).

D.Associate Degree Requirements (AA-T and AS-T)

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

1.A minimum of 60 CSU-transferable courses semester units.

2.A minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While aminimum of 2.0 is required for admission, some majors require a higher GPA.

3.Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” major. All course in themajor must be completed with a grade of “C” or better of a “P” if the course in taken on a “pass-no-pass” basis (Title 5 Section 55063).

4.Certified completion of the California State University General Education-Breadth pattern(CSUGE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC)pattern. Per Education Code there are no local general education requirements.

5.Double counting of courses is recommended by California Education Code.

6.Peralta accepts 4 quarter units as equivalent to 3 semester units (2.67 semester units satisfies fordegree and certificate units).

The AA-T or AS-T is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to the CSU system, but not to a particular CSU campus or to a university or college that is not part of the CSU system.

II.GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE (PERALTA DEGREES)

A.Natural Sciences

Courses in the natural sciences are those which examine the physical universe, its life forms, and itsnatural phenomena. To satisfy the general education requirement in natural sciences, a courseshould help the student develop an appreciation and understanding of the scientific method, andencourage an understanding of the relationships between science and other human activities, Thiscategory would include introductory or integrative courses in astronomy, biology chemistry, generalphysical science, geology, meteorology, oceanography, physics, and other scientific disciplines.

B. Social and Behavioral Sciences

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

C. Humanities

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion, as well as courses in History or other appropriate disciplines that have been approved for the Humanities area for a specific PCCD college in either the CSU or IGETC general education patterns.

D. Language and Rationality

Courses in language and rationality are these which develop for the student the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.

1. English Composition: Minimum level of English 1A, Freshman Composition, or an equivalent course.
2. Mathematics: Minimum level of intermediate algebra or an equivalent course.
3. Computer Literacy: A broad understanding of computer concepts
4. Oral or Written Communication, or Literature: Requirement shall include written communication, literature, or selected English for Speakers of Other Languages.

E. Ethnic Studies

Ethnic Studies is an intensive and scholarly study of African-American, Hispanic, Asian, and/or Native American experiences in the United States involving an examination of these cultures and the history, social, economic, and political influences on them.

III. CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

To award a Certificate of Achievement (approved by the State Chancellor's Office) in any of the Peralta Colleges, the college shall certify that the following requirements have been met:

A. Minimum of 16 semester units in the major; and completion of a specified program of courses with a "C" grade or better in each course.

B. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career and general education.

C. Peralta accepts 4 quarter units as equivalent to 3 semester units (2.67 semester units satisfies for degree and certificate units).

IV. CERTIFICATE OF PROFICIENCY REQUIREMENTS:

To award a Certificate of Proficiency (approved locally) in any of the Peralta Colleges, the college shall certify that the following requirements have been met:

A. Up to and including 15.5 semester units

B. Completion of specified courses with a "C" grade

C. Peralta accepts 4 quarter units as equivalent to 3 semester units (2.67 semester units satisfies for degree and certificate units).

Certificates of Proficiency will not appear on student transcripts.

V. CERTIFICATE OF COMPETENCY (NONCREDIT):

A Certificate of Competency is awarded when a student completes noncredit coursework in a prescribed pathway that prepares a student to take credit coursework, including basic skills and ESL and is approved by the State Chancellor's Office. A noncredit Certificate of Competency is a document certifying that a student enrolled in a noncredit educational program of noncredit courses and has attained a set of competencies that prepares the student to progress in a career path or to undertake degree-applicable or non-degree-applicable credit courses.

VI. CERTIFICATE OF COMPLETION (NONCREDIT):

A Certificate of Completion is awarded when a student has completed noncredit courses in a prescribed pathway leading to improved employability or job opportunities and approved by the State Chancellor's Office. A noncredit Certificate of Competency is a document certifying that a student has completed a noncredit educational program of noncredit courses that prepares the student to progress in a career path or to take degree-applicable credit courses.

VII. USE OF COURSEWORK FROM ANOTHER ACCREDITED INSTITUTION

A. Students may use both lower and upper division coursework from a regionally accredited institution to fulfill both subject and unit requirements of a comparable PCCD course upon approval by the appropriate department chair(s) and administrator(s).

Students may also use coursework from a nationally accredited institution for local (PCCD) associate degrees and certificates. However, these courses are not accepted by many four-year institutions and shall not be used to certify CSU General Education and/or IGETC (Intersegmental General Education Transfer Curriculum) requirements.

B. Students may use coursework completed at another regionally or nationally accredited institution to fulfill program, general education, and/or elective unit requirements for the associate degree or certificate programs. Specifically, students may use coursework from another regionally or nationally accredited institution to fulfill any or all of the following:

1. Course or program requirements for a certificate or for the major in an associate degree;
2. General Education graduation requirements, including approved course(s) in the same or similar general education area(s) at another California Community College; and
3. Elective units to meet the 60 semester unit requirement for an associate degree.

Although PCCD may receive and apply coursework students earned at another regionally or nationally accredited institution towards specified program, general education, and/or elective unit requirements for the PCCD degree, PCCD cannot guarantee the same coursework will transfer and be used for the same requirements at another institution. However, students may not use coursework from a nationally accredited institution to satisfy program, general education, or elective requirements for an AS-T or AA-T degree (see section I.C. above).

Note: Students may NOT use outside coursework to satisfy the 12 unit Residency requirement.

C. Students who have already earned a Bachelor's degree from a regionally accredited institution will not be required to complete Peralta Community Colleges general education requirements. NOTE: Some Peralta Community College degrees require specific general education coursework that may not be waived even if a student has earned a Bachelor's degree.

D. Students who have earned a degree(s) from a foreign institution(s) must have a foreign transcript evaluation service evaluate their degree(s). If the service certifies that the student's degree is the equivalent of a regionally accredited U.S. Bachelor's degree, the student will not be required to complete Peralta Community College District's associate degree general education requirements.

E. Peralta accepts 4 quarter units as equivalent to 3 semester units (2.67 semester units satisfies for degree and certificate units).

VIII. CREDIT FOR MILITARY EXPERIENCE

Completion of a minimum of one year's active duty with the Armed Forces of the United States, including completion of a basic or recruit training program and receipt of an honorable discharge, provides six semester units of elective credit toward the associate degree. The credit is given once 12 semester units have been completed at the Peralta Colleges. To receive credit for military service, students must provide an original DD-214 or an official unopened JST (Joint Services Transcript) for scanning or photocopying by a Peralta staff or faculty member.

