Berkeley City College
English

Overview

College	BCC - Liberal Arts and Social Sciences
Originator	Jenny Lowood
Award Type	AA-T Degree

Codes and Dates

State Approval Date	3/18/2012
Curriculum Committee Approval Date	4/07/2022
Current Effective Date	1/01/2023
Program Control Number	31138
Top Code	1501.00 - English

Description

Berkeley City College's English AA-T serves students with a wide variety of goals, including transfer to U.C., C.S.U., or other four-year institutions. Students intending to transfer to U.C. Berkeley with the English major can complete all of the lower-division major preparation coursework at B.C.C. (English 17A or B, 85A, 85B, and 85C). They will learn high-level skills in essay composition and literary analysis.

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

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

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

Career Opportunities

This program satisfies the requirements for the CSU Transfer Model Curriculum in English. Students who receive degrees in English often become teachers, writers, journalists, or editors; they may also find careers in many fields in which written communication skills are valued.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. write well organized, well developed, effective, well edited, logically sound, and clear essays

2. apply active reading strategies in order to critically analyze texts

3. effectively analyze literature -- fiction, poetry, drama, and creative non-fiction -- in light of historical context, critical theories, and formal elements

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Degree Requirements:

Required Courses	Credit Hours:	(19 Required)
ENGL 001B and Composition and Reading		4

ENGL 005	and	Critical Thinking in Reading and Writing	3
ENGL 085A	and	Literature in English Through Milton	4
ENGL 085B	and	Literature in English: Late 17th through Mid-19th Century	4
ENGL 085C		Literature in English: Mid 19th through the 20th Century	4

Choose one of the following courses.   **Credit Hours:**   (3 Required)

ENGL 017A	or	Shakespeare	3
ENGL 017B	or	Shakespeare	3
ENGL 050		Multicultural American Literature	3

IGETC or CSU GE-Breadth Education pattern and elective courses   **Credit Hours:**   (38 Required)

38

Total: 60

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Merritt College
Administrative Medical Assisting

Overview

College	Merritt - Division III
Originator	Jon Murphy
Award Type	Certificate of Achievement

Codes and Dates

Curriculum Committee Approval Date	5/12/2022
Current Effective Date	8/01/2022
Program Control Number	41274
Top Code	1208.20* - Administrative Medical Assisting

Description

The Administrative Medical Assisting Certificate of Achievement program prepares students to perform "front office" duties via the Electronic Health Records (EHR) Systems. Students will demonstrate proficiency in the following skills and more: medical records documentation, patient intake, electronic medical records management, patient reception, scheduling appointments, medical insurance, and introduction to billing and coding and collections.

This program can be completed within one year, culminating in a Certificate of Achievement upon satisfactory completion of all major requirements.

Career Opportunities

Career opportunities may include Medical Assistant (MA), Certified Medical Assistant (C-MA), Administrative Medical Assistant (AMA), Certified Administrative Medical Assistant (C-AMA), Medical Office Assistant, Chiropractic Assistant, Client Services Coordinator, Medical Support Assistant, and Patient Services Specialist, and Patient Navigator.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Clearly communicate through writing , speaking, listening, and reading in the Medical Assistant Program.
2. Reasoning Skills-Acquire, evaluate and interpret information during in the Medical Assistant Program. As a result, student will be able to solve problems relevant to the Medical Assistant Job Duties as outlined by community employers.
3. Professional Behavior- Demonstrate appropriate professional behavior such as timeliness and interpersonal skills such as teamwork and cultural diversity during the medical assistant program.
4. Technical Skills- Demonstrate technical skills appropriate to the medical assistant program with introduction to electronic health record charting and weekly online instruction.

Degree Requirements:

		Credit Hours:	(16 - 17 Required)
MEDAS 101A	Introduction to Medical Assisting		2
MEDAS 103A	Administrative Medical Assisting I		2
MEDAS 103B	Administrative Medical Assisting II		2
MEDAS 103C	Administrative Medical Assisting III		2
HLTOC 101 or	Medical Terminology		3

HLTOC 201	Medical Terminology I	2
HLTOC 110	CPR and First Aid for Allied Health Programs	1
HLTOC 260	Emotional Intelligence	2
HLTOC 263	Communication Skills for the Health Care Professional	3

Recommended Course   **Credit Hours:**   (0 Required)

| MEDAS 470F | Occupational Work Experience in Medical Assisting | 1 |

Total: 16.000 - 17.000

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Laney College
Bridge to Credit ESOL

Overview

College	Laney - Liberal Arts
Originator	Anne Agard
Award Type	Certificate of Competency

Codes and Dates

State Approval Date	2/05/2019
Curriculum Committee Approval Date	10/19/2018
Board of Trustees Date	1/08/2019
Current Effective Date	6/01/2019
Program Control Number	36394
Top Code	4930.87 - English as a Second Language - Integrated

Description

The Bridge to Credit Certificate of Competency (CCy ESOL) verifies that a student has achieved the outcomes of the final two courses in the four-course Bridge to Credit 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 ESOL faculty 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 job-seeker more competitive in many countries.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Students will develop education plans and other credit course readiness skills and materials
2. Students will use software to organize and produce class work.
3. Students will assemble a portfolio of projects to demonstrate credit course readiness.

Degree Requirements:

Core Courses: **Noncredit:**   (100.1 - 172.725 Required)
Students must complete a minimum of 100 class hours

ESOL 541C	Basic English C	50.05 - 96.25
ESOL 541D	Basic English D	50.05 - 96.25

Competency Requirement: **Noncredit:**   (0 Required)

Teacher or department will determine if student has met the competencies of the program and document it.	0

Total: 100.100 - 172.725

College of Alameda
Bridge to Credit ESOL Certificate

Overview

College	COA - Career and Workforce Education
Originator	Didem Ekici
Award Type	Certificate of Competency

Codes and Dates

State Approval Date	8/11/2020
Curriculum Committee Approval Date	4/21/2020
Board of Trustees Date	5/26/2020
Current Effective Date	8/01/2020
Program Control Number	37083
Top Code	4930.87 - English as a Second Language - Integrated

Description

The Bridge to Credit ESOL Certificate 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.

Career Opportunities

This certificate's emphasis on organizational life skills and regular use of technology 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 job-seeker more competitive in many countries.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

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

Degree Requirements:

Courses (min 134 hours)   **Noncredit:**   (200.2 - 385 Required)

Students must complete a minimum of 134 class hours of ESOL 541A-D.

ESOL 541A	Basic English A	50.05 - 96.25
ESOL 541B	Basic English B	50.05 - 96.25
ESOL 541C	Basic English C	50.05 - 96.25
ESOL 541D	Basic English D	50.05 - 96.25

Competency Requirement   **Noncredit:**   (0 Required)

Teacher or department will determine if student has met the competencies of the program and document it.   0 and

Total: 200.200 - 385.000

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Merritt College
Bridge to Credit ESOL

Overview

College	Merritt - Division I
Originator	Evan Nichols
Award Type	Certificate of Competency

Codes and Dates

Curriculum Committee Approval Date	5/12/2022
Current Effective Date	1/01/2023
Program Control Number	36826
Top Code	4930.87 - English as a Second Language - Integrated

Description

The Bridge to Credit ESOL Certificate of Competency 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 job-seeker more competitive in many countries.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Synthesize written information and technological skills to register for credit-level courses at an educational institution.

Degree Requirements:

Core Courses (min 134 hours)   **Noncredit:**   (200.2 - 385 Required)
Students must complete a minimum of 134 class hours.

ESOL 541A	Basic English A	50.05 - 96.25
ESOL 541B	Basic English B	50.05 - 96.25
ESOL 541C	Basic English C	50.05 - 96.25
ESOL 541D	Basic English D	50.05 - 96.25

Competency requirement   **Noncredit:**   (0 Required)

Instructor or department will determine if student has met the competencies of the program and document it.   0

Total: 200.200 - 385.000

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Merritt College
Ceramics

Overview

College   Merritt - Division I
Originator   Sheila Metcalf-Tobin
Award Type   Certificate of Proficiency

Codes and Dates

Curriculum Committee Approval Date   5/12/2022
Top Code   1002.30 - Ceramics

Description

The Merritt College Ceramics Certificate Program is a comprehensive preparation for employment in the field of ceramic arts. Introductory through advanced coursework allows students to build and refine broad-based skills and concepts from design principles to portfolio development. Merritt College Ceramics students have exhibited art work in gallery and museum venues, been featured in national publications, catalogs and books, and lectured at conferences and symposia. Upon completion of this program, students have obtained jobs in the profession including college ceramics technician, community arts center instructor, assistant to noted Bay Area artists, artists with public art commissions, ceramic supply salesperson, gallery representative, and studio artists. A Certificate of Proficiency in Ceramics will be awarded upon satisfactory completion of course requirements.

Career Opportunities

The Ceramics Certificate of Proficiency offers a broad range of career opportunities. Upon completion students will have the skills to market their work at art fairs, work in galleries and museum shops, teach ceramics at community centers, and work in sales positions in ceramic supply companies.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Successfully and consistently create ceramic objects that demand skillful control of the medium and processes to build a unique body of work for portfolio presentation.
2. Demonstrate knowledge of history and concepts of both ancient and contemporary clay art practice.
3. Demonstrate working knowledge of clay bodies, building techniques, finishing and glazing, kiln firings and alternative firing techniques.

Degree Requirements:

Required courses:		**Credit Hours:** (6 Required)
ART 009	History of World Ceramics: Past and Present	3
ART 080	Beginning Ceramics	2 - 3
ART 082	Intermediate Ceramics	3
ART 083	Advanced Ceramics	3
ART 088	Special Projects: Ceramic Sculpture	2
ART 187	Beginning Ceramic Sculpture	3

Total: 16

Merritt College
Clinical Medical Assisting

Overview

College	Merritt - Division III
Originator	Jon Murphy
Award Type	Certificate of Achievement

Codes and Dates

Curriculum Committee Approval Date	5/12/2022
Current Effective Date	8/01/2022
Program Control Number	41238
Top Code	1208.10* - Clinical Medical Assisting

Description

The Clinical Medical Assisting Certificate of Achievement is a Career Education program that delivers quality instruction within a comprehensive curriculum that provides students with enhanced employment opportunities and/or upward career mobility in the areas of healthcare, public health, and "back office" medical assisting duties. The program prepares students with the knowledge, skills, and attributes necessary for obtaining work in the health care field as a Medical Assistant. Graduates of this program are prepared to work with physicians and other team members and facilitate office visits for patients to be seen by the health care provider. Under the direction of the Medical Doctor, graduates assist with many procedures and often assist in health education to support clients' health and disease management. This program can be completed within one year, culminating in a Certificate of Achievement upon satisfactory completion of all requirements.

Career Opportunities

Career opportunities may include Medical Assistant (MA), Certified Medical Assistant (C-MA), Administrative Medical Assistant (AMA), Certified Administrative Medical Assistant (C-AMA), Medical Office Assistant, Chiropractic Assistant, Client Services Coordinator, Medical Support Assistant, and Patient Services Specialist, and Patient Navigator or Health Navigator.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Clearly communicate through writing , speaking, listening, and reading in the Medical Assistant Program.
2. Reasoning Skills-Acquire, evaluate and interpret information during in the Medical Assistant Program. As a result, student will be able to solve problems relevant to the Medical Assistant Job Duties as outlined by community employers.
3. Professional Behavior- Demonstrate appropriate professional behavior such as timeliness and interpersonal skills such as teamwork and cultural diversity during the medical assistant program.
4. Technical Skills- Demonstrate technical skills appropriate to the medical assistant program with introduction to electronic health record charting and weekly online instruction.

Degree Requirements:

Credit Hours: (19.5 - 22 Required)

HLTOC 101 or	Medical Terminology	3
HLTOC 201 and	Medical Terminology I	2
MEDAS 101A	Introduction to Medical Assisting	2

MEDAS 101B	Disorders of the Body Systems in Primary Care	3
MEDAS 102A	Clinical Medical Assisting I	3
MEDAS 102B	Clinical Medical Assisting II	3
MEDAS 102C	Clinical Medical Assisting III	2
HLTOC 110 or	CPR and First Aid for Allied Health Programs	1
HLTED 011 and	Cardiopulmonary Resuscitation	0.5
HLTOC 260	Emotional Intelligence	2
MEDAS 470F	Occupational Work Experience in Medical Assisting	2 - 3

Total: 19.500 - 22.000

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College of Alameda
Dance - A.A.

Overview

College	COA - Science, Technology, Engineering, and Mathematics
Originator	Danny Nguyen
Award Type	A.A. Degree

Description

The AA degree in Dance will be awarded upon satisfactory completion of the major course requirements listed below and the General Education requirements for the Associate in Arts Degree listed in the Degrees and Programs section of this Catalog. After earning an AA degree in Dance, you will be able to: 1. Transfer to a four-year college or university with integrated Dance performance training, 2. Apply your skills and imagination to incorporate movement with stories, music, and costumes in various environments and venues in the larger world of performance art.

Career Opportunities

What can you do with an AA degree or Certificate of Achievement in Dance? Some of the many job opportunities that are available to students who complete our programs include: performer, choreographer, teacher, physical therapist, dance movement therapist, Performing Arts administrator, event planner, community arts worker, talent agent, dance/theatre director.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate competence in and understanding of core dance techniques, including ballet and modern dance.
2. Analyze and critique diversity in dance and dance appreciation.
3. Participate in creating a dance showcase and demonstrate competence in beginning choreography, music for dance, and other aspects of personal and group performance.

Degree Requirements:

Core Course Requirements (9 units)   **Credit Hours:**   (9 Required)

DANCE 002 and	Diversity in Dance	3
DANCE 009 and	Dance Showcase	3
DANCE 012A and	Beginning Individual Choreography	3

Dance Studio Core Courses (5 units)   **Credit Hours:**   (5 Required)

DANCE 060 and	Ballet I	1
DANCE 061 and	Ballet II	1
DANCE 068 and	Modern Dance I	1
DANCE 069 and	Modern Dance II	2

Dance electives: choose a minimum of 6 units from the following (6 units) Credit Hours: (6 Required)

DANCE 012B or	Beginning Group Choreography	3
DANCE 025 or	Ballroom Dance Rumba	1
DANCE 026 or	Ballroom Dance Tango	1
DANCE 027 or	Ballroom Dance Fox Trot	1

DANCE 028	or	Ballroom Dance Waltz	1
DANCE 029	or	Ballroom Dance Bolero	1
DANCE 059	or	Combined Yoga and Pilates for Dance	1
DANCE 062	or	Ballet III	1
DANCE 063	or	Ballet IV	1
DANCE 070	or	Modern Dance III	2
DANCE 071	or	Modern Dance IV	2
DANCE 092	or	Salsa I	1
DANCE 093	or	Salsa II	1
DANCE 094	or	Salsa III	1

Total Major Units Required: 20 units   **Credit Hours:**

Peralta General Education units required: 19 - 21 units   **Credit Hours:**   (19 - 21 Required)

Electives required: 19 - 21 units   **Credit Hours:**   (21 Required)

Total Units required for degree: 60   **Credit Hours:**

Total: 60.000 - 62.000

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College of Alameda
Dance - Certificate of Achievement

Overview

College	COA - Science, Technology, Engineering, and Mathematics
Originator	Danny Nguyen
Award Type	Certificate of Achievement

Description

The Certificate of Achievement in Dance will be awarded upon satisfactory completion of the major course requirements listed below. After earning a Certificate of Achievement in Dance, students will be ready to apply their skills and imagination to incorporate movement with stories, music, and costumes in various environments and venues in the larger world of performance art.