A DD-214 may also be used to satisfy the subject and unit requirements for CSU GE Area E, Lifelong Learning and Self-Development.

IX. CATALOG RIGHTS:

Students completing the requirements for the Associate degree (local), the Associate Degree for Transfer, Certificate of Achievement, Certificate of Proficiency, Certificate of Completion, and Certificate of Competency have catalog rights. A student's catalog rights are defined as maintaining enrollment in at least one semester per academic year, excluding summer session and intersessions (continuing enrollment, in any of the four Peralta Colleges. The "withdrawal" symbol (W) constitutes enrollment. A student's catalog rights include:

A. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the Degree/Certificate are completed; or

B. The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements for the Degree/Certificate are completed; or

C. The regulations current at the time the student files and receives the degree/certificate.

D. If the student only enrolls in summer session, then their catalog rights would be the fall term immediately after their summer enrollment.

References:

Education Code Sections 70902(b)(3), Sections 66745 et seq.;

Title 5 Sections 55060 et seq.;

Peralta Community College District AP 4100

Page 6 of 6

Approved by the Chancellor: March 13, 2012

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Revised and approved by the Chancellor: January 5, 2021

ADMINISTRATIVE PROCEDURE 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 a “D”, “F”, “FW”, “NP” or “NC”) 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 sq.

(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.

Peralta Community College District AP 4225

(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 (4) semester enrollments in the course [58161(d), 58162].

(3) 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 circum-

stances 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.

AP 4227: Repeatable Courses, AP 4228: Course Repetition, Significant Lapse in Time, and AP 4229: Course Repetition, Variable Units have been merged into this AP 4225.

Approved by the Chancellor: May 24, 2013

Revised and approved by the Chancellor: June 13, 2017

PHOTO: Michael Mejia,
Photography Instructor

ADMINISTRATIVE PROCEDURE 4231
GRADE CHANGES AND STUDENT GRIEVANCE PROCEDURE

I. REGULATIONS

A. The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency (per Education Code Section 76224). "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization.

B. No grade can be changed without the consent, in writing, by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud, and incompetency.

C. Grades are not subject to change by reason of a revision of judgment on the instructor's part.

D. No grade except "Incomplete" may be revised by the instructor on the basis of a new examination or additional work undertaken or completed after submission of final grades.

E. No grade will be changed later than two years after the calendar date ending the semester (including intersession and summer session) in which the grade was assigned.

F. Only the instructor is required to sign grade changes from "I" to a grade.

II. PROCEDURAL STEPS

A. Instructor completes the "Request for Record Correction Form" and submits it to the Divisional Dean of Instruction with a copy of the Class Rollbook. The "Request for Record Correction Form" is available online at: http://web.peralta.edu/admissions/files/2011/06/Request-for-Record-Correction-12-23-2014.pdf

B. The Divisional Dean of Instruction, after discussion with the instructor, makes a recommendation and submits the form to the Associate Vice Chancellor of Student Services.

C. The request is then reviewed and approved or denied by the Associate Vice Chancellor of Student Services and processed by the Admissions and Records Office

III. STUDENT GRIEVANCE

If a student alleges mistake, fraud, bad faith, or incompetence in the academic evaluation of the student's performance, the grievance procedure is as follows:

Both the informal and formal grievance procedure for "Academic (Grade) Grievance" is contained in the "Student Grievance Procedure" (also in AP 5530, Student Rights and Grievances) which was last revised and approved by the Board of Trustees on March 15, 2011.

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

A. GROUNDS FOR FILING STUDENT GRIEVANCES

The Student Grievance Procedure shall apply only to grievances involving:

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

B. **THE STUDENT GRIEVANCE PROCEDURE DOES NOT APPLY TO:**

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

C. DEFINITIONS

1. Party. The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee.
2. Student. A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission.

Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

3. Respondent. Any person claimed by a grievant to be responsible for the alleged grievance.
4. Observer. An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.
5. Written Notice/Written Decision. Notice sent by personal service or by registered or certified mail with return receipt requested via the U.S. Postal Service.
6. Day. Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.

D. Grievance Process

1. Informal Resolution

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

a. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the Division Dean of Instruction of the faculty member.

b. For a grievance based on an alleged violation of law, policy, and procedures, the student shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the Vice President of Student Services (or designee).

2. Formal Complaint Procedures

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

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

a. Complaint. The complaint must include the following:

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

b. Submission. The complaint should be submitted to the Vice President of Student Services.

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

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

c. Request for Grievance Hearing

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

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

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

The Grievance Hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

d. Grievance Hearing Committee

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

- The Vice President of Instruction, who shall Chair the committee;

- One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
- One administrator (and one alternate) appointed by the College President;
- One student (and one alternate) appointed by the President of the Associated Students

Additional committee member:

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

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

e. Hearing Procedure

1. The Vice President of Instruction, as Chair, shall provide written notice, including the date, time and place of the hearing to both parties at least ten days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.
2. The Chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the Chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact.

The Chair

of the committee shall inform both parties orally of this fact at the commencement of the hearing.

3. The decision of the Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The Chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
5. The Chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
6. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
7. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.
8. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.
9. The committee may call in “expert witnesses” if the subject of the grievance is beyond their expertise.
10. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.
11. Any member of the committee may ask questions of any witness.
12. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.
13. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
14. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and

on whatever evidence and testimony is presented to the committee during the hearing.

15. The committee shall make all evidence, written or oral, part of the record.
16 The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.
17. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.
18. The hearing date may be postponed or continued at the discretion of the Chair of the committee. Both parties shall be given notice of the new or continued hearing date.
19. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services.
20. The Chair of the committee shall notify the Vice President of Student Services of the committee's recommendation within 10 days.
21. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the Vice President of Student Services and shall be available at all times to the accused person. The Vice President of Student Services has the responsibility to ensure that a proper record is maintained and available at all times.

f. Final Decision by Vice President of Student Services

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

i. The committee's recommendation;
ii. The final decision by Vice President of Student Services; and
iii. Appeals procedure

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

3. Appeals

a. President's Decision

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

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

b. Chancellor's Decision

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

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

c. Board of Trustees' Decision

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

Peralta Community College District AP 4231

Page 7 of 8

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

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

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

4. Time Limits

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

Security of Grade Records

The District has implemented security measures for student records that assure no one without proper authorization may obtain access to student grade records. These measures are installed as part of the computerized grade data storage system in the enterprise management system, PeopleSoft.