Career Opportunities

What can you do with an AA degree or Certificate of Achievement in Dance? Some of the many job opportunities that are available to students who complete our programs include: performer, choreographer, teacher, physical therapist, dance movement therapist, Performing Arts administrator, event planner, community arts worker, talent agent, dance/theatre director.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate competence in and understanding of core dance techniques, including ballet and modern dance.
2. Analyze and critique diversity in dance and dance appreciation.
3. Participate in creating a dance showcase and demonstrate competence in beginning choreography, music for dance, and other aspects of personal and group performance.

Degree Requirements:

Core Course Requirements (9 units)   **Credit Hours:**   (9 Required)

DANCE 002	Diversity in Dance	3
DANCE 009	Dance Showcase	3
DANCE 012A	Beginning Individual Choreography	3

Dance Studio Core Courses (5 units)   **Credit Hours:**   (5 Required)

DANCE 060	Ballet I	1
DANCE 061	Ballet II	1
DANCE 068	Modern Dance I	1
DANCE 069	Modern Dance II	2

Dance electives: choose a minimum of 6 units from the following (6 units) Credit Hours: (6 Required)

DANCE 012B	Beginning Group Choreography	3
DANCE 025	Ballroom Dance Rumba	1
DANCE 026	Ballroom Dance Tango	1
DANCE 027	Ballroom Dance Fox Trot	1

DANCE 029	Ballroom Dance Bolero	1
DANCE 059	Combined Yoga and Pilates for Dance	1
DANCE 062	Ballet III	1
DANCE 063	Ballet IV	1
DANCE 070	Modern Dance III	2
DANCE 071	Modern Dance IV	2
DANCE 092	Salsa I	1
DANCE 093	Salsa II	1
DANCE 094	Salsa III	1

Total Units Required for Certificate of Achievement: 20 units   **Credit Hours:**

Total: 20

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DANCE 029   Ballroom Dance Bolero

DANCE 059   Combined Yoga and Pilates for Dance

College of Alameda
Diesel Mechanics

Overview

College	COA - Career and Workforce Education
Originator	John Taylor
Award Type	A.S. Degree

Codes and Dates

Curriculum Committee Approval Date	12/01/2020
Board of Trustees Date	1/19/2021
Current Effective Date	8/01/2021
Program Control Number	01113
Top Code	0947.00* - Diesel Technology

Description

A Certificate of Achievement in Diesel Mechanics will be awarded upon satisfactory completion of the major course requirements listed below. The AS degree will be awarded upon completion of the major course requirements listed below and the General Education requirements for the Associate in Science Degree listed in the Degrees and Programs section of this Catalog.

Helpful Qualities for Success in the Program
• Proficiency in basic math, reading, communication and personal computers.
• Experience in High School auto shop.
• Self-discipline, Mechanical aptitude, and ability.
• Good physical condition and coordination.
• Commitment to continuing education in advancing technologies.
Registered students will receive a list of required basic tools for classes to prepare them to enter the trade, adequately prepared upon graduating.

Previous description:

The Diesel Mechanics program in heavy duty truck and diesel mechanics prepares students to enter the job market as beginning mechanics or apprentices in this field, and allows students to continue their education toward the Baccalaureate degree in advanced schools of technology or as teachers in this field of specialization, or to broaden their skills in areas of management. Instruction includes the use of hand and power tools, elementary through advanced principles of diesel engines theory and operation; maintenance and repair of automotive and marine-type diesel engines and auxiliary equipment; and use of testing equipment.

Upon registering for a class in Diesel Mechanics, the student will receive a list of required basic tools. In addition, the student will be expected to provide tools that relate to the particular course in which he/she has enrolled. The purpose of this requirement is to assure that students graduating from the program possess tools in sufficient quantity to enter the trade adequately prepared.

A Certificate of Achievement in Diesel Mechanics will be awarded upon satisfactory completion of the major course requirements listed below.

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

Career Opportunities

The Diesel Mechanics program in heavy duty truck and diesel mechanics prepares students to enter the job market as beginning mechanics or apprentices in this field.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Apply safe work habits and practices.

2. Troubleshoot and perform repairs in mechanical, electrical, and electronic systems.

3. Use computers to diagnose equipment and research information.

4. Perform preventative maintenance and inspections including engine tune-ups, front-end alignments, and brake service.

5. Operate shop machinery and equipment including hoists, overhead cranes, forklifts, hydraulic jacks, steam cleaners, floor jacks, disassembly stands, grinders, drill presses, hydraulic presses, and bead blasters.

6. Select and use precision tools such as torque wrenches, micrometers, dial indicators, tap and dies, and bore gauges.

7. Maintain professional attitude in challenging working conditions, develop self-confidence and pride in workmanship and think analytically and make professional decisions.

Degree Requirements:

FIRST SEMESTER   **Credit Hours:**   (10 Required)
Degree Major/Certificate Requirements:

| DMECH 011 | Heavy-Duty Truck Chassis, Transmission, and Drive Axles | 4 |
| DMECH 022A | Truck Mechanics Chassis System I | 6 |

SECOND SEMESTER   **Credit Hours:**   (12 Required)

DMECH 012	Heavy-Duty Truck's Electrical System and Brake System	4
DMECH 023A	Truck Mechanics Brake and Electrical Systems I	6
AUTOB 012	Service Welding for Transportation Technology	2

THIRD SEMESTER   **Credit Hours:**   (14 Required)

DMECH 014	DIESEL ENGINES	4
DMECH 021A	DIESEL ENGINES I	6
ATECH 023	Automotive Air Conditioning	4

FOURTH SEMESTER   **Credit Hours:**   (10 Required)

| DMECH 015 | DIESEL ENGINES II | 4 |
| DMECH 021B | DIESEL ENGINES II | 6 |

Recommended:
Students may wish to take additional courses from the following, in consultation with a counselor:
Dmech 20C, Truck Mechanics III (4)
Dmech 20D, Truck Mechanics IV (4)
Dmech 21C, Diesel Engines Lecture/Laboratory (6)
Dmech 21D, Diesel Engines Lecture/Laboratory (6)

G.E. Units Required (minimum)   **Credit Hours:**   (14 Required)

                                                                          Total: 60

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Laney College
Digital Newsgathering

Overview

College	Laney - Liberal Arts
Originator	Eleni Gastis
Award Type	Certificate of Achievement

Codes and Dates

State Approval Date	9/21/2021
Curriculum Committee Approval Date	11/06/2020
Board of Trustees Date	1/19/2021
Current Effective Date	8/01/2021
Program Control Number	41333
Top Code	0602.00* - Journalism

Description

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.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Assemble a portfolio of appropriate photographs, writings, journals or digital media that reflects the skills and understanding of techniques of journalism.
2. Write news, features, and opinion pieces in newspaper style.
3. Apply media law, fact-checking and ethics to the journalistic process.

Degree Requirements:

Core Courses (12 units):   **Credit Hours:**   (3 Required)

JOURN 033	Smartphone Reporting	3
JOURN 021	Newswriting	3
JOURN 069	Multimedia Reporting for Journalists	3
JOURN 070	Data Journalism	3

Total: 12

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Merritt College
Fluorescence Bioscience Microscopy

Overview

College	Merritt - Division III
Originator	Feather Ives
Award Type	Certificate of Achievement

Codes and Dates

State Approval Date	10/30/2019
Curriculum Committee Approval Date	11/15/2018
Board of Trustees Date	1/08/2019
Current Effective Date	8/01/2019
Program Control Number	38637
Top Code	0430.00* - Biotechnology and Biomedical Technology

Description

The Fluorescence Bioscience Microscopy Certificate of Achievement program prepares students for entry- and mid-level jobs in bioscience imaging, research and microscopy, including in the biotech industry. A Certificate of Achievement will be awarded upon satisfactory completion of the courses specified below.

Career Opportunities

Career opportunities include employment as a director of an imaging core, research lab technician, imaging specialist in research lab or biotechnology company, imaging equipment sales consultant, imaging product management, software development and sales, microscopy training and research consultant.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Acquire digital images on a variety of research-level digital optical microscopes, including motorized widefield fluorescence systems, a spectral imaging confocal and a spinning disk confocal.
2. Master diverse microscopy software programs for all four main brands of research optical microscopes.
3. Design experiments, critically analyze data, and report results.

Degree Requirements:

Required Courses		Credit Hours: (12 Required)
BIOSC 103	Confocal Microscopy and Research Design	6
BIOSC 104	Bioscience Practicum Research	6

Total: 12

Merritt College
Health Navigator

Overview

College	Merritt - Division III
Originator	Jon Murphy
Award Type	Certificate of Achievement

Codes and Dates

Curriculum Committee Approval Date	5/12/2022
Current Effective Date	8/01/2022
Program Control Number	39692
Top Code	1261.00* - Community Health Care Worker

Description

The Health Navigator Certificate of Achievement program prepares students with the knowledge, skills, and attributes necessary for obtaining work in the fields of healthcare, public health, and human/social services. Working with case managers and other team members, Health Navigators provide guidance, health assessments, health education, health outreach, and community resource referrals to support a client's disease management, lifestyle management, and care coordination. They act as a bridge between the patient, the family, the community, the healthcare team, and the healthcare system. This program can be completed within one year, culminating in a Certificate of Achievement upon satisfactory completion of all requirements.

Career Opportunities

This certificate prepares students for the many careers related to the title 'Health Navigator,' including, but not limited to: Community Health Workers, Patient (Care) Navigators, Patient Services Advocate, Patient Service Representatives, Human Service Workers, Community Liaisons, and Community Health Advocates.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate job readiness by conducting a client-centered interview and applying health navigator core competencies, emotional intelligence, and effective communication skills to clients with diverse backgrounds and barriers to care.

2. Demonstrate job readiness by conducting a client-centered interview using metrics/data for validating value-added services and providing community resources and social service referrals to support formerly incarcerated clients, survivors of trauma, and/or clients with chronic conditions.

Degree Requirements:

Major Core Courses   **Credit Hours:**   (16 - 17 Required)

HLTOC 101	or	Medical Terminology	3
HLTOC 201		Medical Terminology I	2
HLTOC 150		Introduction to Health Care Careers	2
HLTOC 260		Emotional Intelligence	2
HLTOC 261		Health Navigator I	2
HLTOC 262		Health Navigator II	3
HLTOC 263		Communication Skills for the Health Care Professional	3
HLTOC 264		Chronic Condition Management	2

Recommended Course Sequence   **Credit Hours:**   (0 Required)

   1st Semester

HLTOC 101 or	Medical Terminology	3
HLTOC 201	Medical Terminology I	2
HLTOC 150	Introduction to Health Care Careers	2
HLTOC 263	Communication Skills for the Health Care Professional	3
HLTOC 261	Health Navigator I	2

   2nd Semester

HLTOC 260	Emotional Intelligence	2
HLTOC 262	Health Navigator II	3
HLTOC 264	Chronic Condition Management	2

Total: 16.000 - 17.000

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College of Alameda
Making with the 3D Printer

Overview

College	COA - Science, Technology, Engineering, and Mathematics
Originator	Patricia Nelson
Award Type	Certificate of Completion

Description

The Making with the 3D Printer Certificate demonstrates that an individual has completed three areas of instruction in working with the 3D printer and associated materials: safety, project design, and project completion. Making with the 3D Printer is intended to support individuals in completing course work, expressing creativity, exploring entrepreneurship, and extending employment skills.

A student completing this program will have a grounding in the safe use of the 3D printer and associated materials, design equipment, and preliminary manufacturing in the Maker environment to develop and complete a project, have a deeper understanding of team work and peer instruction, and gain additional skills that can be useful in transferring to a university and advancing in jobs in any field requiring the use of a dye sublimation printer and associated materials, as well as communication, and critical thinking.

Career Opportunities

Entry level skills for any career that requires the safe use of a 3D printer in the design and completion of projects. The program suits entry-level workers in any of the industries in the Manufacturing Sector as defined by the U.S. Bureau of Labor Statistics, and the skill set spans all listed sub-sectors (https://www.bls.gov/iag/tgs/iag31-33.htm).

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Safely use the 3D printer and associated tools to design and complete a project.

Degree Requirements:

Complete all three courses with a "Pass" grade:	**Noncredit:**	(6.3 - 21 Required)
MAKR 570A and 3D Printer - Introduction and Safety		2.1
MAKR 570B and 3D Printer - Design and Testing		2.1 - 6.3
MAKR 570C and 3D Printer - Production		2.1 - 12.6
		Total: 6.300 - 21.000

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College of Alameda
Making with the Desktop Cutter

Overview

College   COA - Science, Technology, Engineering, and Mathematics
Originator   Patricia Nelson
Award Type   Certificate of Completion

Description

The Making with the Desktop Cutter Certificate demonstrates that an individual has completed three areas of instruction in working with the desktop cutter and associated tools: safety, project design, and project completion. Making with the Desktop Cutter is is intended to support individuals in completing course work, expressing creativity, exploring entrepreneurship, and extending employment skills.

A student completing this program will have a grounding in the safe use of the desktop cutter and associated tools, design equipment, and preliminary manufacturing in the Maker environment to develop and complete a project, have a deeper understanding of team work and peer instruction, and gain additional skills that can be useful in transferring to a university and advancing in jobs in any field requiring the use of a desktop cutter and associated tools, communication, and critical thinking.

Career Opportunities

Entry level skills for any career that requires the safe use of hand tools in the design and completion of projects. The program suits entry-level workers in any of the industries in the Manufacturing Sector as defined by the U.S. Bureau of Labor Statistics, and the skill set spans all listed sub-sectors (https://www.bls.gov/iag/tgs/iag31-33.htm).

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Safely use the desktop cutter and associated tools to design and complete a project.