The measures implemented by the District include, but are not necessarily limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Vice Chancellor of Educational Services. No more than six (6) [one at each college in A&R and two at district office A&R] District employees may be authorized to change student grades. Only full-time employees of the District may be authorized to change grades. Student workers shall not have access to or change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice Chancellor of Educational Services immediately. The Vice Chancellor of Educational Services immediately shall take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify (1) the student; (2) the instructor who originally awarded the grade; (3) any known educational institution to which the student has transferred; (4) the accrediting agency; and (5) local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any known educational institution to which the student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with the District's policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency.

The correction of an awarded grade shall only be allowed for a student-initiated request brought under the provisions of this procedure.

References:
Education Code Sections 76224 and 76232
Title 5 Section 55025
Approved by the Chancellor: January 31, 2012
Revised: April 28, 2013
Revised: June 15, 2015

ADMINISTRATIVE PROCEDURE 4250 PROBATION

I. STANDARDS FOR PROBATION

A. Academic Probation: A Peralta student who has attempted at least 12 semester units and has a cumulative GPA of less than 2.0 as shown by the total academic record for coursework at all Peralta Colleges shall be placed on Academic Probation. The student shall be placed on academic probation during the following term of attendance and shall remain on probation until his/her cumulative grade point average is 2.0 or higher (in accordance with provisions of Title 5).

B. Progress Probation: A Peralta student who has enrolled in a total of at least 12 semester units as indicated on the total academic record for all coursework at the Peralta Colleges shall be placed on Progress Probation when the percentage of all units in which the student has enrolled and for which entries of "W", "I", and "NP" are recorded reaches at least 50% of all grades.

II. REMOVAL FROM PROBATION

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; and (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W", "I", "P" and "NP" from any college or combination thereof.

IV. NOTIFICATION OF PROBATION AND DISMISSAL

Each student will be notified about Probation or Dismissal through their Peralta e-mail. Further, each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

Reference:
Title 5 Section 55031- 55032, 55033, and 55034
Approved by the Chancellor: April 12, 2012
Revised and approved by the Chancellor: January 3, 2014
Revised and approved by the Chancellor: November 16, 2018

ADMINISTRATIVE PROCEDURE 4255
DISMISSAL AND READMISSION

I. STANDARDS FOR DISMISSAL

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

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

B. Progress Dismissal: A Peralta student who is on progress probation is subject to dismissal after the third consecutive semesters in which the recorded entries of 'W", 'I", and "NP" exceeds 50% of enrolled units.

C. Reinstatement from Dismissal: Appeals of dismissal and requests for reinstatement are handled by the Vice President of Student Services. A student may appeal for reinstatement if unusual circumstances prevailed. Such circumstances will be evaluated by petition and could be, but not limited to, health and financial strain. Readmission will be conditional and on a semester review basis with the student subject to the continued probation dismissal procedure.

II. UNITS ATTEMPTED

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

III. NOTIFICATION OF PROBATION AND DISMISSAL

Each student will be notified about Probation or Dismissal through their Peralta e-mail. Further, each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition. Probation and dismissal procedures shall be published in each Peralta College catalog.

Reference:

Title 5 Section 55033 and 55034

Approved by the Chancellor: April 12, 2012

Revised and approved by the Chancellor: January 3, 2014

ADMINISTRATIVE PROCEDURE 5052 OPEN ENROLLMENT

I. STANDARDS FOR PROBATION

A. All courses of the Peralta Community College District shall be open to enrollment in accordance with Board Policy 5052 and a district priority registration system consistent with AP 5055, Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites.

B. No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in enrollment priorities and college programs which have restrictive enrollment (e.g. allied health programs.)

C. Students are required to meet prerequisites, co-requisites, and advisories on recommended preparation. Students have the option of challenging such prerequisites, co-requisites, and advisories on recommended preparation. Challenge forms are available upon request. Prerequisites, co-requisites, and advisories on recommend preparation are addressed in Board Policy 4260 and Administrative Procedure 4260.

D. Students can challenge prerequisites and co-requisites for one of the following six (6) reasons:

1. The student has acquired through work or life experiences the skills and knowledge that are represented by the prerequisite.
2. The student has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance or where enrollment has been limited to a cohort of students. However, the student would be delayed by a semester or more in attaining the degree or certificate specified in the Student Educational Plan.
3. The student can demonstrate that he/she does not pose a threat to others of the student's self in a course with a prerequisite established to protect health and safety.
4. The student does not believe that the prerequisite is necessary for success in the course or that it has been established in accordance with District policies and procedures.
5. The sudden believes that the prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The student will be subject to undue delay in attaining the goal in the student's educational plan because the prerequisite or co-requisite course has not been made reasonably available.

E. Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except for programs that permit restricted enrollment, e.g. allied health programs.

F. A student may challenge an enrollment limitation on any of the following grounds:

1. The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
2. The District is not following its enrollment procedures; or
3. The basis for the limitation does not in fact exist.

References:
Title 5 Sections 51006, 58106, and 58108
Approved by the Chancellor: February 19, 2013

PHOTO: *Michael Mejia. Photography Instructor*

ADMINISTRATIVE PROCEDURE 5140 DISABLED STUDENTS PROGRAMS AND SERVICES

Under federal and State laws, the District and Colleges are required to ensure that academic requirements and practices, facilities, electronic information technology, printed materials, and College services and activities are accessible to individuals with disabilities. The College will make modifications as necessary in order to provide equal access.

I. THE ROLE OF THE DISABLED STUDENT PROGRAMS AND SERVICES

(DSP&S) program is to assist the colleges in meeting federal and state obligations to students with disabilities. DSP&S is the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and State laws.

A. No student with disabilities is required to participate in the DSP&S program.

If a student requests accommodations and does not want to register with DSP&S, he/she will need to submit documentation to the College 504/ADA Coordinator. DSP&S will evaluate the disability documentation and discuss the request for accommodations with the student.

B. Each College maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equal access to College classes and programs. The yearly DPS&P Plan, as required by the State Chancellor's Office, describes the processes, procedures, and requirements, as well as a full description of the program. Other information regarding the long-range goals and measureable objectives of DSP&S can be found in the DSP&S Program Review document.

II. ACADEMIC ACCOMMODATIONS PROCEDURES FOR STUDENTS WITH DISABILITIES

A. Pursuant to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Title 5, Section 56027, and Board Policy 5140, the Peralta Community College District has developed the following procedures to respond in a timely manner to requests by students with disabilities for academic adjustments. Pursuant to Title 5, Sections 56000-56088 the District has developed DSP&S at each college to assist students with disabilities in accessing appropriate instruction, programs, academic adjustments, services and auxiliary aids.