Degree Requirements:

Complete all three courses with a "Pass" grade:	Noncredit: (6.3 - 21 Required)	
MAKR 530A and	Desktop Cutter - Introduction and Safety	2.1
MAKR 530B and	Desktop Cutter - Design and Testing	2.1 - 6.3
MAKR 530C and	Desktop Cutter - Production	2.1 - 12.6
	Total: 6.300 - 21.000	

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College of Alameda
Making with the Dye Sublimation Printer

Overview

College	COA - Science, Technology, Engineering, and Mathematics
Originator	Patricia Nelson
Award Type	Certificate of Completion

Description

The Making with the Dye Sublimation Printer Certificate demonstrates that an individual has completed three areas of instruction in working with the dye sublimation printer and associated materials: safety, project design, and project completion. Making with the Dye Sublimation Printer is intended to support individuals in completing course work, expressing creativity, exploring entrepreneurship, and extending employment skills.

A student completing this program will have a grounding in the safe use of the dye sublimation printer and associated materials, design equipment, and preliminary manufacturing in the Maker environment to develop and complete a project, have a deeper understanding of team work and peer instruction, and gain additional skills that can be useful in transferring to a university and advancing in jobs in any field requiring the use of a dye sublimation printer and associated materials, as well as communication, and critical thinking.

Career Opportunities

Entry level skills for any career that requires the safe use of dye sublimation in the design and completion of projects. The program suits entry-level workers in any of the industries in the Manufacturing Sector as defined by the U.S. Bureau of Labor Statistics, and the skill set spans all listed sub-sectors (https://www.bls.gov/iag/tgs/iag31-33.htm).

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Safely use the dye sublimation printer and associated tools to design and complete a project.

Degree Requirements:

Complete all three courses with a "Pass" grade:	**Noncredit:**	**(6.3 - 21 Required)**
MAKR 540A and Dye Sublimation Printer - Introduction and Safety		2.1
MAKR 540B and Dye Sublimation Printer - Design and Testing		2.1 - 6.3
MAKR 540C and Dye Sublimation Printer - Production		2.1 - 12.6

Total: 6.300 - 21.000

College of Alameda
Making with the Laser Cutter

Overview

College	COA - Science, Technology, Engineering, and Mathematics
Originator	Patricia Nelson
Award Type	Certificate of Completion

Description

The Making with the Laser Cutter Certificate demonstrates that an individual has completed three areas of instruction in working with the laser cutter, associated materials and tools: safety, project design, and project completion. Making with the Laser Cutter is intended to support individuals in completing course work, expressing creativity, exploring entrepreneurship, and extending employment skills.

A student completing this program will have a grounding in the safe use of the laser cutter, associated materials and tools, design equipment, and preliminary manufacturing in the Maker environment to develop and complete a project, have a deeper understanding of team work and peer instruction, and gain additional skills that can be useful in transferring to a university and advancing in jobs in any field requiring the use of a laser cutter, as well as communication, and critical thinking.

Career Opportunities

Entry level skills for any career that requires the safe use of a laser cutter in the design and completion of projects. The program suits entry-level workers in any of the industries in the Manufacturing Sector as defined by the U.S. Bureau of Labor Statistics, and the skill set spans all listed sub-sectors (https://www.bls.gov/iag/tgs/iag31-33.htm).

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Safely use the laser cutter and associated tools to design and complete a project.

Degree Requirements:

Complete all three courses with a "Pass" grade:		**Noncredit:**	(6.3 - 21 Required)
MAKR 560A and	Laser Cutter - Introduction and Safety		2.1
MAKR 560B and	Laser Cutter - Design and Testing		2.1 - 6.3
MAKR 560C and	Laser Cutter - Production		2.1 - 12.6

Total: 6.300 - 21.000

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College of Alameda
Making with the Printer Cutter

Overview

College	COA - Science, Technology, Engineering, and Mathematics
Originator	Patricia Nelson
Award Type	Certificate of Completion

Description

The Making with the Printer Cutter Certificate demonstrates that an individual has completed three areas of instruction in working with the printer cutter and associated tools: safety, project design, and project completion. Making with the Printer Cutter is is intended to support individuals in completing course work, expressing creativity, exploring entrepreneurship, and extending employment skills.

A student completing this program will have a grounding in the safe use of the printer cutter and associated tools, design equipment, and preliminary manufacturing in the Maker environment to develop and complete a project, have a deeper understanding of team work and peer instruction, and gain additional skills that can be useful in transferring to a university and advancing in jobs in any field requiring the use of a desktop cutter and associated tools, communication, and critical thinking.

Career Opportunities

Entry level skills for any career that requires the safe use of a printer cutter in the design and completion of projects. The program suits entry-level workers in any of the industries in the Manufacturing Sector as defined by the U.S. Bureau of Labor Statistics, and the skill set spans all listed sub-sectors (https://www.bls.gov/iag/tgs/iag31-33.htm).

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Safely use the printer cutter and associated tools to design and complete a project.

Degree Requirements:

Complete all three courses with a "Pass" grade:	Noncredit: (6.3 - 21 Required)
MAKR 550A and Printer Cutter - Introduction and Safety	2.1
MAKR 550B and Printer Cutter - Design and Testing	2.1 - 6.3
MAKR 550C and Printer Cutter - Production	2.1 - 12.6
	Total: 6.300 - 21.000

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Merritt College
Mathematics

Overview

College	Merritt - Division II
Originator	Rebecca Uhlman
Award Type	AS-T Degree

Codes and Dates

Curriculum Committee Approval Date	3/10/2022
Current Effective Date	8/01/2022
Program Control Number	32928
Top Code	1701.00 - Mathematics, General

Description

The Associate in Science for Transfer Degree (AS-T) in Mathematics is designed for students planning to transfer into a baccalaureate program in mathematics or a similar major at a California State University (CSU) or another 4-year college or university. This degree provides students with sufficient understanding of mathematical concepts and skills to attain upper division status in mathematics within the CSU system. Among the courses included in this degree are the Calculus series, Linear Algebra, and Differential equations. Students interested in the AS-T for transfer degree in mathematics should consult with the departmental faculty chair.

The Associate Degree for Transfer (ADT) program allows students to fulfill lower division major requirements at a community college and guarantees transfer with junior status to the California State University (CSU) system. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester units.

This AS-T degree program requires students to meet the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the CSU system, including the following:
    a. The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth).
    b. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
    c. A minimum of 12 semester units earned at Merritt College.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a minimum grade of "C" (or "P") for each course in the major.

Career Opportunities

In the modern world, there are many fields that need specialists in mathematics. Careers in mathematics include: scientists, researchers, programmers and other specialists in information systems, mathematics teachers, actuaries and insurance specialists, and people who can combine mathematical knowledge with a scientific, technological, or business background.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Express mathematical concepts and techniques clearly and concisely using symbolic and ordinary language.
2. Use quantitative reasoning to solve a variety of mathematical problems in the workplace and in the home.
3. Demonstrate mastery of the various mathematical concepts and techniques needed to succeed in subsequent courses of increasing complexity.

Degree Requirements:

Degree Major Requirements   **Credit Hours:**   (0 Required)

MATH 003A	Calculus I	5
MATH 003B	Calculus II	5
MATH 003C	Calculus III	5

Group A: Choose at least 1 course from this group (if you choose Math 3E and Math 3F, then Group B is optional)   Credit Hours: (0 Required)

MATH 003E or	Linear Algebra	3
MATH 003F	Differential Equations	3

Group B: Choose one course from this group if necessary to complete 21-23 units for the major   Credit Hours: (0 Required)

MATH 013 or	Introduction to Statistics	4
PHYS 004A	General Physics with Calculus	5
Degree Major Requirements Unit Total:		21 - 23

General Education (CSU GE or IGETC):   **Credit Hours:**   (0 Required)

37 - 39

Units that may be double-counted for both the CSU and IGETC patterns: **Credit Hours:**   (0 Required)

3 - 7

Electives (transferable courses):   **Credit Hours:**   (40 Required)

1 - 9

Total: 60

Laney College
Music Industry

Overview

College	Laney - Liberal Arts
Originator	John Reager
Award Type	A.A. Degree

Codes and Dates

State Approval Date	2/09/2022
Curriculum Committee Approval Date	11/19/2021
Board of Trustees Date	1/25/2021
Current Effective Date	1/01/2022
Program Control Number	36572
Top Code	1005.00* - Commercial Music

Description

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, Songwriter.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Students will employ proper audio engineering and midi techniques to produce sound recording projects.
2. Students will create original music projects in line with current industry standards.
3. Analyze a situation in the music industry and recommend a solution or plan for improvement.

Degree Requirements:

Group 1: Core Courses (11 units):   **Credit Hours:**   (0 Required)

MUSIC-CM 001A	Beginning MIDI and Electronic Music	3
MUSIC-CM 002A	Introduction to Songwriting	3
MUSIC 149	Music Business	3
MUSIC-CM 003A	Introduction to Live Sound Systems	2

Group 2: Electives (9 units from the following):   **Credit Hours:**   (0 Required)

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	Basic Sound Recording and Music Video	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 001B	Intermediate MIDI and Electronic Music	3
MUSIC-CM 001C	Advanced MIDI and Electronic Music	3
MUSIC-CM 002B	Intermediate Songwriting	3
MUSIC 151	Pop Music Ensemble	1
MUSIC-CM 003B	Intermediate Sound Systems	2

Total Major Units: **Credit Hours:**   (0 Required)
 Total Major Units: 20

General Education Requirements: **Credit Hours:**   (0 Required)
 General Education Requirements   19

                                                     Credit Hours: (0 Required)
 Elective courses to meet 60

                                                     Credit Hours: (60 Required)
 Total Units: 60

                                                                   Total: 60

Laney College
Music Industry

Overview

College	Laney - Liberal Arts
Originator	John Reager
Award Type	Certificate of Achievement

Codes and Dates

State Approval Date	2/09/2022
Curriculum Committee Approval Date	11/19/2021
Board of Trustees Date	1/25/2022
Current Effective Date	1/01/2022
Program Control Number	37932
Top Code	1005.00* - Commercial Music

Description

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, Songwriter. Students who receive this degree will be Career opportunities

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Students will employ proper audio engineering and midi techniques to produce sound recording projects.
2. Students will create original music projects in line with current industry standards.
3. Analyze a situation in the music industry and recommend a solution or plan for improvement.

Degree Requirements:

Group 1: Core Courses (11 units):   **Credit Hours:**   (3 Required)

MUSIC-CM 001A	Beginning MIDI and Electronic Music	3
MUSIC-CM 002A	Introduction to Songwriting	3
MUSIC 149	Music Business	3
MUSIC-CM 003A	Introduction to Live Sound Systems	2

Group 2: Electives (9 units from the following):   **Credit Hours:**   (9 Required)

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	Basic Sound Recording and Music Video	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 001B	Intermediate MIDI and Electronic Music	3
MUSIC-CM 001C	Advanced MIDI and Electronic Music	3
MUSIC-CM 002B	Intermediate Songwriting	3
MUSIC 151	Pop Music Ensemble	1
MUSIC-CM 003B	Intermediate Sound Systems	2
MUSIC-CM 460	Occupational Work Experience in Commercial Music	1 - 4

Total: 20

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Laney College
Newswriting and Reporting

Overview

College	Laney - Liberal Arts
Originator	Eleni Gastis
Award Type	Certificate of Achievement

Codes and Dates

State Approval Date	9/21/2021
Curriculum Committee Approval Date	5/01/2020
Board of Trustees Date	1/19/2021
Current Effective Date	8/01/2021
Program Control Number	41334
Top Code	0602.00* - Journalism

Description

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.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Assemble a portfolio of appropriate photographs, writings, journals or digital media that reflects the skills and understanding of techniques of journalism.
2. Write news, features, and opinion pieces in newspaper style.
3. Apply media law, fact-checking and ethics to the journalistic process.

Degree Requirements:

Core Courses (17 units):   **Credit Hours:**   (6 Required)

JOURN 018A	News Production I	4
JOURN 018B	News Production II	4
JOURN 021	Newswriting	3
JOURN 069	Multimedia Reporting for Journalists	3
PHOTO 020	Photojournalism I	3

Select one of the following (3 units):   **Credit Hours:**   (3 Required)

GRART 032	Digital Documents (Adobe InDesign)	3
GRART 036	Adobe Photoshop Basics	3
GRART 115	Website Design	3
JOURN 070	Data Journalism	3

Total: 20

College of Alameda
Office Administration For The Logistics Industry

Overview

College	COA - Liberal Studies and Language Arts
Originator	Yvonne Morrow-Reid
Award Type	Certificate of Achievement

Codes and Dates

Curriculum Committee Approval Date	2/17/2015
Board of Trustees Date	4/14/2015
Current Effective Date	8/01/2015
Top Code	0510.00* - Logistics and Materials Transportation

Description

deactivate progarm

Career Opportunities

deactivate progarm

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. deactivate progarm

Degree Requirements:

Certificate of Proficiency Requirements   **Credit Hours:**   (12 Required)

BUS 220 Business Terminology in Logistics		2
BUS 236 Business Management in Logistics		2
BUS 247	Logistics Operations for Transportation	1
CIS 001	Introduction to Computer Information Systems	4
MATH 250	Arithmetic	3

Total: 12

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Merritt College
Optical Microscopy

Overview

College	Merritt - Division III
Originator	Feather Ives
Award Type	Certificate of Achievement

Codes and Dates

State Approval Date	10/29/2019
Board of Trustees Date	1/08/2019
Current Effective Date	8/01/2019
Program Control Number	38636
Top Code	0430.00* - Biotechnology and Biomedical Technology

Description

The Optical Microscopy Certificate of Achievement program prepares students for entry-level jobs in bioscience microscopy and imaging, including in the biotech industry. A Certificate of Achievement will be awarded upon satisfactory completion of the courses specified below.

Career Opportunities

Career opportunities include employment as a biotech lab assistant in biotech, academic research, and government research, imaging core assistant, imaging equipment and software vendor (field applications, inside sales, technical support).

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Confidently acquire digital images on a variety of research-level optical microscopes, including phase, DIC, and widefield epifluorescence.
2. Operate diverse microscopy software programs.
3. Prepare brightfield specimens for optical microscopy.
4. Execute basic cell and molecular biology lab techniques, including aseptic technique, following good lab practices.
5. Identify areas of the biotech industry that are relevant to their chosen career pathways.

Degree Requirements:

Required Courses		**Credit Hours:** (12 Required)
BIOSC 101	Theory and Practice of Microscopy	6
BIOSC 102	Fluorescence Microscopy and Specimen Prep	6
		Total: 12

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Laney College
Performance And Production For Video, Broadcast And Digital Cinematography

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Overview

College	Laney - Humanities, Social Sciences
Originator	Vina Cera
Award Type	A.S. Degree

Description

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

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Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Write, perform, record, deliver PSA's, commercials, news scripts and scenes for radio, television, web and film.
2. Analyze scripts to develop a performance which integrates appropriate vocal technique, characterization and emotional interpretation.
3. Create a coherent, industry relevant show reel of work and integrate studies toward professional aspirations.