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

1. When a student requests disability-related services, the student's disability is verified by the DSP&S professional, according to state-mandated criteria which are in compliance with federal requirements. If the student is deemed ineligible for services, DSP&S shall provide the student with written notice of the denial stating both the reasons for the denial and that the student has a right to appeal the denial through the process listed below in "Section III Resolution of Disagreements related to DSPS Services and Grievance Procedure". Pending the resolution of any dispute/disagreement regarding an academic adjustment, the academic adjustment will be provided.
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, services, and/or academic adjustments. These may include but are not limited to:
   a. Auxiliary aids such as a tape recorder, assistive listening device, calculator, computer, taped text or spelling checker used in the classroom and/or in completing class assignments;
   b. The use in the classroom of a reader, American Sign Language interpreter, note taker, or scribe, or real-time captioner for students who are deaf or hard of hearing or the presence of service animals, mobility assistants, or attendants in the classroom;
   c. Testing accommodations such as extended time for test taking and distraction-reduced test setting;
   d. Extending the length of time permitted for course or degree requirements and flexibility in the manner in which specific course content is accessed, based on individual disability;
   e. Substitution for specific courses required for the completion of general education degree requirements, or substitutions or waivers of major or certificate requirements;
   f. Access to Alternate Media such as Braille, large print, and electronic text (e-text).
3. With the consent of the student, instructors are informed of authorized auxiliary aids and academic adjustments. It is the responsibility of the instructor to allow auxiliary aids to be used in the classroom or to

coordinate with the DSP&S professional for the delivery of academic adjustments. It is the responsibility of the DSP&S professional to make arrangements for and facilitate the delivery of academic adjustments with the student with a disability in coordination with instructional faculty, as appropriate. The DSP&S professional will assist with providing the appropriate academic adjustments and appropriate follow up for DSP&S students. An example of appropriate follow up might be a DSP&S Counselor contacting an instructor and DSP&S student to inquire about the effectiveness of an academic adjustment.

4. Instructors cannot unilaterally deny approved academic adjustments and students may not be asked or required to negotiate with instructors or staff about the provisions of academic adjustments, services, or auxiliary aids that have been approved by DSP&S. If an instructor receives an academic adjustment form and does not understand it or disagrees with the academic adjustment it is the instructor's responsibility to contact DSP&S to discuss the issue.

III. RESOLUTION OF DISAGREEMENTS RELATED TO DSPS SERVICES AND GRIEVANCE PROCEDURE

A. Students with disabilities have the right to an informal disagreement resolution when a student does not agree with the academic adjustments that are offered by Disabled Student Programs and Services or when an instructor refuses to allow the academic adjustment or use of auxiliary aids in the classroom. If the issue/disagreement cannot be resolved to the student's satisfaction through the informal process, the student has the right to follow the formal grievance procedure provided below. Authorized academic adjustments should be delivered during the informal and formal process.

B. Every effort will be made to expedite the process during the informal disagreement resolution and written grievance process.

C. Informal Disagreement Resolution – First Level

1. Students with a disagreement against DSPS for not authorizing and academic adjustment or not providing and academic adjustment as authorized should first attempt to resolve the matter by means of an informal meeting with the person(s) against whom the student has the disagreement , generally the DSPS Counselor, DSPS Coordinator (or Counselor/Coordinator), the LD Specialist, or other DSPS faculty member responsible for providing the academic adjustments. This discussion should be timely, optimally within ten (10) instructional days of the alleged incident.
2. Students who believe an authorized academic adjustment is being denied orIgnored by an instructional faculty member should first attempt to resolve the matter by means of an informal meeting with the instructor whom the student believes is not complying with the academic adjustment. The student should contact the DSPS professional who authorized the academic adjustment(s). The DSPS professional will schedule a meeting with the instructor to discuss and resolve the issue. The student may request that the DSPS attend the meeting. This discussion should be timely, optimally within ten(10) instructional Days of the alleged denial.

D. Informal Disagreement Resolution – Second Level

1. Students who are dissatisfied with the outcome of the meeting with either the DSPS professional or instructional faculty member can schedule an appointment with the DSPS Coordinator (or Counselor/Coordinator) or the Dean who oversees DSPS when the disagreement is with the DSPS Coordinator. Students should bring their referral for academic adjustment along with the relevant information about dates of requests, services not received, and responses to their previous inquiries. Students should address these concerns within ten (10) instructional days of the first level meeting.
2. The DSPS Coordinator or the Dean who oversees DSPS may conduct an informal inquiry with various parties involved in the alleged incident and inform students verbally of the resolution. The DSPS Coordinator or the Dean who oversees DSPS should communicate this resolution to the student within ten (10) instructional days of the second level informal disagreement meeting.

E. Formal Written Grievance Procedure

1. If the informal disagreement resolution process does not resolve the issue to the student's satisfaction, the student has the right to file a formal written grievance. The student must submit in writing the formal written grievance to the Vice President of Student Services within ten (10) instructional days after being informed of the decision determined in the second level informal disagreement resolution.
2. The Vice President of Student Services will be responsible for notifying the student of his/her rights, responsibilities, and the procedures.
3. The Vice President of Student Services will review the written grievance and may confer, as appropriate, with the DSPS Coordinator or Dean who oversees DSPS and other appropriate college professionals, as necessary, before making a determination. The Vice President of Student Services will make every effort to resolve the grievance in accordance with applicable laws.
4. The Vice President of Student Services shall review the issues presented and shall render a written decision within ten (10) instructional days. The student will be provided the written decision.

IV. MEETING GENERAL EDUCATION DEGREE REQUIREMENTS:

When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from a college within the Peralta Community College District, despite an earnest effort on the part of the student to complete the course or its prerequisite, if appropriate for the disability as determined by a qualified DSP&S professional, and despite the provision of academic adjustments, services, and/or auxiliary aids, the student may request a substitution of the course as an alternative method of meeting general education degree requirements.

A. An Evaluation Team will consist of the DSP&S Coordinator, the Department chair or instructor from the discipline of the course or major for which a substitution is being requested, and the appropriate Dean of Instruction.

B. The team may consult, as appropriate, with DSP&S professionals, the Vice Chancellor for Student Services, and the College Vice President of Instruction in order to make a decision.

C. In assessing requests, the Evaluation Team should consider the anticipated exit skills from the course that can be substituted for comparable exit skills in another course. These comparable skills may be found in a discipline different from the discipline of the original course.

V. MEETING MAJOR OR CERTIFICATE REQUIREMENTS

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

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 the Peralta Community College District and may not be recognized by a transfer college.

VI. EVALUATION OF SUBSTITUTION/ WAIVER REQUEST

A. Documentation

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

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

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 Vice Chancellor for Student Services, DSP&S professionals, and the College Vice President of Instruction, as appropriate
3. The Evaluation Team will assess student requests based on the following criteria:
   a. Documentation of the student's disability with specific test scores, when appropriate, and a description of educationally related functional limitations in the academic area under discussion/consideration.
   b. Evidence of the student's earnest efforts to meet the graduation requirement, which may include:
      i. Consistent and persistent efforts in attempting to meet all graduation
      requirements.
      ii. Evidence that the student has attempted to take the course in question or its
      prerequisite with academic adjustments and has been unable to successfully complete course requirements.
      iii. Regular attendance (i.e., meeting the attendance

requirements of the course);

iv. Completion of all course assignments.

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

vi. Use of all appropriate and available academic adjustments, 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 academic adjustments.

c. Evidence that the student is otherwise qualified such as:

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

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

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

VII. DECISION PROCESS

A. Meeting General Education Degree Requirements

The Evaluation Team's decision will be made by majority vote. If the Evaluation Team recommends a course substitution, the Evaluation Team will request the department in which the student is asking for course substitution to provide a list of previously identified appropriate course substitutions. If the department cannot identify an appropriate course substitution or if theEvaluation Team concludes that a substitute course is inappropriate due to the severity of the disability, as documented by the Verification of Disability and Educational Limitations Form, then the College Vice President of Instruction and the Vice Chancellor for Student Services shall be included in the evaluation process to assist with the identification of an appropriate course substitution. To approve recommendations for course substitutions, the Evaluation Team will forward its recommendation to the Vice President of Instruction and then to the Vice Chancellor for Student Services. The District Office of Admissions and Records will verify, implement and notify the student.

B. Meeting Major/Certificate Requirements

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

VIII. Complaint Procedure Regarding a Substitution/Waiver Decision

If the student is dissatisfied with the decision of the Evaluation Team, the student may appeal in writing the decision to the Vice President of Student Services, who is required to confer with the Vice President of Instruction, and provide a decision within ten (10) instructional days of receipt of the student's written complaint. All documentation reviewed by the Evaluation Team will be provided to the Vice President of Student Services, as well as their written rationale for denial of the substitution/waiver. If the Vice President of Student Services concurs with the Evaluation Team's decision, the student has the right to appeal the decision directly to the District Affirmative Action Officer. Students can obtain the assistance of the District Affirmative Action Office at any point during this process.

IX. EQUAL ACCESS TO ELECTRONIC AND INFORMATION TECHNOLOGY

Federal and State laws require that all electronic and information technology purchased or used by federal agencies must be accessible for use by persons with disabilities. This regulation applies to the development, procurement, maintenance and/or use of all electronic and information technologies.

A. The Information Technology Department will ensure that College employees who purchase or request recommendations about information technology products are informed of the accessibility requirements of Section 508.

B. Grant recipients will be informed of their obligations under Section 508 requirements.

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.

References:
Peralta Community College District AP 5140
Page 7 of 7
Education Code Sections 67302, 67310 and 84850;
Title 5 Sections 56000 et seq.
42 U.S.C. Section 12101, 34 CFR Sections 104.3 and 104.44; 36 CFR 11135
Approved by the Chancellor: January 7, 2013
Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: September 28, 2016

PHOTO: *Michael Mejia.*
Photography Instructor

ADMINISTRATIVE PROCEDURE 5500 STANDARDS OF STUDENT CONDUCT, DISCIPLINE PROCEDURES AND DUE PROCESS

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

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

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

IV. **Standards of Conduct.**

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

A. Disciplinary action may be imposed on a student for violation of college rules and regulations, the California Education Code, California Penal Code, and the California Administrative Code. Student misconduct may result in disciplinary action by the college and prosecution by civil authorities. Student misconduct may also result in disciplinary action that is applicable to other college campuses and central administrative offices at the Peralta Community College District. The college may require restitution as part of the discipline to ensure the return of items or compensation for any loss to the college or District. Misconduct that may result in disciplinary action includes, but is not limited to, the following violations:

1. Violation of District policies or regulations including parking and traffic regulations (subject to Education Code Section 76036), policies regulating student organizations, and time, place and manner regulations in regard to public expression.
2. Willful misconduct which results in injury or death of any person on college-owned or -controlled property, or college-sponsored or supervised functions; or causing, attempting to cause, or threatening to cause physical injury to another person.
3. Conduct which results in cutting, defacing, damaging, or other injury to any real or personal property owned by the college or to private property on campus.
4. Stealing or attempting to steal college property or private property on campus; or knowingly receiving stolen college property or private property on campus.
5. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District. Conduct that constitutes sexual harassment under Title IX is addressed under AP 3433 Prohibition of Sexual Harassment under Title IX and AP 3434 Responding to Harassment Based on Sex under Title IX – these procedures must be used.
6. Unauthorized entry to or use of college facilities.
7. Committing or attempting to commit robbery or extortion.
8. Dishonesty such as cheating, plagiarism (including plagiarism in a student publication), forgery, alteration or misuse of college documents, records, or identification documents, or furnishing false information to the college.
9. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
10. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an authorized college employee.
11. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
12. Lewd, indecent, or obscene conduct or expression on college-owned or -controlled property, or at college sponsored or supervised functions; or engaging in libelous or slanderous expression; or expression or conduct which so incites students as to create a clear

and present danger of the commission of unlawful acts on college premises, or substantial disruption of the orderly operation of the college.

13. Disruptive or insulting behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance of the authority of, refusal to comply with directions of, or persistent abuse of, college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.
14. Obstruction or disruption of teaching, research, administrative procedures or other college activities.
15. Committing sexual harassment as defined by law or by college policies and procedures; or engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

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

V. Forms of Discipline. Students facing disciplinary action are subject to any of the following actions:

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

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

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

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

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

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

G. Removal from Class. Exclusion of the student by an instructor for the day of the removal and the next class meeting. The 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 have 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 who was enrolled at the time of the alleged violation of the Standards of Student Conduct.
2. Faculty Member. Any instructor (an academic employee of the District in whose class a student subject to discipline is enrolled), counselor, librarian, or any academic employee who is providing services to the student.
3. Day. A day during which the District is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.
4. Written Notice/Written Decision. Notice sent by personal service or by registered or certified mail with return receipt requested via the United States Postal Service.