Degree Requirements:

Degree Major Requirements (min 20 units): **Credit Hours:** (0 Required)

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 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 125	Scriptwriting for Video, Broadcast and Digital Cinematography	3
MEDIA 129	Portfolio Development	1
MEDIA 460A	Occupational Work Experience in Media Communications	1

Select one course from the following (3 units): **Credit Hours:** (0 Required)

MEDIA 100B	Broadcast Media Announcing and Performance	3
MEDIA 101B	Acting/ Directing for Film and Digital Media	3
MEDIA 102B	Broadcast Journalism II	3
MEDIA 108	Studio Production	3
MEDIA 112	Media Freelancing and Entrepreneurship	3

MEDIA 115	Media-based Computing and Mac OS X	3
MEDIA 130	Final Cut Pro I: Beginning Nonlinear Editing for Video, Broadcast and Digital Cinematography	3
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 155	Basic Sound Recording and Music Video	3
MEDIA 156	Sound Mixing and Mastering	3

| | **Credit Hours:** | (0 Required) |
| Total Major Units: | | 23 |

| | **Credit Hours:** | (0 Required) |
| General Education Requirements: | | 19 |

| | **Credit Hours:** | (0 Required) |
| CSU Electives to meet 60 | | |

| | **Credit Hours:** | (60 Required) |
| Total Units: | | 60 |

Total: 60

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Laney College

Performance And Production For Video, Broadcast And Digital Cinematography

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Overview

College	Laney - Humanities, Social Sciences
Originator	Vina Cera
Award Type	Certificate of Achievement

Description

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

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Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Write, perform, record, deliver PSA's, commercials, news scripts and scenes for radio, television, web and film.
2. Analyze scripts to develop a performance which integrates appropriate vocal technique, characterization and emotional interpretation.
3. Create a coherent, industry relevant show reel of work and integrate studies toward professional aspirations.

Degree Requirements:

Degree Major/Certificate Requirements: **Credit Hours:**   (20 Required)

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 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 125	Scriptwriting for Video, Broadcast and Digital Cinematography	3
MEDIA 129	Portfolio Development	1
MEDIA 460A	Occupational Work Experience in Media Communications	1

Select one course from the following: **Credit Hours:**   (3 Required)

MEDIA 100B	Broadcast Media Announcing and Performance	3
MEDIA 101B	Acting/ Directing for Film and Digital Media	3
MEDIA 102B	Broadcast Journalism II	3
MEDIA 108	Studio Production	3
MEDIA 112	Media Freelancing and Entrepreneurship	3

MEDIA 115	Media-based Computing and Mac OS X	3
MEDIA 150	Pro Tools: Sound Design/Aesthetics for Video, Broadcast and Digital Cinematography	3
MEDIA 155	Basic Sound Recording and Music Video	3
MEDIA 156	Sound Mixing and Mastering	3
MEDIA 130	Final Cut Pro I: Beginning Nonlinear Editing for Video, Broadcast and Digital Cinematography	3

Total: 23

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Laney College
Photographic Foundations

Overview

College	Laney - Humanities, Social Sciences
Originator	Michael Mejia
Award Type	Certificate of Achievement

Description

This certificate embraces an acquisition of foundational skills; manual digital camera operation, computer management of image data, composition, and an expanded understanding of light. It places the student confidently in a position for further Pro class study and entry-level work. It is an opportunity to study photography to a sophisticated level without the time commitment and extra topical capacities of a full AA Degree or Pro Lighting Certificates of Proficiency.

Career Opportunities

Event, Portraiture, small set product photography, Art Copy Work.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Model professional and ethical behavior while communicating with clients, management, and team members.
2. Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
3. Demonstrate technical proficiency and application of photographic skills.

Degree Requirements:

Photo   **Credit Hours:**   (9 Required)
Photo Foundations

PHOTO 071	Introduction to Digital Photography I	3
PHOTO 030A	Beginning Photographic Art and Design	3
PHOTO 074A	Beginning DSLR and Lighting for Professional Production I	3

Total: 9

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Laney College
Photography

Overview

College	Laney - Humanities, Social Sciences
Originator	Michael Mejia
Award Type	A.A. Degree

Codes and Dates

State Approval Date	6/05/2019
Curriculum Committee Approval Date	3/15/2019
Board of Trustees Date	6/12/2019
Current Effective Date	1/01/2020
Program Control Number	36940
Top Code	1012.00* - Applied Photography

Description

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 foundational digital capture and processing 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.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Model professional and ethical behavior while communicating with clients, management, and team members.
2. Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
3. Demonstrate technical proficiency and application of photographic skills.

Degree Requirements:

Core Requirements (21 units):   **Credit Hours:**   (0 Required)

PHOTO 020	Photojournalism I	3
PHOTO 025	Looking at Images: History and Aesthetics of Photography	3
PHOTO 030A	Beginning Photographic Art and Design	3
PHOTO 071	Introduction to Digital Photography I	3
PHOTO 074A	Beginning DSLR and Lighting for Professional Production I	3
PHOTO 075A	Intermediate DSLR and Lighting for Professional Production I	3
PHOTO 076A	Advanced Professional Photography I	3

Select 6 units from the following: (6 units):   **Credit Hours:**   (0 Required)

PHOTO 011	Introduction to Black/White Film Photography	3

PHOTO 012	Intermediate Black/White Darkroom Printing	3
PHOTO 013	Creative Darkroom: Alternative Processes	3
PHOTO 021	Photojournalism II	3
PHOTO 030B	Intermediate Photographic Art and Design	3
PHOTO 030C	Advanced Photographic Art and Design	3
PHOTO 072	Introduction to Digital Photography II	3
PHOTO 074B	Beginning DSLR and Lighting for Professional Production II	3
PHOTO 075B	Intermediate DSLR and Lighting for Professional Production II	3
PHOTO 076B	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

Credit Hours: (0 Required)

Total Major Units: 27

Credit Hours: (0 Required)

General Education Courses: 19

Credit Hours: (0 Required)

Electives to meet 60:

Credit Hours: (60 Required)

Total Units   60

Total: 60

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Laney College
Professional Lighting

Overview

College   Laney - Humanities, Social Sciences
Originator   Michael Mejia
Award Type   Certificate of Achievement

Description

The classes in this program work to a professional level. They build an expanded awareness of light and its properties with a full variety of sources such as available light, strobe and continuous electronic sppliances, adjunctive equipment and set building in the Studio and on location, their selected application to a highly complex state, and the business skills and methods needed to work at a professional level.

Career Opportunities

This program prepares for employment in commercial, industrial, technical, art and scientific photographic fields. Professional lighting classes emphasize the digital process prevalent in the industry.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Model professional and ethical behavior while communicating with clients, management, and team members.
2. Demonstrate technical problem solving skills to determine the best solutions to creative challenges.
3. Demonstrate technical proficiency and application of photographic skills.