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

1. Notice. The Vice President of Student Services (or designee) will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
   a. The specific section of the Code of Student Conduct that the student is accused of violating.
   b. A short statement of the facts (such as the date, time, and location) supporting the accusation.
   c. The right of the student to meet with the Vice President of Student Services (or designee) to discuss the accusation, or to respond in writing.
   d. The nature of the discipline that is being considered.
2. Time limits. The notice must be provided to the student within 5 days of the date on which the conduct took place or became known to the Vice President of Student Services (or designee); in the case of continuous, repeated or ongoing conduct, the notice must be provided within 5 days of the date on which conduct occurred or became known to the Vice President of Student Services (or designee) which led to the decision to take disciplinary action.
3. Conference Meeting. A student charged with misconduct must meet with the Vice President of Student Services (or designee) for a conference regarding the basis of the charge and the possible disciplinary action that may arise as a consequence. If the student fails to respond within 5 days after receipt of the written notice, the Vice President may proceed on the assumption that the charge(s) is (are) valid. The conference with the Vice President of Student Services (or designee) will be for the purpose of:
   a. Reviewing the written statement of the charge(s) as presented to the student;
   b. Providing a reasonable opportunity at the meeting for the student to answer the charge(s) verbally or in writing to the accusation;
   c. Informing the student in writing of possible disciplinary action that might be taken;
   d. Presenting to the student the College Due Process Procedures.
4. Meeting Results. One of the following scenarios will occur:
   a. The matter is dismissed, in which case no public record of this incident shall be retained; however, an annual confidential report is required to be submitted to the Peralta Board of Trustees.
   b. A disciplinary action is imposed, and the student accepts the disciplinary action.
   c. A disciplinary action is imposed, and the decision of the Vice President of Student Services (or designee) is final due to the form of the discipline.
   d. A disciplinary action of a long-term suspension is imposed, and the student does not accept the long-term suspension. The student must file at the Office of the President a written notice of intent to appeal to the Student Disciplinary Hearing Panel within 5 days of the written decision from the Vice President of Student Services (or designee).
   e. A recommendation for expulsion is made by the Vice President of Student Services (or designee) to the College President.
5. Short-term Suspension.

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

6. Long-term Suspension.

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

7. Expulsion.

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

VIII. Hearing Procedures:

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

Any recommendation for expulsion by the Vice President of Student Services (or designee) shall be automatically reviewed by the Student Disciplinary Hearing Panel.

B. Schedule of Hearing. The formal hearing shall be held within 10 days after a written request for hearing is received. Student's failure to confirm attendance at hearing or failure to appear at the hearing without reasonable cause constitutes waiver of the student's right to appeal. The formal hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

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

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

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

E. Conduct of the Hearing.

1. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
2. The facts supporting the accusation shall be presented by a college representative who shall be the Vice President of Student Services.
3. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
5. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.
6. The student may represent himself or herself and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than 5 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
7. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
9. The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify himself or herself by name, and thereafter shall ask witnesses to identify themselves by name.

Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

10. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.
11. Within 10 days following the close of the hearing, the hearing panel shall prepare and send to the President (or designee) a written recommendation regarding the disciplinary action to be imposed, if any. The recommendation shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

IX. President's (or designee's) Decision

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

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

X. Chancellor's Decision

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

XI. Board of Trustees' Decision:

A. Long-Term Suspension Appeal:

The Chancellor's (or designee's) decision regarding long-term suspension may be appealed to the Board of Trustees within 10 days of receipt of the Chancellor's decision. The Board will consider the appeal request, along with the Chancellor's decision, at the next regularly scheduled meeting. The Board may reject the appeal request and uphold the Chancellor's decision, or accept the appeal and conduct a hearing. The Board's procedures for hearing of long-term suspension will be similar to the procedures required for expulsion hearings.

B. Expulsion:

1. The Board of Trustees shall consider any recommendation from the President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.
2. The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)
3. The student shall receive written notice by certified mail to the address last on file with the District at least three days prior to the meeting of the date, time, and place of the Board's meeting.
4. The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.
5. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.
6. The Board may accept, modify or reject the findings, decisions and recommendations of the President (or designee) and Chancellor (or designee). If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the Board shall be final.
7. The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the

action shall be a public record of the District.

XII. Time Limits

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

XIII. Student Grievance:

A. Students who believe that they have been improperly subjected to any of the disciplinary measures stated in this policy may file a Student Grievance with the Vice President of Student Services in accordance with Board Policy 5530 Student Rights and Grievance.

B. Students in Allied Health Programs:

Board Policy 5531 (Allied Health: Student Appeal of Dismissal for Clinical Performance) may apply in lieu of this Board Policy to students who are enrolled in the Allied Health program for clinical performances.

References:

Education Code Sections 66017, 66300, 66301, 72122, and 76030, et seq.
Penal Code Section 626.4
ACCJC Accreditation Standards I.C.8 and 10
Approved by the Chancellor: December 5, 2012
Revised and Approved by the Chancellor: January 3, 2014
Revised and approved by the Chancellor: June 15, 2015
Revised and approved by the Chancellor: August 13, 2015
Revised and approved by the Chancellor: February 11, 2016
Revised and approved by the Chancellor: September 28, 2016
Revised and approved by the Chancellor: May 14, 2021

ADMINISTRATIVE PROCEDURE 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: The extent permitted by Education Code Section 76224 subdivision (a), which provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors;

B. The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

C. Violation of Law, Policy, and Procedures:

Violation of rights which a student is entitled to by law or District policy, including financial aid, rules for student conduct, admission, probation, or suspension or dismissal policies.

D. This Student Grievance Procedure does not apply to:

1. 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. (See AP 3433 Prohibition of Sexual Harassment under Title IX, AP 3434 Responding to Harassment Based on Sex under Title IX, and AP 3435 Discrimination and Harassment Complaints and Investigations)
3. Student disciplinary actions, which are covered under separate board policies and administrative procedures.

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

1. Informal Resolution

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

a. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the Division Dean of Instruction of the faculty member.

b. For a grievance based on an alleged violation of free expression, 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.

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 exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120, 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 the PFT and the Faculty Senate; or

f. For other grievances, one classified employee (and one alternate) jointly appointed by Local 790 and the Classified Senate.

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

5. Hearing Procedure

a. The Vice President of Instruction, as Chair, shall provide written notice, including the date, time and place of the hearing to both parties at least ten days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.

b. The Chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the Chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The Chair of the committee shall inform both parties orally of this fact at the commencement of the hearing.

c. The decision of the Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The Chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.

d. The Chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.

e. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.

f. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.

g. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.

h. The committee may call in “expert witnesses” if the subject of the grievance is beyond their expertise.

i. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.

j. Any member of the committee may ask questions of any witness.

k. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.

l. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

m. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.

n. The committee shall make all evidence, written or oral, part of the record.

o. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.

p. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.

q. The hearing date may be postponed or continued at the discretion of the Chair of the committee.

Both parties shall be given notice of the new or continued hearing date.

r. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services.

s. The Chair of the committee shall notify the Vice President of Student Services of the committee’s recommendation within 10 days.

t. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the Vice President of Student Services and shall be available at all times to the accused person. The Vice President of Student Services has the responsibility to ensure that a proper record is maintained and available at all times.

6. Final Decision by Vice President of Student Services

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

a. The committee’s recommendation;
b. The final decision by Vice President of Student Services; and
c. Appeals procedure

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

7. Appeals

a. President’s Decision

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

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

b. Chancellor’s Decision

The College President’s decision may be appealed to the

Chancellor in writing within 10 days of receipt of the decision.

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

Peralta Community College District AP 5530

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.

References:

Education Code Section 76224(a)
Title IX, Education Amendments of 1972
ACCJC Accreditation Eligibility Requirement 20
ACCJC Accreditation Standard IV.D.
Per Accreditation Standards this procedure is legally advised
Approved by the Chancellor: December 7, 2012
Revised and approved by the Chancellor: August 13, 2015 Revised and approved by the Chancellor: March 28, 2018 Revised and approved by the Chancellor: October 6, 2020 Revised and approved by the Chancellor: February 8, 2022

BOARD POLICY 4030
ACADEMIC FREEDOM

Intellectual freedom and responsibility: Intellectual freedom is to be guarded as a basic right of all citizens in a free society. To this end, the colleges of the district are committed to free discussion and open inquiry in the pursuit of truth. It is recognized that freedom to think, to read, to speak and to question is necessary to the development of an informed citizenry. This freedom shall be integral to the philosophy of this district and is guaranteed to all staff and students.

For each faculty member, intellectual freedom is both a right and a responsibility. As a right, it guarantees the instructor freedom to interpret personal findings and to communicate the conclusions without being subjected to interference, molestation, or penalty because the conclusions are at variance with those of other persons. As, a responsibility, it carries the obligation to study, to investigate, to present, to discuss and to interpret fairly and objectively facts and ideas related to the instructor's assignments.

Since human knowledge is limited and changeable, the instructor will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, the instructor will cite the evidence available and present the conclusions to which the instructor believes this evidence points without limiting the freedom of the student to express and defend the students own views and beliefs. With the understanding that the student must also respect the rights of others, the student shall have the freedom to question and differ without jeopardy to the student's scholastic standing.

The college faculty member is a citizen, a member of a learned profession, and an employee of an educational institution. As a person of learning and an educational employee, the faculty member should remember that the public judges the profession and the institution by his/her utterances. Hence, the faculty member should at all times be accurate, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson. To insure these principles of intellectual freedom for this district's colleges, the administration and the board, as the governing body of the district, will demonstrate their support by actively working toward a climate which will foster this freedom. Such participation will extend to the point of defending and supporting any tenured or non-tenured faculty member who, while maintaining the high standards of the profession, finds personal freedom of expression unfairly attacked or curtailed.

Freedom of Speech, Political Activities: The governing board recognizes the right of any employee of the district to take or refrain from taking a stand on any political issue and to support or oppose any issue or candidate. In accordance with the Education Code, such activities must be conducted on the employee's own time. The employee will exercise reasonable care to show that he/she is acting in his/her capacity as a private citizen. Nothing in this policy shall prevent:

- The discussion and study of political, social, and moral issues when such discussion and study are appropriate to the subject matter of a course.
- The conducting of student and employee elections and campaigning connected therewith.

References:

1940 Statement of Principles on Academic Freedom and Tenure, American Association of University Professors (AAUP) (http://www.aaup.org/AAUP/pubsres/policydocs/contents/1940statement.htm. Retrieved 10/22/12.)

California Education Code Section 70902

Government Code Title 1, Division 7, Chapter 3.5, Sections 6254 (D-6267).

Title 5, Section 51023

"Faculty as Professionals: Responsibilities, Standards and Ethics," Academic Senate for California Community Colleges (Spring, 2002).

ACCJC Accreditation Eligibility Requirement 20 and

ACCJC Accreditation Standard I.C.7 (formerly II.A.7)

Replaces:

Board Policy 5.15 Code of Faculty Professional Standards first adopted March 15, 1965 and last revised November 18, 2008 which included merging Board Policy 5.10 Intellectual Freedom with BP 5.15; and also merges BP 5.45 Public Forums.

Approved by the Board of Trustees: December 11, 2012

Reviewed and approved by the Board of Trustees: April 14, 2015

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Photography Instructor

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M.S. University of California, San Francisco

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MA Roskilde University, Denmark

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M.A. San Francisco State University

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B.A. University of California Los Angeles
M.S. San Francisco State University

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M.F.A. University of California, San Diego

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M.Div. Methodist Theological School in Ohio

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M.S. San Francisco State University

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M.F.A. Saint Mary’s College of California
M.A. Mills College

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M.B.A California State University, East Bay

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M.A. San Francisco State University

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M.A. Saint Mary’s College

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PHOTO: *Michael Mejia,*
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Tina Tobor

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Vacant

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Jacqueline Trotter
Ronnie Wilson

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Rudy DeLeion
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Ronnie Wilson
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Senait Yehualashet

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Dominique Dozier
Lily Leung
Agustin Rodriguez
Wai May Shum
Andrew Skinner-Demps
Randle Wasson
Michael Wright

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Gina Karunaratne

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Alain Tumba-Longo

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Ralph Peet

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Diana Davaasuren
Pak Ho
Glenn Pace
Kevin Tran

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Alejandro Gonzalez
Katrina Santos
Verlisa Watson