Degree Requirements:

Core Courses (9 units):   **Credit Hours:**   (9 Required)

PHOTO 074A	Beginning DSLR and Lighting for Professional Production I	3
PHOTO 075A	Intermediate DSLR and Lighting for Professional Production I	3
PHOTO 076A	Advanced Professional Photography I	3

Total: 9

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Merritt College
Retail Management

Overview

College   Merritt - Division II
Originator   Fereshteh Mofidi
Award Type   Certificate of Proficiency

Codes and Dates

Curriculum Committee Approval Date   5/12/2022
Current Effective Date   1/01/2023
Top Code   0506.50* - Retail Store Operations and Management

Description

The Retail Management certificate program is designed to prepare students for an entry-level trainee position as a retail manager in charge of an individual retail shop or department. Retail managers ensure that retail establishments run efficiently and effectively; they also hire, train, and supervise employees. Students may further their education by completing Business transfer degree requirements in Business Administration, Business Management of related fields.

Career Opportunities

Career opportunities include assistant department manager, assistant department buyer, sales and sales service.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Apply solutions and leadership to retail management issues.

2. Employ appropriate management, finance, accounting and marketing techniques required to operate a business.

Degree Requirements:

Required Courses   **Credit Hours:**   (14 Required)

BUS 010	Introduction to Business	3
BUS 070	Introduction to Marketing	3
BUS 074	Introduction to Advertising	3
BUS 001A or	Financial Accounting	4
BUS 020	General Accounting	3
BUS 072	Principles of Retailing	3
COPED 456E	Occupational Work Experience in General Business	1

Total: 16

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Laney College
Video Production For Video, Broadcast And Digital Cinematography

Overview

College	Laney - Humanities, Social Sciences
Originator	Vina Cera
Award Type	A.S. Degree

Description

The associate degree in Video Production for Video, Broadcast and Digital Cinematography covers the entire range of digital video, audio and media production, from script development, hands-on, current professional 2K and 4K production equipment, current editing and other post-production effects and applications, distribution, and media business management. We are also now beginning to expand into the VR/AR world, and integrating basic networking into the department's programs. Production of creative content for video, film, sports and broadcast TV, radio, cable, web, mobile technology, and other emerging communications technologies.

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

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Design and create digital media projects using state-of-the-art technology and skill sets, incorporating digital video/audio, aesthetic design, interactivity, effects graphics and current distribution formats.
2. Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of video, television and other interactive digital media
3. Practice teamwork and collaboration.
4. Create a professional, industry-relevant show reel.

Degree Requirements:

Core Courses (min 14 units):   **Credit Hours:**   (0 Required)

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 125	Scriptwriting for Video, Broadcast and Digital Cinematography	3
MEDIA 130	Final Cut Pro I: Beginning Nonlinear Editing for Video, Broadcast and Digital Cinematography	3
MEDIA 129	Portfolio Development	1
MEDIA 460A	Occupational Work Experience in Media Communications	1

Select two courses from the following (min 6 units):   **Credit Hours:**   (0 Required)

MEDIA 070	XR Design: Virtual Reality	3
MEDIA 108	Studio Production	3
MEDIA 120	Making Documentaries	3
MEDIA 122	Music Video Production	3
MEDIA 131	Final Cut Pro II: Intermediate Nonlinear Editing for Video, Broadcast and Digital Cinematography	3

| MEDIA 135 | Premiere Pro 1: Nonlinear Editing for Video, Broadcast and Digital Cinematography | 3 |
| MEDIA 138 | DaVinci Resolve: Video Editing | 3 |

Select one course from the following (min 3 units):   **Credit Hours:**   (0 Required)

MEDIA 112	Media Freelancing and Entrepreneurship	3
MEDIA 132	Final Cut Pro III: Advanced Nonlinear Editing for Video, Broadcast, and Digital Photography	3
MEDIA 139	DaVinci Resolve: Advanced Video Editing	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 155	Basic Sound Recording and Music Video	3
MEDIA 156	Sound Mixing and Mastering	3

                                       Credit Hours: (0 Required)

Total Major Units: 23

                                         Credit Hours: (0 Required)

General Education Requirements: 19

                                         Credit Hours: (0 Required)

Electives to meet 60   15 - 18

                                         Credit Hours: (60 Required)

Total Units: 60

                                                  Total: 60

Laney College
Video Production for Video, Broadcast and Digital Cinematography

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Overview

College   Laney - Humanities, Social Sciences
Originator   Vina Cera
Award Type   Certificate of Achievement

Description

The major in Video Production for Video, Broadcast and Digital Cinematography covers the entire range of digital video, audio and media production, from script development, hands-on, current professional 2K and 4K production equipment, current editing and other post-production effects and applications, distribution, and media business management. The program is now beginning to expand into the VR/AR and drone worlds and integrating basic networking into the department's programs. Production of creative content for video, film, sports and broadcast TV, radio, cable, web, mobile technology, and other emerging communications technologies.

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

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Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Design and create digital media projects using state-of-the-art technology and skill sets, incorporating digital video/audio, aesthetic design, interactivity, effects graphics and current distribution formats

2. Apply appropriate critical and creative problem solving skills to analyze the aesthetic and production elements of video, television and other interactive digital media

3. Practice teamwork and collaboration

Degree Requirements:

Required Courses (min 14 units)   **Credit Hours:**   (14 Required)

MEDIA 104	Beginning Digital Video Production	3
MEDIA 111	Basic Audio Production	3
MEDIA 125	Scriptwriting for Video, Broadcast and Digital Cinematography	3
MEDIA 129	Portfolio Development	1
MEDIA 130	Final Cut Pro I: Beginning Nonlinear Editing for Video, Broadcast and Digital Cinematography	3
MEDIA 460A	Occupational Work Experience in Media Communications	1

Select two courses from the following (min 6 units)   **Credit Hours:**   (6 Required)

MEDIA 070	XR Design: Virtual Reality	3
MEDIA 108	Studio Production	3
MEDIA 120	Making Documentaries	3
MEDIA 122	Music Video Production	3
MEDIA 131	Final Cut Pro II: Intermediate Nonlinear Editing for Video, Broadcast and Digital Cinematography	3
MEDIA 135	Premiere Pro 1: Nonlinear Editing for Video, Broadcast and Digital Cinematography	3

| MEDIA 138 | DaVinci Resolve: Video Editing | 3 |

Select one course from the following (min 3 units)   **Credit Hours:**   (3 Required)

MEDIA 112	Media Freelancing and Entrepreneurship	3
MEDIA 132	Final Cut Pro III: Advanced Nonlinear Editing for Video, Broadcast, and Digital Photography	3
MEDIA 139	DaVinci Resolve: Advanced Video Editing	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 155	Basic Sound Recording and Music Video	3
MEDIA 156	Sound Mixing and Mastering	3

Total: 23

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College of Alameda
Word Processor

Overview

College   COA - Career and Workforce Education
Originator   Rochelle Olive
Award Type   Certificate of Proficiency

Description

The Word Processor Certificate of Proficiency from College of Alameda is designed to provide students the preparation needed for immediate entry-level employment in various high-demand clerical occupations.

Career Opportunities

Not Applicable

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. This program was deactivated before Program Learning Outcomes were required.

Degree Requirements:

Certificate of Proficiency Requirements   **Credit Hours:**   (17 Required)

BUS 202	Business Mathematics	3
BUS 207A	BUSINESS ENGLISH	3
BUS 225	THE PROFESSIONAL OFFICE ENVIRONMENT	3
BUS 231	Intermediate Keyboarding (Self-paced)	1
BUS 238B or	Word Processing II	3
CIS 238B	Word Processing II	3
CIS 001	Introduction to Computer Information Systems	4

Total: 17

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