Office of Enrollment Services
Cassandra Upshaw

Office of Instruction
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Derek Lee
Naa Harper
Judy Mei
Iolani Sodhy-Gereben
Huizhen Su
Karen Tellegen
Lynna Wong
Wenwen Zhou

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Jessica Liu

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Vacant

Office of the President
Larena Baldazo
Clifton Coleman
Arlene Lontoc

Restoring Our Communities
Vincent Garrett

Storekeeper/ Delivery Services
Vacant

Student Accessibility Services (SAS)
Kim Cael
Alexandra Cipher
Alex Cervantes
Chelsey Young

Student Activities & Campus Life
Evelyn Moreno

Student Success Center
Lewis Thrower

Technology Center
Michel Edibe-Bile

Theatre Arts
Alejandro Acosta

Transfer Center
Laura Ramos

Umoja-UBAKA
Shanice Millican

Veteran Services
Jean Carey

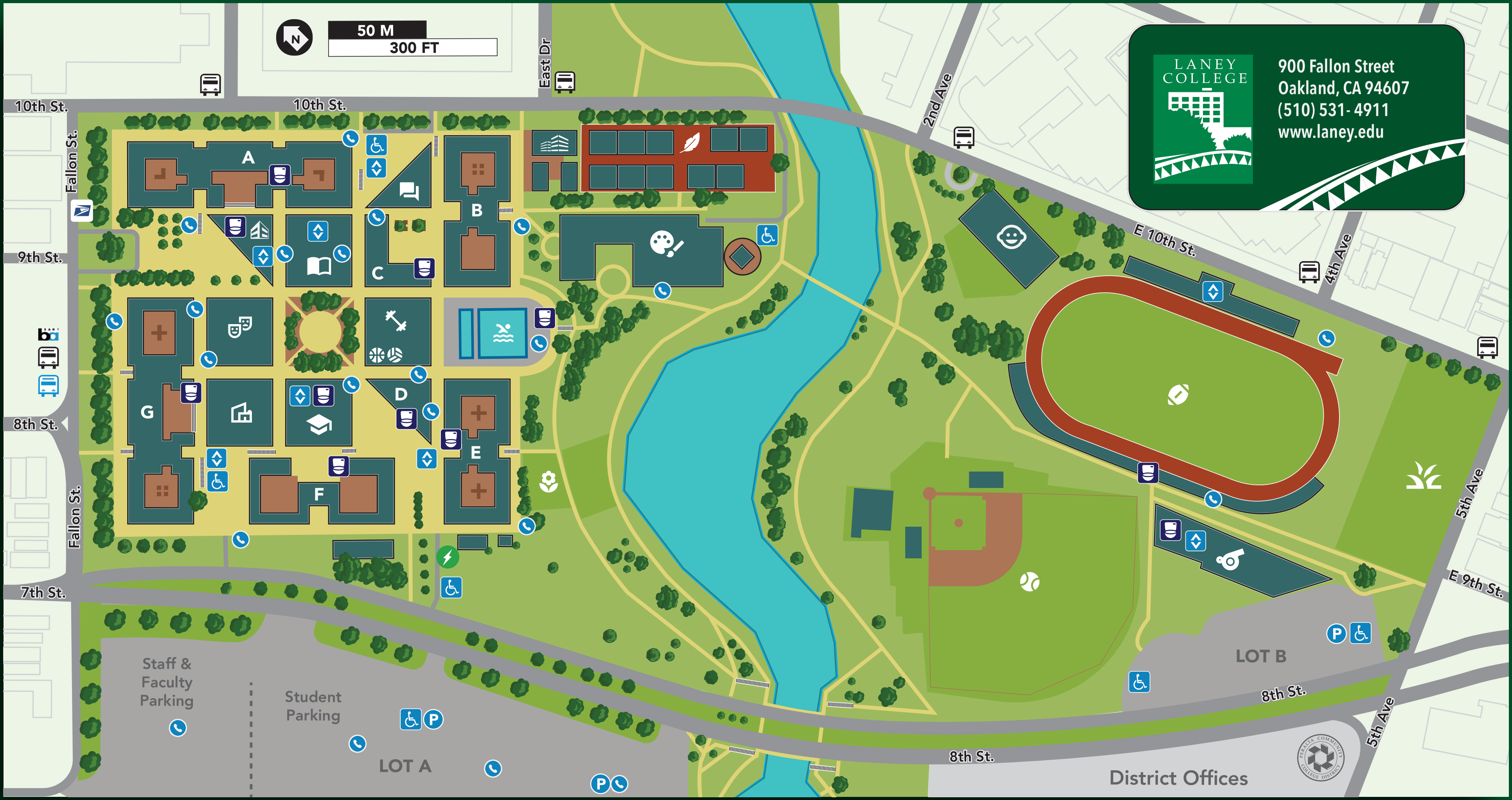
Welcome Center
Charles Bradford

Welding Technology
Roxie Clark

Writing Center
Terrence Fisher
Pamela Crumpton

CATALOG
INDEX

LANEY COLLEGE - CAMPUS MAP



LANEY COLLEGE

900 Fallon Street
Oakland, CA 94607
(510) 531-4911
www.laney.edu

A COMPLEX
- Admissions & Records
- Cashiers Office
- Financial Aid Office
- Welcome Center

B COMPLEX
- Writing Center

C BUILDING
- Class Rooms

D BUILDING
- Lecture Hall Classrooms

E COMPLEX
- Bistro
- DSPS

F COMPLEX
- Business Lab
- Technology Center

G COMPLEX
- CIS Lab
- Math Lab

THEATER
- FabLab
- Performing Arts Center

LANEY TOWER
- Art Gallery
- Business Office
- Counseling
- Mail Room
- Office of the President

STUDENT CENTER
- Bookstore
- Cafeteria
- Clubs
- Veterans Resource Center (VRC)
- Wellness Center

ART CENTER

BASEBALL FIELD

B.E.S.T. CENTER

CHILDCARE CENTER

CONSTRUCTION CANOPY

EAGLE VILLAGE

FIELD HOUSE

FOOTBALL FIELD

FORUM

GARDEN

GYM

LIBRARY

MULTIPURPOSE FIELD

POOL

- AC Transit Lines: 62, 96
- AC Transit Lines: 18, 88 (next to BART)
- Evgo Charging Station
- Lake Merritt BART Station
- Stairways
- USPS Mailbox

- Accessible Elevators
- Accessible Parking
- All Gender Restrooms
- Blue Phones (Emergencies)
- P Permit Parking Machines